



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Shelley Lopez, Program Director, Communications/Special Projects, for distribution.

It has been brought to our attention that some job candidates have received phishing attempts in their mailboxes disguised as onboarding requests from Human Resources. In the fraudulent emails, candidates are asked to click a link to use *DocuSign* to upload documents or provide additional information. Please note that FSU HR does NOT send candidates any information through *DocuSign* as part of the onboarding process. These phishing attempts have been reported to FSU Information Technology Services.

Candidates may receive two emails in the onboarding process that look like the following:

- An email from FSUOnboarding@fsu.edu with an invitation link.

Martin Chavez,
Congratulations on your offer of employment for Laboratory Assistant, in Biological Science! We look forward to your contributions to our university community.
Your appointment is contingent on your successful completion of our electronic onboarding process.
You should begin your onboarding process immediately. Your anticipated start date is 05/13/2019. You must successfully complete the onboarding process, including any required background check, before you can start work in your new position.
The process does not have to be completed in a single session. You may log in multiple times using your user name and password to complete the process. If there is a break in your input, fully completed pages will be automatically saved. When you log in for your next session, you can return to where you left off and continue. [This invitation expires in 21 days.](#)

New employees:
The new appointment process usually includes a background check, employment paperwork, and other pre-employment requirements. Get started by clicking the link below to set up your user name and password.
On or before your first day of work, you will need to bring personal identification for completion of the I-9 form to your department representative (listed below). The onboarding portal will show you examples of acceptable forms of identification.

Helpful Tip:
Allow approximately 60 minutes for completion. Gather necessary information before you start, such as:

- Social Security Number
- Banking information (for direct deposit)
- Work authorization documents

Existing employees:
The abbreviated appointment process includes a shortened onboarding experience. As a current employee, you still must create a user name and password unique to the onboarding system; do not use myFSU (OMNI) credentials.
Get started by clicking on the link below to create a user name and password.

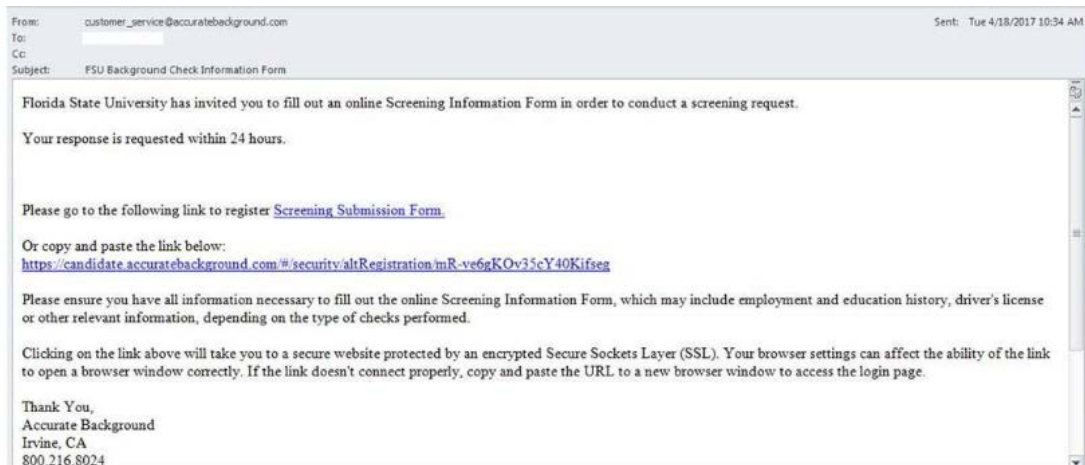
Onboarding Portal:
[Click Here](#) to access the portal.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Office of Equal Opportunity and Compliance at 850-645-6519 or EOC@fsu.edu

Should you have any questions or problems, please contact your department representative, Amelia C Espinosa, at 850/644-4286 or ACH0370@sevinvald.fsu.edu.

Thank you,
Office of Human Resources
Florida State University
(850) 644-6034

- If applicable, they may also receive an email from our background check vendor, Accurate Background, if a background check is required.



If you become aware of a similar issue within your department, please encourage the message receiver to forward the message to abuse@fsu.edu. Additional information on phishing attempts can be located on the [ITS website](#).

Questions? Please contact Phaedra Harris at pharris@fsu.edu or (850) 644-7705 if you have any questions about the standard communication templates for the onboarding process or any suspected phishing attempts.