



Appointing OPS Candidates via OPS Express

Key Information:

Required Roles: **FSU_ERS_ADD_EXPRESS** and **FSU_SS_MANAGER**

[OPS Hiring Checklist](#)

[OPS Appointment Information](#)

[Payroll Deadlines - Smart Onboarding Actions](#)

Understanding the Process:

This guide will detail the steps to appoint OPS candidates via OPS Express in OMNI HR.

Each semester the Office of Human Resources creates a non-advertised job opening for the entire university to use called the OPS Express. This process is used when the OPS recruitment has been completed offline and the department has identified an OPS candidate to hire. The OPS Express job opening will display for departments in the Recruiting > Search Job Openings list, but it is not advertised for applicants to apply. The department creates the appointment record and links the record to the current OPS Express pool.

The hiring department must ensure that the top candidate qualifies, is interviewed, and [pre-employment checks](#) are completed; however, with regard to system coding, the department does not have to request applicants to be routed, create interview evaluations, record disposition codes, or complete the pre-employment checklist in OMNI.

Once the department has obtained approval for the rate of pay and discussed the anticipated start date and rate with the candidate, they may proceed with creating the express appointment and entering the job offer in OMNI as detailed below. At this stage, a *formal* job offer should not be made. This is because the Smart Onboarding processes, to include a criminal history background check (if needed), have yet to be completed.

For OPS Faculty and Graduate Assistant hires, the Faculty OPS Express and GA Express job openings must be used. Refer to the respective [training guides](#) for detailed instructions.

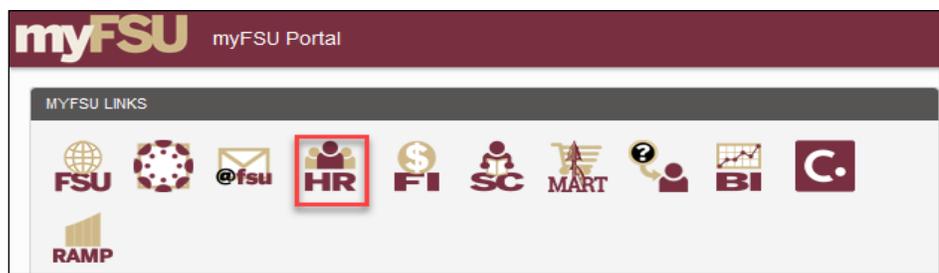
InternFSU is a program for internships coordinated through the Career Center. The appointment process is the same as is outlined below; however, the records must be linked to the InternFSU Express job opening.

Detailed information on the InternFSU selection and hiring process can be found [here](#).

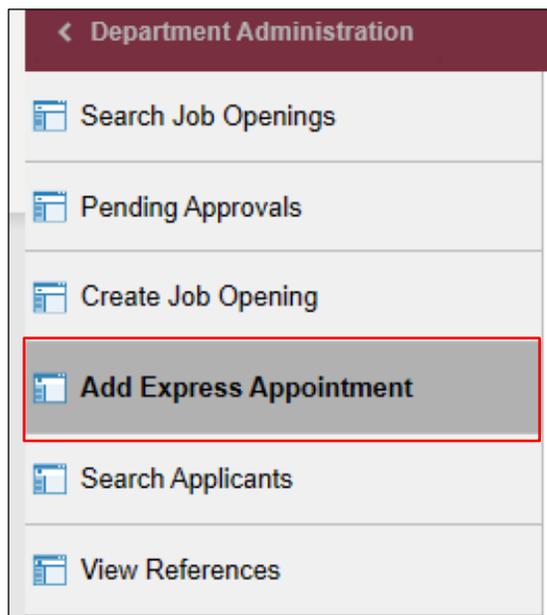
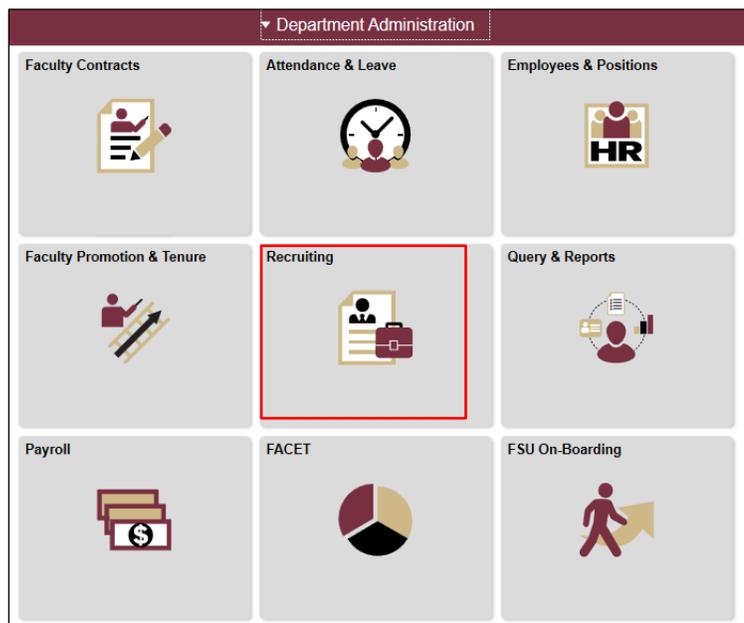
If there is a need to recruit for an OPS candidate or pool on the FSU Jobs Website, reference [training guides](#) for “Creating a Job Opening” and “Creating a Job Offer from an Advertised OPS Job Opening” instead.

