Application Instructions for Internal Applicants (Employees)

Thank you for your continued interest in employment with Florida State University. This document outlines how to apply for job openings as a current employee.

Helpful Tips:

1. You must have an active FSUID to login and apply as an employee via the myFSU portal.
2. Before applying, it is recommended that you delete the history (temporary internet files and cookies) on your web browser. Refer to steps.
3. **Application deadlines**: an applicant must apply before midnight EST of the position closing date.
4. Do NOT use the back button in your browser. You may lose the information you have entered on the page. Use the "Previous" button within the website.
5. The system will time out after an extended period of inactivity. If this happens, the information on the page may be lost. Make sure that you save the application before leaving the page. After saving or submitting your application, log out and close ALL browser windows to protect your information.
6. Before you start the application, have your education information handy. If applying for a Staff or OPS job, have your work experience details available, going back 10 years.
7. Be sure your application is complete prior to submitting it. Pay special attention to the fields that are marked with an asterisk (*). Note: Depending on the job posting requirements, there may be other sections which must be completed although not marked with an asterisk.

8. When completing the online application, you have the option to attach a vita/resume and other files that are relevant to the position for which you are applying. These files do not however replace completing the online application.
9. Use the "Search Jobs" box to search by job opening ID, title, keyword, etc., or you may use the options on the left side menu.
10. If you see a job opening you wish to apply for, click on the posting title and then click on "Apply for Job".
11. You do not need to complete and submit the application all at one time. You can save the application by clicking on the three-dot menu at the top right of the screen and "Save as Draft". Return to the website before the application deadline to submit your application.
12. If you don't identify a job you are interested in applying for, but want to enter your information for future use, you may create a draft application via the *create application without applying for a job* links at the bottom of the search page. To be considered for a job opening, you must select a specific position and submit the completed application. Drafts, even drafts for specific positions, will not be considered unless submitted.
13. Submitted applications cannot be edited. Applicants can make changes by re-applying for a position. Departments will screen by the most recently submitted application to their job opening.
14. Link to resources for Frequently Asked Questions, Veterans' Preference, and technical help.
15. If you have questions, please contact HR Employment at (850) 644-6034 or jobs@fsu.edu. *Please notify the Human Resources, Equal Opportunity Compliance & Engagement Office (EOCE) at 850-645-1458 or* HR-ADA@fsu.edu *in advance if you require an ADA disability-related reasonable accommodation(s) to participate in the application process.*

How to Apply

Navigations

Start by going to https://my.fsu.edu, and sign in with your FSUID and password. On the left side under MYFSU LINKS, click on "Human Resources".
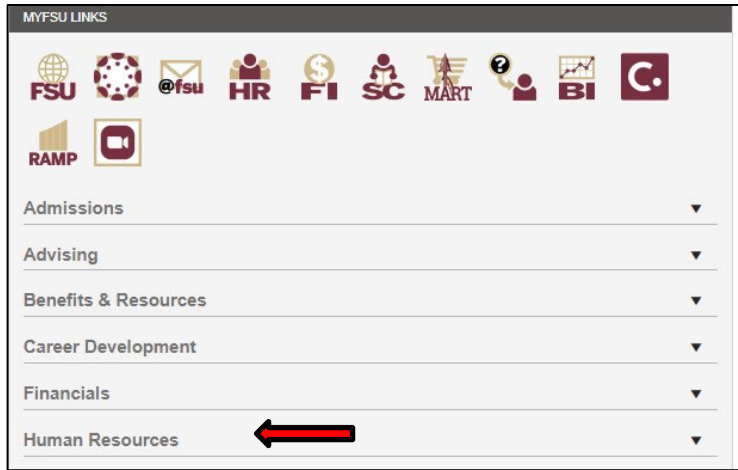
A drop-down menu will appear > click on "Job Opening Search/Application" to be directed to the Careers page.

