Application Instructions

External (Non-Employee) Applicants

Note: Current FSU Employees MUST USE OMNI Self Service > Recruiting Activities > Careers, to apply for FSU jobs. Refer to the Job Aid for Internal Applicants for assistance.

This document takes you through the basic process of applying for job openings at Florida State University.

• After you have read this job aid and are ready to apply for positions, you can begin the application process by going to https://jobs.fsu.edu, the Employment home page.

• As you begin the application process, you may find it useful to keep these instructions handy.

Helpful Tips:

1. First-time applicants will need to register with a user name and password and create a profile- instructions are in the “How to Register/Log-in” section on the next page. Be sure to write down the User Name and Password you create. You will need this information to access your online application and to apply for additional positions.

2. Do NOT use the BACK button in your browser. You will lose the data you have entered. Use the “Return to Previous Page” or “Return to Application” button.

3. The system will time-out after 60 minutes of inactivity. If this happens and you have not saved for later, your information will be lost. To ensure this doesn’t happen, periodically click on the “save for later” button in the application. Make sure that you log out and close ALL browser windows after submitting your application to protect the privacy of your information.

4. Have your education information and your last 10 years of work experience in front of you before you start the online application.

5. Be sure your application is complete prior to submitting it. Pay special attention to the fields that are marked with an asterisk (*). In addition, depending on the job requirements, there may be other sections which must be completed although they are not marked with an asterisk.

6. To view a listing of Frequently Asked Questions, information on Veterans’ Preference and technical/additional resources, visit the Human Resources Employment page at: https://jobs.fsu.edu/index.cfm?page=JobSeekers_ApplyForAJob

7. When completing the online application, you have the option to attach a resume/vitae and other files that are relevant to the position for which you are applying.

8. When searching for jobs on the Careers Home page, you may use the Advanced Search option to search by job opening ID number, location, keyword, or by selecting different Job Families. To view all job listings, leave all categories blank and click on the “Search” button.

9. If you see a job opening you wish to apply for, select the posting title and click on “Apply Now”.

10. You may create a draft application via the “create/update application without applying for a job” link, even if you do not find a specific position for which you want to apply. Once your draft is established, you can return later and apply for positions.

Note: To be considered for a job opening, you must select a specific position and submit the application. Drafts, even drafts made for a specific position will not be considered unless submitted.

11. Submitted applications cannot be edited. Applicants can make changes by re-applying for a position. Departments should screen the most recently submitted application to their pool.
How to Apply

Step 1: Navigation

Start by going to, http://jobs.fsu.edu. Click on “Browse Job Openings”.

First-time applicants can create a profile and register a user name and password by clicking on “Create/Update application without applying for a job” or by clicking on “Apply Now” from any posting you wish to submit an application for. (Registration instructions are provided in step 3.)

Returning applicants click on “Previous Applicants Click Here to Login”. Login by entering your User Name and Password. Click Login.

Once you have logged in, you will be able to manage different facets of applying for a job in the “My Career Tools” box—View previously submitted applications and their statuses, complete and submit draft applications for positions that are currently still open, and view resumes and/or other attachments you have uploaded.

Step 2: Job Search

The job listings are divided into three sections:

1. Faculty Job Openings
2. Staff Job Openings
3. Temporary & Student Jobs

Clicking on one of the three choices will provide a list of all the positions open in that category.

Applicants who are unsure about which category a position falls under can conduct a more specific search by clicking on “Advanced Search”, designated by the red arrow in the screen shown above.
You can narrow your search by entering key words and/or selecting a job location, job family, part-time or full-time, regular or temporary, or a specific time frame of postings.

**Step 3: Register/Log-in**

Once you have selected a job, click “Apply Now”, and first-time applicants will be taken to the initial login/registration page, entitled “Create New Application”.

Complete the information requested, including a user name, a password of your choice, and then re-type the password to confirm you entered it correctly. Click REGISTER.

**Note:** Previous (external) applicants directed to the page above should select the “Click Here to login with the user name and password that you created when you first applied” link to login. If you forget your password or user name, click Login Help and either type in your user name to receive a new password or type in your email address to retrieve your user name.

**Note:** Internal Applicants (Current FSU Employees) directed to the page above should select the “Click Here to log into OMNI” link, which will redirect you to OMNI so you may apply as an internal.

**Note:** First-time applicants who wish to create a draft application for
use at a later time without applying for a specific position should click on the “Create/Update application without applying for a job” on the home page and complete the information requested.