Step	Action: Confirm the candidate's FSU affiliation prior to creating the appointment record
1.	<p>Ask the hiring manager if the candidate is new to FSU or if they have an affiliation with FSU (i.e., are they a current employee, former employee, or current/former student):</p> <ul style="list-style-type: none"> If the candidate <i>is a current employee, former employee, or current/former student</i>, ask them to provide you with their Empl ID/Student ID and FSUID for the purpose of the department creating the appointment record. <ul style="list-style-type: none"> The candidate can find this information by logging into the myFSU portal and referring to the section under "Welcome" in the upper right of the page. <u>Never ask for a candidate's password.</u> Obtain a valid email address from the candidate. If the candidate <i>is not affiliated with FSU, or is affiliated, but does not know their FSUID and Empl ID/Student ID</i>, proceed with adding them as a candidate new to FSU. <ul style="list-style-type: none"> Obtain a valid email address from the candidate.

Step	Action
2.	Log into myFSU > click on the HR icon.



Step	Action: Creating the OPS Express Appointment Record
3.	From the Department Administration page or the Navigator > click Recruiting > Add Express Appointment .



Action: Adding CANDIDATES NEW TO FSU

On the **Express Appt** page:

- a. Allow **Applicant Type** to default to “Express Appt”.
- b. Enter the candidate's legal name in the **First Name** and **Last Name** fields.
- c. Click **Add Email Address** > choose **Email Type** > enter a **valid** email address > click **Save** or **Save and Create Another** to create additional express appointments.

Note: The email provided is where the Smart Onboarding invitation will be sent later in the process.

Express Appt

Save Save and Create Another Recruiting Home

Applicant

*Applicant Type Express Appt
Preferred Contact Not Specified

Applicant Status

*Status Code Active
Status Date 06/24/2020

Name

Name Format English
Name Prefix
*First Name
Middle Name
*Last Name
Name Suffix

Email Addresses

*No Email Addresses have been added for this applicant.

Add Email Address

Phone Numbers

No Phone Numbers have been added for this applicant.

Add Phone Number

- d. Note the **Applicant ID** that generates and proceed to step 4.

Express Appt

Save Save and Create Another Recruiting Home Manage Applicant

Name Testing Example Applicant ID 682002

Personal Information Applications

Applicant

*Applicant Type Express Appt
Preferred Contact Not Specified

Applicant Status

*Status Code Active Status Reason
Status Date 06/24/2020

Name

Name Format English
Name Prefix
*First Name Testing
Middle Name
*Last Name Example
Name Suffix

Email Addresses

Primary	*Email Type	Email Address
<input checked="" type="checkbox"/>	Home	testing@fsu.edu

Add Email Address

Phone Numbers

No Phone Numbers have been added for this applicant.

Add Phone Number

Action: Adding EMPLOYEES, REHIRES, and CURRENT & FORMER FSU STUDENTS

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 their affiliation. If in doubt, enter as an Express Appt versus an Employee.

