

Appointing Internal Courtesy Candidates via Courtesy Express

This guide will detail the steps to appoint Courtesy Appointment candidates via Courtesy Express in Onboarding.

Each semester, the Office of Human Resources creates a non-advertised job opening for use by the entire University, known as the Courtesy Express. This process is used when the Courtesy recruitment has been completed offline and the department has identified a Courtesy Appointment. The Courtesy Express job opening will display for departments in the [Recruiting > Search Job Openings](#) list, but it is not advertised as a job for which applicants can apply. The department creates the applicant record, links the record to the current Courtesy Express pool, and prepares the job offer.

Key Information:

- Required Roles: **FSU_ERS_ADD_EXPRESS** and **FSU_SS_MANAGER**
- [OMNI Recruiting Training Guides](#)
- [Courtesy Supplemental Documents](#)
- [Courtesy Job Codes](#)

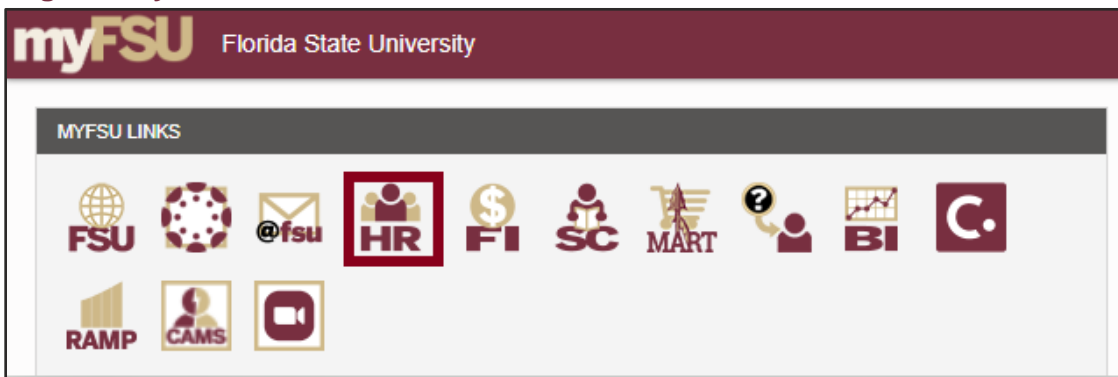
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Confirm the Candidate's FSU Affiliation