There are three resume options when applying for a job for the first time. Anytime you apply for a job after the initial application, you will be given a fourth option to apply using an existing resume, if one has been uploaded for a previous application.

Once you have selected an option, click Continue to proceed to the next step.

Note: The program will not allow you to upload documents with titles more than 59 characters long or with any unallowable characters (spaces, hyphens, apostrophes, etc.).

The next page will allow you to upload additional documents such as, a cover letter, references, a DD214, etc. Select one of the options provided, (first-time applicants will choose to either upload a new document or apply without), and then click Continue to proceed to the next step.

Step 4: Attach a Resume/Additional Documents

Once you have registered/logged in and selected a posting, you will be directed to the first page of the application. Scroll through and read the information provided and then select a resume option.
**Step 5: Complete Profile**

After uploading your documents or choosing to apply without, you will be taken to a profile page, where you will need to enter your contact information. Please ensure this information is up to date.

*Note:* In the address box, “Postal” means zip code.

**Step 6: Preferences**

It’s optional to complete the information in the Preferences field. Hiring managers may find this information helpful, depending on the needs of their position. Note: if you are not uploading a resume with your application, it is suggested that you list the skills you have in the Additional Skills box.

*Note:* We recommend saving your application after completing any one of steps 7-9 to ensure that in the event you are timed out your
information will not be lost. You can do this by clicking on the “Save for Later” button at the top or bottom of the page.

**Step 7: Education History**

All applicants must provide their highest level of education completed each time they apply.

*Indicates a Required Field.

Indicate your highest level of education by selecting a value from the drop-down list below.

**Highest Education Level:**
- Not Indicated

**Note:** Listing your highest education level 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.

Applicants can include their High School or equivalent education by clicking on the [Add High School/Other Education].

Use the Look-up button to view a list of available options.

Once you have entered your High School education information click on “Okay & Return to Application”.

If applicable, click on [Add Degrees] to add College or University education details.

**Note:** If you cannot find your school in the school code list, type the school name in the “School Description” box instead.

**Note:** If you cannot find your major on the list provided when you select the Look-up button, select the “OTH” option shown below, or type your major in the major description box instead.

Once you have entered the required information you can either click “Okay & Add More” to add another degree, or click “Okay & Return to
Application” to return to the application.

**Step 8: Work Experience**

Click **Add Work Experience** to enter past and current work experience. Make sure you include all work experience, up to 10 years.

Applicants can include work, internship, and volunteer experience in this section. If you have no prior work experience, please select the box indicated by the red arrow below.

**Note:** If a calendar icon appears next to a field, click on it and select the date on the calendar that opens. If you are entering your current job information, leave the “End Date” blank and fill in the “Reason for Leaving” box. (e.g. Currently Employed).

**Step 9: Licenses & Certifications, Memberships, and References**

If you so desire or are required by the posting to include any of the above, Click **Add Licenses and Certificates**, **Add Memberships**, or **Add Reference**. It is suggested that you provide 3-5 professional references.
Once you have entered the applicable information you can either click “Okay & Add More” to add another, or click “Okay & Return to Application” to return to the application.

**Step 10: Questionnaire**

It is required that all questions be answered on the Questionnaire section. This section will be required each time you apply.

Depending on the position you are applying to you may have more than the 6 questions listed above. Read each question carefully and answer them honestly.

**Note:** False statements on the application are ground for rejection.
Step 11: Referral Information

If the Referral Information box appears at the bottom of your application, you will need to answer the required fields (those indicated with an asterisk*), before you can proceed to the next page.

When you are ready to submit the application, click Next to continue.

Step 12: Self Identification Details/Terms and Agreement

Read the information on the Submit Application page carefully. The Self Identification Details section is used to record Equal Employment Opportunity statistics. It is not used in consideration for a job at Florida State University. You may choose to decline to answer these questions without penalty.

If you agree with the terms and conditions on this page, select “I agree to these terms” and click Submit.
Note: If you do not agree to the terms, you will not be able to submit your application.

What to Expect After Submitting Your Online Application

If you provided an email address in your Profile, an automatic e-mail message will be sent to you confirming receipt of your application.

General status updates can be found by logging in with your user name and password > My Career Tools > select the timeframe to display applications from > click Refresh > refer to "Status" column.

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

Thank you for your interest in employment with FSU.