Courtesy Onboarding Walk Through: External Candidate Perspective

This guide will detail the steps external Courtesy Appointment candidates will take in order to complete their Courtesy onboarding process.

Courtesy Candidate Receives Invitation

STEP 1: Locate the email from FSUonboarding@fsu.edu. Please note, this email may be sorted in your junk or spam folder. If you do not receive this email, please contact your department representative.

- New Courtesy Appointment candidates will receive an email welcoming them to FSU and inviting them to log in to the onboarding portal to complete the electronic onboarding process.
STEP 2: Set up User ID

- **New Users** will receive an email with a link to the User Registration Page. Please create your User ID and Password in compliance with the password rules.
  - User IDs will need to be **all capital letters**.
  - If you have more than one invitation pending, you may use the **Returning User** link in your onboarding email to log in to your invitations. You do **not** have to create multiple User IDs for different invitations.

Once registered, you will receive a successful registration confirmation email, as well as a message on the self-registration page.
**STEP 3:** Log in to your Onboarding Invitation.

- You will be automatically redirected to the login page where you will enter your newly created login information.
STEP 4: Create Challenge Questions

- The system will then prompt you to create security questions that will be used to verify your identity for future logins.

**Note:** You can select a question from the drop down or create your own security question by selecting “Enter your own question” option.
STEP 4: Once in the portal, the home page includes a Welcome to FSU message and several features for the portal. To start the process, click “Get Started”.

- From the home page, the list menu (on the left) has features where you can manage your password, manage the challenge questions that were created when first logging in, and update the email information that is associated with the onboarding portal.
STEP 5: Complete the Electronic Disclosure page by attesting the information you are providing is true and complete. Please understand that your e-signature is legally binding.

Electronic Disclosure

Please read the following statement carefully.

By entering information included in this electronic onboarding process, I attest that the information provided and any accompanying documentation is true and complete. I understand that any false or misleading information or omissions may disqualify me from a position or employment with Florida State University and may be grounds for disciplinary action, up to and including dismissal, even if discovered at a later date.

I understand that electronic signatures are legally binding. I acknowledge that my electronic signature indicates I have accurately completed the form to the best of my knowledge and reviewed the information, including electronically accessing and reviewing the information contained therein.

I consent to the release of any information gathered during this onboarding process as appropriate to Florida State University Human Resources with the understanding that any information entered and included with this process will be used for employee records at Florida State University.

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

☐ I understand the terms above, and give my consent to use electronic signatures for my onboarding.

[Button: Electronically Sign]

STEP 6: Complete the Job Offer page by reviewing the appointment details and start date.

Job Offer

Congratulations again on your courtesy appointment at FSU!

Your appointment is contingent upon your successful completion of this electronic onboarding process before your start date, which may include a criminal history background check as well as other State and University requirements.

Here is a summary of your offer:

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Information Technology Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td>YTOO</td>
</tr>
<tr>
<td>Class Title (working title)</td>
<td>Volunteer_DPS Courtesy</td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
<tr>
<td>Employee Class</td>
<td>Courtesy</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Phyllis Williamson</td>
</tr>
<tr>
<td>Tentative Start Date</td>
<td>10/22/2020</td>
</tr>
<tr>
<td>Standard Hours Salary (hourly or biweekly)</td>
<td>$0.00 /Biweekly</td>
</tr>
<tr>
<td>Department Rep Email</td>
<td></td>
</tr>
</tbody>
</table>

☐ I acknowledge and accept this appointment outlined above.

[Button: Electronic Acknowledgement]
STEP 7: Complete the Employee Information Page. This is where you can add or edit your personal information. How you insert your information here is how it will be entered into the system.

- You are required to provide a citizenship status; however, no visa, work authorization, or supporting documentation is required.
- As a courtesy appointment, you are not required to provide your social security number. However, if no social security number is provided, a placeholder SSN, referred to as a “Temporary ID,” will be assigned. You will need this number to activate your FSUID, which is the username you will log into my.fsu.edu with.
- Florida law protects certain personal information for some employees, like law enforcement officers, and their spouses and children, from public records requests. If you are exempt from public records request per Florida Statutes Chapter 119.07, they will need to select the “Yes” radio button at the bottom of the page. There is a link for additional resources on the page.
STEP 8: Complete the Education Page – if you do not have a college degree, please select your highest education level. Anything less than a college degree (A.A. or higher) will cause the “Education Details” section to grey out and become inactive.

NOTE: Only the information included above is required – all other information is optional. This includes degree, major, and effective date.
STEP 9: Complete the Self Disclosure Questions – Disclosure is optional. Select the “I decline to Self-Identify” option if you wish to opt out.

- **NOTE:** Included in these pages are resources for you to access additional information if needed.
Voluntary Self-Identification of Disability

Form CC-305

Name: Sally Sample

Date: 10/08/2020

Why are you being asked to complete this form?
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 of they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years. 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. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:
- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Dementia
- Dystrophia myotonica, or myotonic dystrophy
- Dystrophia myotonica, or myotonic dystrophy
- Epilepsy
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition, for example, migraine headaches, Parkinson’s disease, or multiple sclerosis (MS)
- Psychiatric condition, for example, major bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

☐ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability.
☐ No, I Don’t Have A Disability, Or A History/Record Of Having A Disability.
☐ Don’t Wish To Answer.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Reasonable Accommodation Notice
Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. To request a reasonable accommodation, please contact the Equity, Diversity & Inclusion Office at (303) 645-1400 or Ed1@fsu.edu.