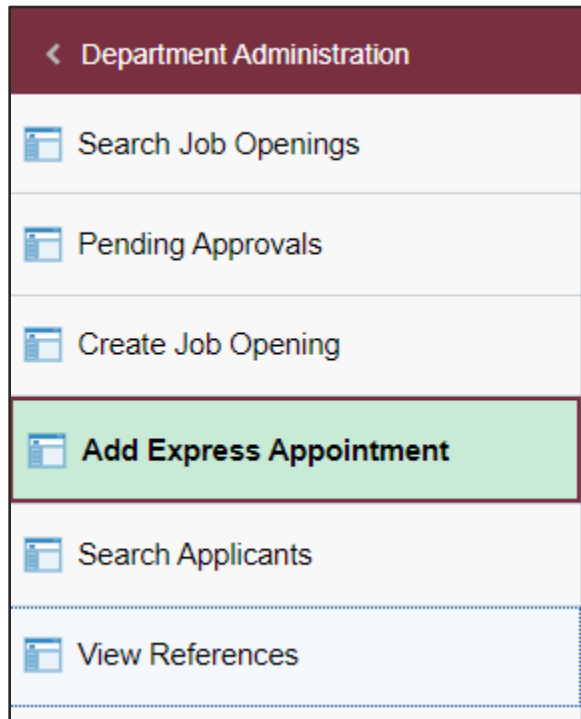
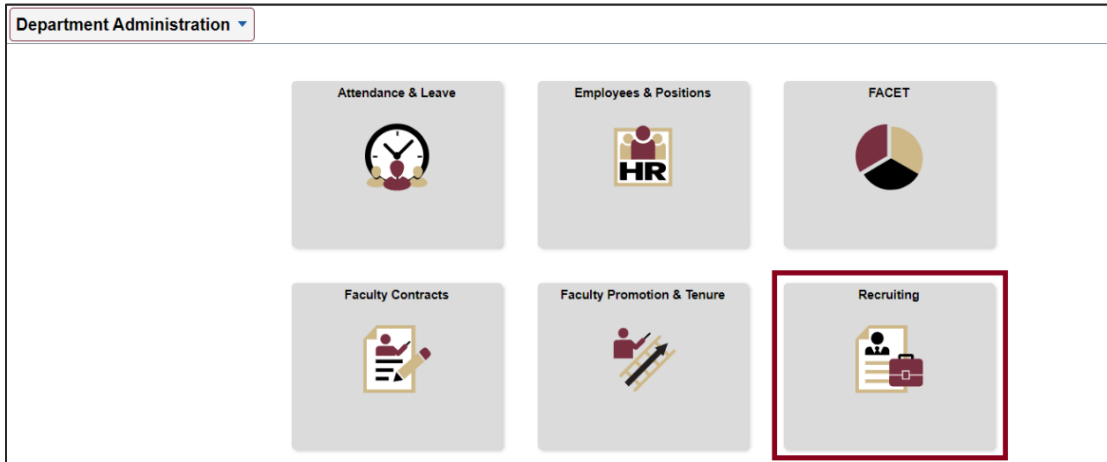
1. Prior to creating the appointment record, ask the hiring manager if the candidate is new to FSU or if they are a current employee/student:
 - If the candidate is a current employee/student, ask them to provide you with their **Empl ID/Student ID** and **FSUID** for the purpose of the department creating the appointment record. If the candidate does not know or cannot find:
 - The **Empl ID** can be found under Manage Job
 - **FSUIDs** can also be obtained with the **FSU_USER_ID** query if the candidate's **Empl ID** is readily available.
2. **Log into myFSU > click on the HR icon.**



Create the Courtesy Express Appointment Record

- 3. From the **Department Administration** page or the Navigator > click **Recruiting** > **Add Express Appointment**.

NOTE: Department Representatives can also reach this page by going to the **Navigation Bar**> **Recruiting** > **Add Express Appointment**.



IMPORTANT! Completing the steps below will sync the onboarding invitation with the candidate's myFSU account; therefore, it is very important that you have confirmed the candidate has an active employee/student login. If in doubt, enter as an Express Appt versus an Employee.

4. If the candidate is a current employee/student and has provided their **Empl ID/Student ID** and **FSUID**, take the following steps:
 - a. On the **Express Appt** page:
 - i. Choose **Employee** from the **Applicant Type** dropdown menu > click **Search**.

Express Appt

Save Save and Create Another | Recruiting Home

Applicant

*Applicant Type Employee Employee ID [] Search Clear

Preferred Contact Not Specified

- b. On the search page, enter the candidate's Empl ID/Student ID in the **Empl ID/Student ID** field and FSUID in ALL CAPS in the **User ID** field > click **Search**.
- c. When you have confirmed a match, click **Select** to continue adding the record.

search

*Empl ID/Student ID [] *User ID [] Search Clear

Return

Search Results

1-1 of 1 View All

Select	Empl ID	User ID	First Name	Middle Name	Last Name
Select	000000000	TEST	Testing	A	Record

Return

d. The legal name and FSU email address will populate on the page.

The screenshot shows the 'Applicant' form with the following details:

- Applicant Section:** *Applicant Type: Employee, Employee ID: 000123456, Preferred Contact: Not Specified. Buttons: Search, Clear.
- Applicant Status Section:** *Status Code: Active, Status Reason: (empty), Status Date: 06/22/2022.
- Name Section:** Name Format: English, Name Prefix: (empty), First Name: Sammy, Middle Name: (empty), Last Name: Seminole, Name Suffix: (empty).
- Email Addresses Table:**

Primary	Email Type	Email Address
<input type="checkbox"/>	Business	sseminole@fsu.edu
<input type="checkbox"/>	Campus	sseminole@fsu.edu
<input checked="" type="checkbox"/>	FSU Official Email	sseminole@fsu.edu
- Buttons:** Add Email Address.