You will be able to manage different facets of the application process on the Careers page—view current openings, apply for positions, check the status of previously submitted applications, save searches and receive notifications of new opportunities, view resumes and/or other attachments you have uploaded, update your preferred method of contact, send prompts for letters of recommendation if required, and more. **Note:** to update your contact information, go to Employee Self Service > Personal Information.
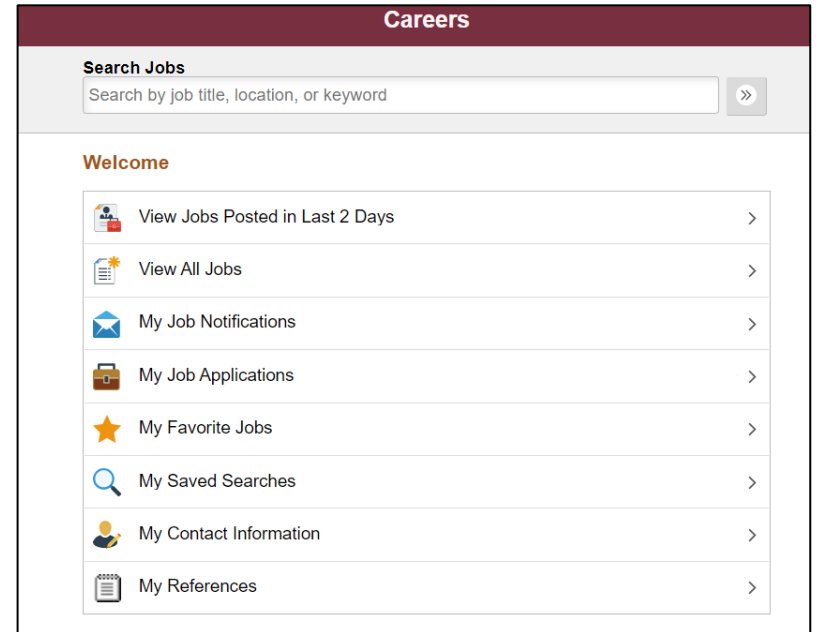
Job Search

To view current job openings, click "View All Jobs". Job postings can be filtered by different criteria on the left side column. Additionally, you can use the "Search Jobs" option.

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The postings can be sorted by: Job Title, Job ID, Location, Department, Job Family, Posted Date, Close Date or Favorite job.

Click on a job opening to read more about the position, to included qualifications and responsibilities.

Once you've identified a job you're interested in applying for, click "Apply for Job" in the upper right corner.

Step 1: Start

As a current employee, you may already have data in your application that carried over upon hire. If so, the application process will involve updating pages and adding new entries, as needed, to ensure your information is current. Click the View Terms and Conditions link. If you agree to the terms and conditions, click the box for "I agree to the Terms and Conditions" and the "Next" button. Note: If you do not agree to the terms, you will not be able to submit your application.

Step 2 & 3: Attach a Resume and Additional Documents

If you are providing a resume, click "Attach Vita/Resume" to upload your document. (You will be given the option to apply using an existing Vita/Resume if you have previously uploaded one.)

You may also upload a cover letter on this screen.

Click "Next" to proceed to the next step, or to proceed *without* uploading a resume and cover letter.

The Add Attachment page will allow you to upload additional documents, such as: a Certificate or License, Research Interest statement, Teaching Philosophy, References, Veterans' Preference documentation, etc. Upload documents and then click "Next", or click "Next" to apply *without* additional documents.

Note: Please refer to the specific job description for the types of documents that are required, if any.

If you would like your attachments to apply to all your applications for currently advertised positions and future applications without uploading them each time you apply, you may do so from the My Job Applications page > click on View Attachments > Click the plus sign or add attachment button under the Cover Letters and Attachments section at the bottom of the page > upload document(s) accordingly.

Step 4: Preferences

The preference page is only found on Staff and OPS applications. Completing this page is optional; however, hiring managers may find this information helpful depending on the needs of their position. If you are not uploading a resume with your application, we recommend that you list your skills in the Additional Skill box on this page.

Step 4 of 8: Preferences

Use this section as needed to tell us your desired start date, work days, and job type.

Job Preferences

1. I can start my new job on or after

2. I am looking for the following kind of job
   - Regular
   - Temporary
   - Either

Step 5A: Education

All applicants must use the drop-down menu to select their highest level of education obtained. The level selected will then determine what fields are required on this page.