If the candidate is a current employee, former employee, or current/former student, and has provided their **Empl ID/Student ID** and **FSUID**, take the following steps:

On the **Express Appt** page:

- a. Choose **Employee** from the **Applicant Type** drop-down menu > click **Search**.

Express Appt

Save Save and Create Another Recruiting Home

Applicant

*Applicant Type **Employee** Employee ID/Student ID Preferred Contact Not Specified **Search** Clear

Applicant Status

*Status Code Active Status Reason Status Date 06/24/2020

Name

Name Format English Name Prefix *First Name Middle Name *Last Name Name Suffix

Email Addresses

*No Email Addresses have been added for this applicant. Add Email Address

Phone Numbers

No Phone Numbers have been added for this applicant. Add Phone Number

- 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. Their legal name and last known email address will populate on the page. Update the primary email address if needed.
- e. Click **Save** or **Save and Create Another** to add additional express appointments.
- f. Note the **Applicant ID** that generates and proceed to step 4.

Notes:

- *The email address provided is where the Smart Onboarding invitation will be sent later in the process.*
- *If the appointment is created with an Empl ID/Student ID, it will carry over to the job offer. When the Onboarding invitation is launched, the candidate will be directed to login at the myFSU portal to complete onboarding.*
- *Creating the record as an employee applicant type also allows some existing data to prepopulate into the onboarding session therefore making it a faster process for the candidate.*

Save Save and Create Another Recruiting Home Manage Applicant

Name Testing Record Applicant ID 000000

Personal Information Applications

Applicant

*Applicant Type Employee Employee ID/Student ID 000000000 Preferred Contact Not Specified Search Clear

Applicant Status

*Status Code Active Status Reason Status Date 06/24/2020

Name

Name Format English Name Prefix First Name Testing Middle Name Last Name Record

Email Addresses

Primary	*Email Type	Email Address
<input checked="" type="checkbox"/>	Home	testing@fsu.edu

Add Email Address

Step	Action: Searching for the Record
4.	Navigate to Recruiting > Search Applicants > enter the applicant ID in the Applicant ID field > click Search .

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

Step	Action: <i>Linking the Record to the OPS Express Pool</i>
5.	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	
Testing Example	648621	Express Appt	010 Active		testing@fsu.edu	02/25/2019	1	<div style="border: 1px solid red; padding: 2px;"> Actions Link Applicant to Job Send Correspondence </div>

Deselect All ▼ Group Actions

Step	Action
6.	Enter the appropriate OPS Express job ID in the Job Opening ID field or use the magnifying glass icon to select the OPS Express pool corresponding to the employee's begin date > click Link .

Link Applicant to Job Opening ×

Applicants to be Linked

Applicant	Name	Status	Email Address	
<input type="text" value="648621"/>	Testing Example	010 Active	testing@fsu.edu	🗑️

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire	
<input style="border: 1px solid red;" type="text" value="44364"/>	OPS Express Pool - Summer 2019	No	Yes	🗑️

Add Job Opening

Disposition Information

*Disposition

Reason

Date 02/25/2019

Link
Cancel

Process Tip:

If you created multiple express appointment records in step 3 and need to link them all to the same job opening, you may do so in mass from the **Search Applicants** page. On this page, set the **Applied Within** drop-down menu to **010-Today > Search** > ensure you only check the boxes next to the records *you* created > use the **Group Actions** drop-down menu at the bottom > **Link Applicant to Job** > enter the job ID > click **Link**.

Navigate directly to the Job Opening via **Recruiting > Search Job Openings** and prepare each job offer following the steps below.

Step	Action: <i>Preparing the Job Offer</i>
7.	After the applicant record has been successfully linked, click on the candidate's name.

Find Appt/Applicants

[Recruiting Home](#)

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

► **Search Criteria** ?

1 Result(s) Found

Search Results ?

1-1 of 1

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied
<input type="checkbox"/>	Testing Example	648621	Express Appt	010 Active		testing@fsu.edu	02/25/2019	0

Step	Action
8.	Across from the Job Opening, click on Other Actions .