Note: If you are attempting to create an application for an existing employee or student becoming an employee, please select the "Employee" applicant type. Applicant notifications and onboarding invitations will be delivered to the applicant's primary email. As an internal applicant this is set by the university. In addition, "Home" and "Other" email types cannot contain a "@fsu" domain when creating an "Express Appt" application type.

e. Click **Save** or **Save and Create Another** to add additional express appointments.

f. Note the **Applicant ID** that generates and proceed to step 5.

The screenshot shows the 'Express Appt' form with the following details:

- Buttons:** Save, Save and Create Another, Recruiting Home, Manage Applicant, Personalize.
- Name:** Sammy Seminole
- Applicant ID:** 729757 (highlighted with a red box)
- Applicant Section:** *Applicant Type: Employee, Employee ID: 000123456, Preferred Contact: Not Specified. Buttons: Search, Clear.
- Applicant Status Section:** *Status Code: Active, Status Reason: (empty), Status Date: 05/20/2022.

NOTES:

If the appointment is created with an Empl ID/Student ID, it will carry over to the job offer and Onboarding. When the Onboarding invitation is launched, the candidate will be directed to log in at the myFSU portal to complete Onboarding.

Linking the Record to the Courtesy Express Pool

- Navigate to **Recruiting** > **Search Applicants** > enter the applicant ID in the **Applicant ID** field > click **Search**.

Find Appt/Applicants

Recruiting Home

Quick Search
Keyword Search
Advanced Search

▼ Search Criteria ?

Search My Applicants

First Name

Last Name

Alternate Character Name

Applicant Status ▼

Applied Within ▼

Applied Between **And**

Job Opening ID

Applicant ID

Search

Clear

- Across from the candidate's name, use the **Actions** drop-down menu to select **Link Applicant to Job**.

Applicant	Applicant ID^	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	
Sammy Seminole	729757	Employee	010 Active	850/644-6200	samseminole@fsu.edu	05/20/2022	0	<div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> Actions <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small; margin-top: 2px;"> Link Applicant to Job </div> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small; margin-top: 2px;"> Send Correspondence </div> </div>

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- Enter or select the current semester's Courtesy Express job ID in the **Job Opening ID** field > click **Link**.

Link Applicant to Job Opening x

Applicants to be Linked

Applicant	Name	Status	Email Address
<input type="text" value="729757"/> 🔍	Sammy Seminole	010 Active	samseminole@fsu.edu

[Add Applicant](#)

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire
<input style="border: 2px solid #800000;" type="text" value="51506"/> 🔍	Courtesy Express Fall 2022	No	No

[Add Job Opening](#)

Disposition Information

*Disposition ▼

Reason ▼

Date 05/20/2022

[Link](#)
[Cancel](#)

- After the applicant's record has been successfully linked, click on the candidate's name to be redirected to the job openings(s) associated with the applicant's ID.

Find Appt/Applicants

[🏠 Recruiting Home](#)

[Quick Search](#)
[Keyword Search](#)
[Advanced Search](#)

▶ **Search Criteria** ?

1 Result(s) Found

Search Results ?

🔍

Select	Applicant	Applicant ID [▲]	Type	Status
<input type="checkbox"/>	Sammy Seminole	729757	Employee	010 Active

