



Appointing Unpaid Visiting Scholars via Courtesy Express

This guide will detail the steps to appoint Unpaid Visiting Scholar candidates via Courtesy Express in OMNI HR. Collaborating and connecting with a diverse group of scholars is vital to advancing the research and education missions of the University. Visiting Scholars may come to Florida State University at the invitation of an FSU faculty or staff member working in their field.

Visiting Scholars work collaboratively with faculty or staff members in areas of research and creative activity. These activities should:

- Be of mutual benefit to the scholar and FSU
- Keep faculty abreast of worldwide innovations
- Build linkages for further research collaboration
- Enhance the reach and recognition of the University and its programs
- Expose FSU students to other cultures and different approaches to common challenges

Each semester, the Office of Human Resources creates a non-advertised job opening for use by the entire University, known as the Courtesy Express. This process is used when the Unpaid Visiting Scholar process has been completed offline and the department has identified a Courtesy appointment. The Courtesy Express job opening will display for departments in the **Recruiting > Search Job Openings** list, but it is not advertised as a job for which applicants can apply. The department creates the applicant record, links the record to the current Courtesy Express pool, and prepares the job offer.

Key Information:

- Required Roles: **FSU_SS_MANAGER** and **FSU_ERS_ADD_EXPRESS**
- [OMNI Recruiting Training Guides](#)
- [Courtesy SupplementalDocs](#)
- [Courtesy Job Codes](#)
- [J-1 Visas](#)
- [Unpaid Visiting Scholar Process](#)
- [Unpaid Visiting Scholar Policy](#)



Unpaid Visiting Scholar and J-1 Visa

STEP 1: Complete all of the appropriate paperwork for the [Unpaid Visiting Scholar Process](#).

STEP 2: If necessary, complete any and all [J-1 application](#) documents and send them to the Center for Global Engagement.

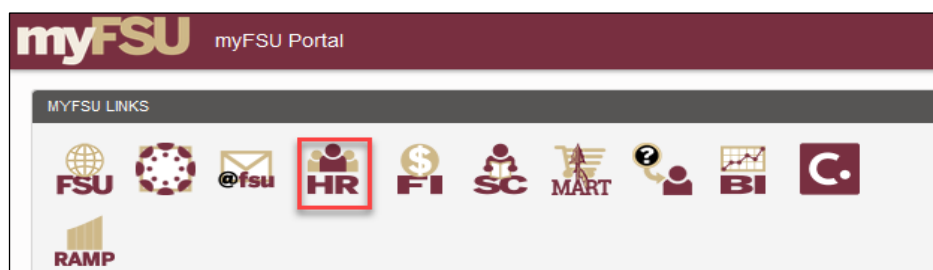
NOTE: Do not submit a job offer until all requirements for the Unpaid Visiting Scholar Process and J-1 application have been completed and approved.

Confirm the Candidate's FSU Affiliation

STEP 3: Prior to creating the appointment record, 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):

- If the candidate *is a current employee, former employee, or current/former student*, ask them to provide you with their **Empl ID/Student ID** and **FSUID** for the purpose of the department creating the appointment record.
 - 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.
 - Never ask for a candidate's password.
 - Obtain a valid email address from the candidate.
- If the candidate *is not affiliated with FSU, or is affiliated, but does not know their FSUID and Empl ID/Student ID*, proceed with adding them as a candidate new to FSU.
 - Obtain a valid email address from the candidate.

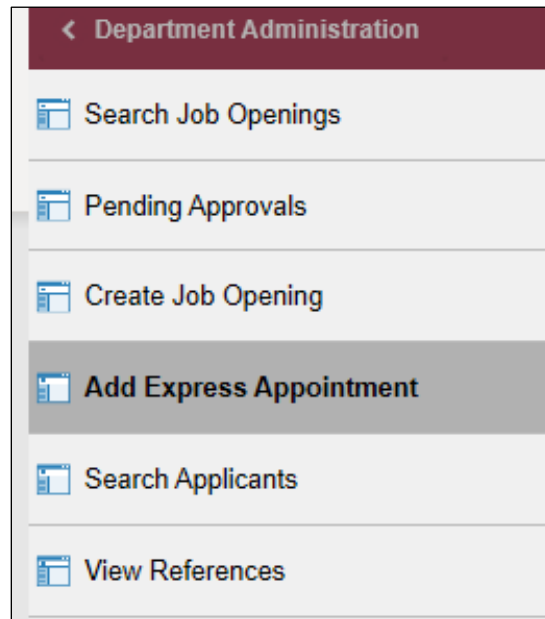
STEP 4: Log into myFSU > click on the HR icon.