Manage Applicant

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Applicants](#) | [Create Applicant](#) | [Add Application](#)

Name Testing Example
Applicant ID 648621
Applicant Type Express Appt
Status 010 Active

Preferred Contact Not Specified
Phone
Email testing@fsu.edu
Address

[Applicant Activity](#) [Notes](#) [Applicant Data](#) [Interested Parties](#)

[Current Status](#) | [Interview Evaluation](#) | [Expenses](#) | [History](#)

Applicant Activity ?

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	OPS Express Pool - Summer 2019	44364	Linked					Other Actions

Step	Action
9.	Click Recruiting Actions > Prepare/View Job Offer .

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Application

Name Testing Example
 Applicant ID 648621
 Applicant Type Express Appt
 Status 010 Active

Preferred Contact Not Specified
 Phone
 Email testing@fsu.edu
 Address

Applicant Activity | Notes | Applicant Data | Interested Parties

Current Status | Interview Evaluation | Expenses | History

Applicant Activity ?

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	OPS Express Pool - Summer 2019	44364	Linked					Create Interview Evaluation Prepare / ViewJob Offer View / Edit Application Details RECRUITER ONLY - Edit Disposition

Select All | Deselect All | Group Actions

Recruiting Actions >
 Applicant Actions >

Step	Action
10.	Begin on the Offer Details tab. 

Posting Title OPS Express Pool - Summer 2019
 Job Opening Status 010 Open
 Job Title OPS Express Hire
 Applicant Name Testing Example

Offer Details ?

Offer Details | Background Check | Outside Recruiting

Job Opening 44364 OPS Express Pool - Summer 2019
 Position Number
 Job Code *OPS X OPS Express Hire
 Recruiter
 Status 006 Pending Approval
 Reason
 Created By

Step	Action
11.	Navigate to the Job Offer Components section. Click the Component list. Click the Base Salary Offer Component list item.

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency	
Base Salary Offer Component				

Add Offer Component

Step	Action
12.	Refer to list of OPS job codes . If hiring in a Non-Exempt job code, enter the appropriate Offer Amount at an hourly rate. If hiring in an Exempt job code, enter at an annualized rate (annualized rate = hourly rate x standard weekly hours x 2 x frequency). Currency should be USD .

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Comp. ▾	10.00 x	USD ▾	▾	🗑️	

Add Offer Component

Step	Action
13.	Click the Frequency list. Select an "Hourly" Frequency . If hiring in an Exempt job code, select 26.1.

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Comp. ▾	10.00 x	USD ▾	<div style="border: 1px solid red; padding: 2px;"> 19.5 21.4 26.1 Hourly </div>	🗑️	

Add Offer Component

Step	Action
14.	Navigate to the Comments section. Enter information pertaining to the applicant and/or job offer, to include employee ID (if a current employee), type of appointment (new, rehire, additional appointment), etc.

Comments ?

🔍 | ⏪ ⏩ | 1 of 1 ▾ | View All

Added By

Last Updated By

Add Another Comment

Step	Action
15.	<p>Navigate to the FSU Offer – Additional Info section. If you entered the appointment as an Employee applicant type, the Employee Id field and number will display at the top of this section.</p> <p>Click here for a list of OPS job codes. Choose the code that most closely matches the duties of the job. Enter the appropriate Job Code or click the look up button to select the code.</p> <p>Note: OPSX is not a valid job code.</p>

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code

Department *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

1-1 of 1

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
16.	Enter the appropriate Department or use the lookup button to search and select the desired Department. <input type="button" value="Q"/>

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code

*Department *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

1-1 of 1

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Last revised: 01/03/2022

Step	Action
17.	Enter the appropriate Location Code or use the lookup button to search and select the desired Location Code. 

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
18.	Enter the appropriate Supervisor ID or use the lookup icon to search for the desired Supervisor ID. 

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
19.	Enter the appropriate Mail Code or use the lookup icon to search for the desired Mail Code.

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
 Department Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
20.	Enter the appropriate Weekly Std Hours .

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
 Department Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
21.	Click the U.S. Citizen? list. <input type="text"/> Select the appropriate status from the list. If you are unsure, select "Yes", as the candidate will specify their status in the Onboarding portal.

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
 Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Step	Action
22.	The appropriate Empl Class will automatically populate based on the job code selected ("OPS" for standard OPS job offers; "Post Doc" for Postdoctoral Scholar appointments).