9. Under the appropriate Job Opening, click on **Other Actions**.

10. Click **Recruiting Actions > Prepare/View Job Offer**.

The screenshot shows the 'Manage Applicant' interface. At the top, there are navigation links: Save, Return, Recruiting Home, Search Applicants, Create Applicant, and Add Application. The applicant's details are: Name Sammy Seminole, Applicant ID 729757, Applicant Type Employee, Status 010 Active. Preferred Contact: Not Specified, Phone 850/644-6200, Email samseminole@fsu.edu, Address 600 W College Ave, Tallahassee, FL 32... Below this are tabs for Applicant Activity, Notes, Applicant Data, and Interested Parties. A table titled 'Applicant Activity' has columns: Select, Job Opening, Job Opening ID, Disposition, Application, Resume, Route, and Print. The first row shows 'Courtesy Express Fall 2022' with Job Opening ID 51506 and Disposition 'Linked'. A dropdown menu is open over the 'Recruiting Actions' column, showing options: 'Recruiting Actions', 'Applicant Actions', 'Create Interview Evaluation', 'Prepare / ViewJob Offer', and 'View / Edit Application Details'. The 'Prepare / ViewJob Offer' option is highlighted.

11. Begin on the **Offer Details** tab.

The screenshot shows the 'Offer Details' tab. It displays the following information: Job Opening 51506, Position Number, Recruiter, Status 006 Pending Approval, and Created By. The job opening is identified as 'Courtesy Express Fall 2022'.

12. Navigate to the **Comments** section. Enter information pertaining to the candidate and/or job offer, such as employee ID (if a current employee), type of appointment (new, rehire, additional appointment), justification of courtesy need, and whether the appointment is an Unpaid Visiting Scholar. If the appointment is a **Post Doc**, please include financial support information including the source and amount of funding.

The screenshot shows the 'Comments' section. It features a search bar, navigation arrows, and a '1 of 1' indicator. A comment is displayed: 'Working with Dr. Strange. Will have resident students shadow. Needs access to FSU email and building access.' Below the comment are fields for 'Added By' and 'Last Updated By'. At the bottom, there is a red button labeled 'Add Another Comment'.

13. Navigate to the FSU Offer – Additional Info section.

Enter the appropriate **Job Code** or click the lookup button to select the appropriate Courtesy Job Code. To determine the appropriate Courtesy job code, review the information [here](#).

NOTE: The default code COUX is not a valid job code.

14. Enter the appropriate **Department** or use the lookup button to search and select the desired Department.

15. Enter the appropriate **Location Code** or use the lookup button to search and select the desired Location Code.

16. Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID.

17. Enter the appropriate **Mail Code** or use the lookup icon to search for the desired Mail Code.

18. Click the **U.S. Citizen?** Drop-down menu. Select the appropriate answer from the list.

19. Click the **Empl Class** drop down menu. Select the appropriate classification - "Courtesy" should be used for standard Courtesy appointments. Please review the available Courtesy Empl Classes on the Courtesy [website](#).

NOTE: Appointments for Visiting Scholars should select the "**Vstg Schlr**" Empl Class. Please see the [Appointing Unpaid Visiting Scholars via Courtesy Express](#).

20. Enter the appropriate weekly standard hours of 0.01

If needed for teaching Faculty appointments, you may enter the exact number of weekly hours. *Please notate in the comments section the reason for not entering 0.01 hours.*

21. The Pre-Mgr Approver field is optional. Use the lookup button to search and select a **Pre-Mgr Approver**, if desired. The **Originator Telephone** will automatically populate.

22. Enter the **Begin Date**.

NOTE: Start dates should be 2-3 weeks out to allow time for approvals, onboarding completion, and background check completion (if applicable).

FSU Offer - Additional Info

Employee Id					
*Job Code	H9185	Graduate Assistant (Courtesy)	*Location Code	40101000A	EOAS BUILDING1000A
*Department	069000	Earth, Ocean & Atmospheric Sci	*Supervisor ID	000654321	Oliver Twist
*Mail Code	2840		*Weekly Std Hours	0.01	
			*U.S. Citizen?	No	
			*Empl Class	Vstg Schlr	
Pre-Mgr Approver (Optional)					
*Originator Telephone	850/645-8124				

Begin Date
08/08/2022

23. Click the **Background Check** tab.

The screenshot shows a window titled "Offer Details" with a question mark icon. Below the title bar, there are two tabs: "Offer Details" and "Background Check". The "Background Check" tab is highlighted with a dark background and white text, indicating it is the active tab.