Appointing the Visiting Scholar via Courtesy Express

STEP 5: Click the **Recruiting** tile.





Adding **CANDIDATES NEW TO FSU**

STEP 6a: On the **Express Appt** page:

- Allow **Applicant Type** to default to “Express Appt”.
- Enter the candidate's legal name in the **First Name** and **Last Name** fields.
- 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. For email type, please only use “**Other**” or “**Home**” – inserting a “Campus” or “Business” email type will result in the candidate not receiving the “Activate your FSUID” email.

The screenshot shows the 'Express Appt' form. At the top, there are buttons for 'Save' and 'Save and Create Another', and a 'Recruiting Home' link. The form is divided into several sections: 'Applicant' with fields for '*Applicant Type' (set to 'Express Appt') and 'Preferred Contact' (set to 'Not Specified'); 'Applicant Status' with fields for '*Status Code' (set to 'Active') and 'Status Date' (set to '06/24/2020'); 'Name' with fields for 'Name Format' (set to 'English'), 'Name Prefix', '*First Name', 'Middle Name', '*Last Name', and 'Name Suffix'; and 'Email Addresses' with a message stating 'No Email Addresses have been added for this applicant.' and an 'Add Email Address' button. There is also a 'Phone Numbers' section with a message stating 'No Phone Numbers have been added for this applicant.' and an 'Add Phone Number' button.

- Note the **Applicant ID** that generates and proceed to step 7.

The screenshot shows the 'Express Appt' form after the candidate has been created. The 'Name' field is now populated with 'Testing Example'. The 'Applicant ID' is displayed as '682002'. The 'Email Addresses' section now shows a table with one entry: 'Primary' (checked), '*Email Type' (set to 'Home'), and 'Email Address' (set to 'testing@fsu.edu'). The 'Add Email Address' button is still present. The 'Phone Numbers' section remains empty with the 'Add Phone Number' button.



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.

STEP 6b: 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:

- Choose **Employee** from the **Applicant Type** dropdown menu > click **Search**.

Express Appt

Save Save and Create Another Recruiting Home

Applicant

*Applicant Type **Employee** Employee ID/Student ID Search Clear

Preferred Contact Not Specified

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

- 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**.
- 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

- The legal name and last known email address will populate on the page. Update the email address if needed.
- Click **Save**, or **Save and Create Another** to add additional express appointments.
- Note the **Applicant ID** that generates and proceed to step 7.

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

Notes:

- The email address provided is where the Smart Onboarding invitation will be sent later on 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 log in at the myFSU portal to complete onboarding.



Linking the Record to the Courtesy Express Pool

STEP 7: Navigate to **Recruiting** > **Search Applicants** > enter the applicant ID in the **Applicant ID** field > click **Search**.

Find Appt/Applicants

[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 8: Across from the candidate's name, use the **Actions** drop-down menu to select **Link Applicant to Job**.

| | | | | | | | | 1-1 of 1 | View All |
|--|--------------|--------------|------------|-------|-----------------|--------------|--------------|--|----------|
| Applicant | Applicant ID | Type | Status | Phone | Email Address | Date Applied | Jobs Applied | | |
| Testing Example | 123456 | Express Appt | 010 Active | | testing@fsu.edu | 02/25/2019 | 1 | | |
| Deselect All Group Actions | | | | | | | | Actions | |
| | | | | | | | | Link Applicant to Job Send Correspondence | |

STEP 9: Enter or select the correct semester's Courtesy Express job ID in the **Job Opening ID** field > click **Link**.



Link Applicant to Job Opening

Applicants to be Linked

| Applicant | Name | Status | Email Address | | |
|-----------|-----------------|------------|-----------------|--|--|
| 123456 | Testing Example | 010 Active | testing@fsu.edu | | |

Add Applicant

Job Openings

| Job Opening ID | Posting Title | Job Posted | Questionnaire | | |
|----------------|------------------------------|------------|---------------|--|--|
| 44364 | Courtesy Express - Fall 2019 | No | Yes | | |

Add Job Opening

Disposition Information

*DispositionLinked

Reason

Date02/25/2019

Link

Cancel

Preparing the Job Offer

STEP 10: After the applicant's record has been successfully linked, click on the candidate's name to be redirected to the job opening(s) associated with the applicant's ID.