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
 Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

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

Step	Action
24.	Enter the Begin Date . Start dates should be <u>2 - 3 weeks</u> out to allow time for approvals, Smart Onboarding completion, and background check completion (if applicable). Reference Payroll Deadlines for Smart Onboarding Actions.

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
 Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? Yes *Empl Class OPS

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2020"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
25.	Enter the appropriate funding distribution information into the Percent of Distribution field. If the position is funded by multiple funding sources, click the plus sign  to add additional funding information. Note: The total Percent of Distribution must equal 100%.

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
 Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? Yes *Empl Class OPS

Pre-Mgr Approver (Optional)

*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/20"/> 	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Last revised: 01/03/2022

Step	Action
26.	Enter the appropriate funding Combo Code or use the lookup icon to search for the funding Combo Code.  The code must contain an "O" for OPS offers.

FSU Offer - Additional Info

*Job Code: A010 Arts Crafts and Related *Location Code: 0054N0000 HOUSEWRIGHT MUSIC BUILDIN0000
 Department: 187000 Dean College of Music *Supervisor ID:

*Mail Code: 1180 *Weekly Std Hours: 15.00 *U.S. Citizen?: Yes *Empl Class: OPS
 Pre-Mgr Approver (Optional):

*Originator Telephone:

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	03/08/20	100.000	1870001100			+	-

Calc Period Amt

Step	Action
27.	Enter the appropriate Funding End Date . OPS job offers must have a Funding End Date.

FSU Offer - Additional Info

*Job Code: A010 Arts Crafts and Related *Location Code: 0054N0000 HOUSEWRIGHT MUSIC BUILDIN0000
 Department: 187000 Dean College of Music *Supervisor ID:

*Mail Code: 1180 *Weekly Std Hours: 15.00 *U.S. Citizen?: Yes *Empl Class: OPS
 Pre-Mgr Approver (Optional):

*Originator Telephone:

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	03/08/2020	100.000	1870001100	04/26/2020		+	-

Calc Period Amt

Step	Action
28.	Click the Calc Period Amt button to calculate the Total Budget Amount . <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #4a4a4a; color: white;">Calc Period Amt</div>

FSU Offer - Additional Info

*Job Code Arts Crafts and Related *Location Code HOUSEWRIGHT MUSIC BUILDIN0000
Department 187000 Dean College of Music *Supervisor ID

*Mail Code *Weekly Std Hours *U.S. Citizen? Yes *Empl Class OPS
Pre-Mgr Approver (Optional)
*Originator Telephone

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2020"/>	<input type="text" value="100.000"/>	<input type="text" value="1870001100"/>	<input type="text" value="04/26/2020"/>	\$1,080.000000	+	-

Calc Period Amt

Step	Action
29.	Click the Background Check tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #4a4a4a; color: white;">Background Check</div> Enter a <i>detailed</i> Description of Duties for the appointment. Enter comments as needed. 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 purchase order selected.

Offer Details ?

Offer Details

Background Check

Outside Recruiting

Budget Manager

Budget Manager Email

Background Check Funding (Required)

Purchase Order # Line #

Foundation Fund #

Description of Duties/Comments

Stagehand and technician for College of Music recital halls.

Last revised: 01/03/2022

Step	Action
30.	<p>Answer each question on the Background Check Questionnaire; No or Yes as applicable. <u>Obtain these answers from the hiring supervisor prior to entering them.</u></p> <p>Once the questions are answered, the background level will generate at the bottom of the questionnaire.</p> <p>The background check level will be reviewed by Human Resources Background Check Staff prior to approving the job offer.</p>

Sample:

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

1	Is this job/role located in the FSU Childcare Center?	NO	<input type="checkbox"/>
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.)	NO	<input type="checkbox"/>
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."	NO	<input type="checkbox"/>
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between	NO	<input type="checkbox"/>

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?	NO	<input type="checkbox"/>
2	Is the position classified as Vice President level or above by job code/administrative code?	NO	<input type="checkbox"/>
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	NO	<input type="checkbox"/>
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	NO	<input type="checkbox"/>
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?	NO	<input type="checkbox"/>

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?	NO	<input type="checkbox"/>
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?	NO	<input type="checkbox"/>
3	Will this person have control over University-wide operational processes through functional roles or system security access?	NO	<input type="checkbox"/>
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.)?	NO	<input type="checkbox"/>
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?	NO	<input type="checkbox"/>

Last revised: 01/03/2022

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.