Highest Education Level Obtained (Required)

Highest Education Level

Note: Listing your highest education level obtained and providing the details of your education history is important, as positions require certain levels of education and the information provided will be used to screen an applicant based on those requirements.

Entering High School/Other Education: Staff and OPS applicants can include their High School or equivalent education by clicking on the plus sign under the High School/Other Education section.

High School/Other Education

✚

Use the Look-up button 🔍 to view levels and make a selection.

Add High School/Other Education

*Education Level Completed

Country United States

State

School Name

*Only the fields with asterisks (*) are required.

Once you have entered your High School education information click "Done."

Entering Degrees: If applicable, click on the plus sign under Degrees to add College or University education details.

Degrees
+

*Only the fields with asterisks (*) are required.

Fill out the required fields in order. Use the calendar icon to select the appropriate month, year, and day. Use the look-up button to view a list of available options.

Major Code: If you cannot find your major on the list, type your major in the Major Description box at the bottom instead.

School Code: It's helpful to select your State first; however, if you cannot find your school in the school code list, type the school name in the "School Description" box instead.

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Once you have entered the required information click "Done." Continue these steps until you have added all your degrees and then click the "Next" button to continue.

Step 5B: Work Experience

The Work Experience page is only found on Staff and OPS applications. Click "Add Work Experience" to enter past and current work experience. Make sure to include all work experience, up to 10 years

Note: It is important to add your work experience, even if attaching a resume, as our system uses this information in screening for minimum qualifications.

If a calendar icon appears next to a field, click on it and select the appropriate month, year, and day. If you are currently employed, leave the "End Date" blank.

Applicants can include work, internship, and volunteer experience in this section; however, if you do not have any experience, please click the toggle switch button to show "yes" and move forward with your application.

Step 6A: Other Information – Accomplishments

This page is only found on Staff and OPS applications. If you so desire, or the posting requires that applicants include Licenses and
Certifications or Memberships, click "Add Licenses and Certificates" or
"Add Memberships."

Use the calendar icon 📅 to select the appropriate month, year, and day.
Use the look-up button 🔍 to view a list of available options.

Once you have entered the applicable information, click "Done". Click the plus sign to add additional licenses or memberships, or "Next" to continue.

Step 6B: Other Information – References

This page is only found on Staff and OPS applications. If you so desire, or the posting requires references, add them by clicking on "Add Reference". It is suggested that you provide 3 - 5 professional references.

Once you have entered the applicable information, click "Done".
Click the plus sign to add additional references, or "Next" to continue.

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Step 6C: Other Information – Referrals

Staff and OPS applicants must provide information on how they learned about the job. Click on the drop-down menu for "How did you learn of the job?" to provide the information.

Select Additional Information and enter the Specific Referral Source as applicable.

*How did you learn of the job?	▼
Specific Referral Source	

Step 6D: Other Information – Questionnaire

It is required that all questions be answered on the Questionnaire. This section is required each time you apply. The questions will vary depending on the requirements of the position you are applying for.

If you are applying for an USPS position and claiming Veterans' Preference, answer "yes" to the Veterans' Preference question on the questionnaire.

Please answer the questions as carefully as possible. Use the scroll bar to scroll down/up. Review your answers before proceeding to the next page.

Step 6 of 8: Other Information - Questionnaire

QUESTIONNAIRE TIPS:

Read the questions below carefully as they require complete answers.

Questionnaire (Required)

Step 7A: Self Identify – Disability

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions.

Step 7B: Self Identify Details – Veteran

Step 7C: Self Identify – Diversity

Step 8: Review and Submit

Review your application thoroughly. Once it has been reviewed, click the **"Submit"** button to complete the application.

What to Expect After Submitting Your Application

An email will be sent to you confirming receipt of your application. General status updates can be found by logging in at myFSU, returning to the Careers page, and clicking on My Applications.

If you have any questions, please contact HR Employment at (850) 644-6034 or jobs@fsu.edu.

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