Enter a **Description of Duties** for the appointment.
Confirm the **Budget Manager** and **Budget Manager Email** is correct.

Enter or look up a valid **Purchase Order #** or enter a valid **Foundation Fund #** to pay for the background check. The **Line #** will generate based on the purchase order selected.

NOTE: The department will only be charged if a background check is required.

24. Answer each question on the **Background Check Questionnaire**; No or Yes as applicable. Confirm these answers with the hiring supervisor.

Once the questions are answered, the background level will generate at the bottom of the questionnaire.

The background check level will be reviewed by Human Resources Background Check staff.

Part 1. Outside Documents to replace/satisfy FSU Background Check:

1 Is this job/role located in the FSU Childcare Center?

2 Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)

3 If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."

4 Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?

Part 2. Level 2 Background Check Required Duties:

1 Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?

2 Is the position classified as Vice President level or above by job code/administrative code?

3 Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check

4 Is fingerprinting a requirement by granting agencies for grants and contracts?

5 Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?

Part 3. Standard Background Check Required Duties:

1 Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?

2 Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?

3 Will this person have control over University-wide operational processes through functional roles or system security access?

4 Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?

5 Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?

Part 4:

1 Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.

2 By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.

Submit for Approval or Save as Draft

25. Click the **Save as Draft** or **Submit for Approval**

Afterward, a confirmation message pops up. Click the **OK** button.

Offer Details | **Background Check**

Budget Manager

Budget Manager Email

Description of Duties/Comments
Working with Dr. Strange. Will have resident students shadow. Needs access to FSU email and building access.

Background Check Funding (Required)

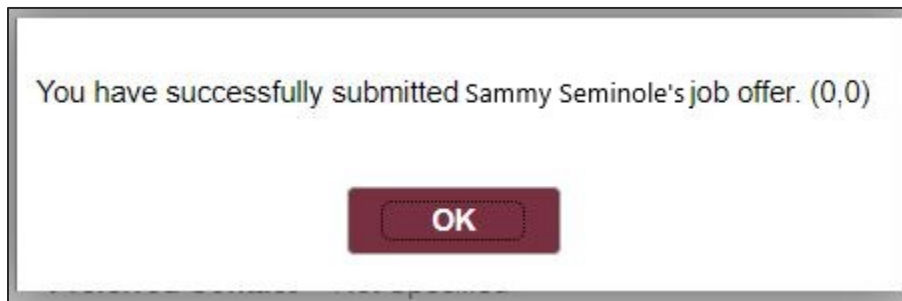
Purchase Order # [input] **Line #** [input]

OR

Foundation Fund # [input] *Approval Submission*

Save as Draft | Submit for Approval

Add Revised Offer
Delete Offer
Edit Offer



26. Navigate to the **Approvals** tab to review the status of the job offer in the workflow.

To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.

Offer Details ?

Offer Details | Background Check | **Approvals**

FSU Job Offer Workflow

Job Offer: Pending

FSU Job Offer Workflow

Pending

FSU Job Opening Dept. Mgr. → Not Routed Multiple Approvers HR Background Check Approver → Not Routed Multiple Approvers HR Final Approver-Courtesy

Submit

Comments

Once the job offer is final approved, Human Resources will launch the Onboarding invitation to the candidate and the department will receive an email.

NOTE: To check the job offer status in workflow, navigate to the job opening through **Recruiting > Search Job Openings >** across from the candidate's name, click **Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals** tab.

Editing an Offer: The **edit offer** button is only live during the draft job offer stage. If you need to change a submitted appointment, it must be denied by the approver so the originator may **add revised offer**. At the add revised offer step, the offer details data will be retained and editable. However any attachments will not. Click **Save as Draft** to reattach any attachments. Once edits have been made and necessary documents are attached, click **Submit for Approval**.

Questions?

For general questions about this procedure, email either Amelia Colorado at acolorado@fsu.edu or HR Courtesy at hr-courtesydocs@fsu.edu.