Revised 07/10/2020

Electronsly Sign
STEP 10: Complete the Emergency Contact page: only one emergency contact is required.
Step 11: Complete the Background Check Page.

NOTE: A background check will only need to be conducted if your appointment requires one. This is determined by the assigned responsibilities within your role and your level of system access.

- The top portion gives you information on University policy regarding background check and driver’s license verification (if needed for the appointment).
  - There are links for you to seek out additional resources and read the policies in more detail.
- The second section will ask you questions about your criminal history.

Background Check

To provide a safe and secure environment for all students, faculty, staff, and visitors, all final candidates for employment (including current employees undergoing internal movement) with Florida State University may be subject to pre-appointment criminal history background checks in accordance with University Policy 4-OP-C-7-B11. If this position requires a valid driver’s license, validity will be verified with the Florida Department of Motor Vehicles as authorized and in accordance with University Policy 4-OP-C-7-G8.

The existence or disclosure of criminal history will not automatically bar you from employment; however, false statements and/or omissions on this application may be grounds for disqualification. All answers concerning your criminal history are confidential and accessible only by designated Human Resources personnel.

If you have already answered the Criminal History Disclosure questions on this job posting’s application, your answers have been automatically populated below. If populated, your given answers will be reviewed appropriately.

Have you ever had a felony offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If “Yes”, please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below.

[ ] Yes [ ] No

Have you ever had a misdemeanor offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If “Yes”, please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below.

[ ] Yes [ ] No

Have you been convicted of a felony for the sale of or trafficking in or conspiracy to sell or traffic in a controlled substance committed on or after October 1, 1980, as defined in Chapter 893, FS.1

[ ] Yes [ ] No
Step 12: On the next page, confirm that the information provided on the previous background check page is correct.

Submit for Background Check

If required, the information you have provided will be used to conduct a background check for your appointment. The information provided may not be changed after submission. Please verify prior to submitting.

I confirm I have verified all information provided and understand that this information may be used to conduct a background check.

Submit

Step 13: Employment of Relatives

In this step, you will indicate whether you have any relatives working at FSU. You do **not** need to evaluate whether the relationship is aligned with FSU’s policy – your supervisor/advisor/camp counselor will evaluate the appointment and approve if appropriate.

Employment of Relatives

Under the University’s Employment of Relatives (Nepotism) Policy, relatives (defined as individuals related to each other in one of the following ways: whether by blood, adoption, marriage (in-law/related), or other legal action; spouses, parents, grandparents, children, grandchildren; siblings, aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners) may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

Do you have relatives working at FSU?

- [ ] No I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor.
- [ ] Yes I have relatives employed at Florida State University. I understand that further evaluation and approval is required. My offer of employment is contingent on such approval. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor.

Save
**STEP 14:** Confirm your employment information by electronically acknowledging that the information is complete and accurate.

**NOTE:** Once acknowledged, you CANNOT edit any submitted information.

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**Confirm Employment Information**

The information you have provided in this section will be used to conduct required reviews/approvals for Employment of Relatives (Nepotism) policy exception. The information provided in this section may not be changed after submission. Please confirm that it is complete and accurate prior to submitting.

☐ I confirm that I have verified all information provided on the previous tabs in the Employment Information section. I understand that this information will be used to conduct required reviews/approvals.

[Electronic Acknowledgement]

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**STEP 15:** Review and acknowledge the policies listed in the memorandum of understanding.

**NOTE:** The *Memorandum of Understanding (Courtesy)* contains multiple policies that may impact you. Please click through the links in each tab to review the individual policies. However, you are not required to review all the policies in one sitting, it can be downloaded to review later.

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**Memorandum of Understanding - Courtesy**

[Image of the Memorandum of Understanding]

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04/14/2021
STEP 16: Complete the Supplemental Document step. The supplemental documents page provides candidates the opportunity to upload a variety of document types.

- Supplemental documents are not typically uploaded by courtesy appointments.
- If supplemental documents are required, upload here.
- If no supplemental documents are required, click “Save and Submit.”
STEP 17: Submit your information to HR.

- The Submit to HR tab allows you to review all non-confidential information provided and download a copy of the signed forms.
- When you have reviewed all the submitted information, please click the “Submit to HR for Review” button.
- If any of the information is incorrect, please contact central HR or your department representative to get your paperwork restarted.Restarting your paperwork will not require you to reinsert all your information – you will just be required to reverify and update any incorrect information.
**STEP 18:** Acknowledge the final page of your onboarding process. Check the acknowledgement box and click the **Electronic Acknowledgement** button.

You have successfully completed the Onboarding Process.

Questions on this procedure? Contact the [HR-Courtesy Docs email](mailto:HR-CourtesyDocs@yourdomain.com).