NO

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

YES

Background Check Level Code: BG00

BGC Questionnaire Results: BG00, Background Check is not required.

Step	Action
31.	<p>Click the Outside Recruiting tab.</p> <p><input type="button" value="Outside Recruiting"/></p> <p>Answer Questions 1 and 2. If "Yes" to question 1, list the external advertising sources in the box, and keep a copy of those ads in department's recruitment records.</p> <p>For Question 2, answer "Not Applicable" for OPS job offers.</p>

1. Was the vacancy/position advertised outside of OMNI?

NO

If Yes, what were the external advertisement sources?

254 characters remaining

If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

Not Applicable

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

Step	Action
32.	Click Save as Draft to save or Submit for Approval to submit the job offer. Click the OK button.

Prepare Job Offer

[Return](#) | [Recruiting Home](#)

Posting Title OPS Express Pool - Summer 2019
Job Opening Status 010 Open
Job Title OPS Express Hire
Applicant Name Testing Example

Job Opening ID 44364
Business Unit FSU Business Unit
Position Number
Applicant ID 648621

Offer Details ?

[Offer Details](#) | [Background Check](#) | [Outside Recruiting](#)

1. Was the vacancy/position advertised outside of OMNI?

If Yes, what were the external advertisement sources?

254 characters remaining

If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

You have successfully submitted Testing Testing's job offer. (0,0)

Step	Action
33.	<p>Navigate to the Approvals tab to review the status of the job offer in the workflow.</p> <p>To insert an additional approver, click the plus sign at the desired point, ensuring that the Job Offer Express Approver is listed last.</p> <p>Next Steps: Once the job offer is final approved, HR will launch the Smart Onboarding invitation to the candidate. The candidate will receive an email with the appropriate link to complete the Onboarding process. <i>(If an Employee Id displays in the FSU Offer – Additional Info section as described above, the candidate will utilize their myFSU credentials to log in and complete the required Smart Onboarding steps.)</i></p> <p>The job offer initiator and Department Representative will also receive an email indicating that onboarding has been launched, what type of Onboarding package the candidate will be completing, and tips for success.</p> <p>NOTE: To check the status of a job offer, go to Recruiting > Search Job Openings > across from the candidate’s name, click Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals tab.</p> <p>Editing an Offer: The edit offer button is only live during the draft job offer stage. If you need to change a submitted job offer, it must be denied by the approver so the originator may “add revised offer”. At the add revised offer step, the data will be retained and editable. Be sure to click Calc Period Amount before clicking Submit for Approval.</p>

Offer Details
Background Check
Outside Recruiting
Approvals

FSU Job Offer Workflow

Job Offer: Pending

FSU Job Offer Workflow

Pending
FSU Job Opening Dept. Mgr.

→

Pending
Multiple Approvers
Job Offer Express Approver

Status Select...

Comments

Tips for Success:	
•	If you select Employee as applicant type but decide to create the appointment as an Express hire instead, follow these steps: Click Return from the search box > click Clear on the Express Appt page > change Applicant Type to Express > enter the candidate's legal name and a valid email address with email type > click Save or Save and Create Another .
•	As a security measure, Employees, Rehires, and Students will be prompted to go through two-factor authentication (2FA) via Duo once logged into their onboarding account. For more information and troubleshooting tips to share with candidates, click here .
•	Link appointments to the correct express pool (OPS Express, GA Express, OPS Faculty Express, InternFSU Express, Courtesy Express), and under the corresponding pool for the start date.
•	Enter a valid email address when creating the record (verify with candidate or supervisor). Do not use email type <i>Campus</i> or <i>Business</i> for personal email addresses.
•	Do not create your own OPS Express opening—HR creates these pools each semester.
•	Do not link appointment records to non-express pools (applicants must apply for advertised openings).
•	Do not enter a job offer when an e-PAF can be used [e.g., funding changes, OPS transfers to a compatible job code (such as non-exempt to non-exempt), department changes, FTE changes, and reappointments/extensions].

Congratulations! You have completed the topic.

Questions on this procedure? Contact your [assigned Employment Recruiter](#).