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 | 123456 | Express Appt | 010 Active | | testing@fsu.edu | 02/25/2019 | 0 |

STEP 11: Under the appropriate Job Opening, click on **Other Actions**.



Manage Applicant

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

Name Testing Example
Applicant ID 123456
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"/> | Courtesy Express Pool - Fall 2019 | 44364 | Linked | | | | | Other Actions |

STEP 12: Click **Recruiting Actions** > **Prepare/View Job Offer**.

Manage Applicant

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

Name Testing Example
Applicant ID 123456
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"/> | Courtesy Express Pool - Fall 2019 | 44364 | Linked | | | | | Other Actions |

Select All Deselect All [Group Actions](#)

[Create Interview Evaluation](#)
[Prepare / View Job Offer](#)
[View / Edit Application Details](#)
[RECRUITER ONLY - Edit Disposition](#)

[Recruiting Actions](#) >
[Applicant Actions](#) >

STEP 13: Begin on the **Offer Details** tab.


Offer Details

STEP 14: Navigate to the **Comments** section. Enter information pertaining to the candidate and/or job offer, such as employee ID, type of appointment (new, rehire, additional appointment), description of duties, and that the appointment is an Unpaid Visiting Scholar. If the appointment is a **Post Doc**, please include financial support information including the source and amount of funding.

The **Post Doc** job code is only appropriate if it meets the [minimum requirement](#) for salary per the Office of Postdoctoral Affairs. **Courtesy Post Docs** are paid through an external grant or their home university.





STEP 15: Navigate to the FSU Offer – Additional Info section.



Enter the appropriate **Job Code** or click the look up button  to select the appropriate Courtesy Job Code. To determine the appropriate Courtesy job code, review the information [here](#).


Note: The default code COUX is not a valid job code.


FSU Offer - Additional Info

Employee Id





*Job Code  Graduate Assistant (Courtesy) *Location Code 


*Department  *Supervisor ID 


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

Pre-Mgr Approver (Optional) 

*Originator Telephone



  1-1 of 1  



| | Begin Date |
|---|---|
| 1 | <input type="text"/>  |


STEP 16: Enter the appropriate **Department** or use the lookup button to search and select the desired Department. 


FSU Offer - Additional Info

Employee Id





*Job Code  Graduate Assistant (Courtesy) *Location Code 


*Department  Earth, Ocean & Atmospheric Sci *Supervisor ID 

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


Pre-Mgr Approver (Optional) 

*Originator Telephone

  1-1 of 1  



| | Begin Date |
|---|--|
| 1 | <input type="text"/>  |






STEP 17: Enter the appropriate **Location Code** or use the lookup button to search and select the desired Location Code. 


FSU Offer - Additional Info

Employee Id





*Job Code  Graduate Assistant (Courtesy) *Location Code  EOAS BUILDING1000A


*Department  Earth, Ocean & Atmospheric Sci *Supervisor ID 


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

Pre-Mgr Approver (Optional) 

*Originator Telephone



  1-1 of 1  



| | Begin Date |
|---|--|
| 1 | <input type="text"/>  |


STEP 18: Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID. 


FSU Offer - Additional Info

Employee Id





*Job Code  Graduate Assistant (Courtesy) *Location Code  EOAS BUILDING1000A


*Department  Earth, Ocean & Atmospheric Sci *Supervisor ID  Bill Bellamy

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

Pre-Mgr Approver (Optional) 

*Originator Telephone

  1-1 of 1  

| | Begin Date |
|---|--|
| 1 | <input type="text"/>  |



STEP 19: Enter the appropriate **Mail Code** or use the lookup icon to search for the desired Mail Code.

FSU Offer - Additional Info

Employee Id

*Job Code Graduate Assistant (Courtesy) *Location Code EOAS BUILDING1000A

*Department Earth, Ocean & Atmospheric Sci *Supervisor ID Bill Bellamy

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

Pre-Mgr Approver (Optional)

*Originator Telephone

| | Begin Date |
|---|----------------------|
| 1 | <input type="text"/> |

STEP 20: Click the **U.S. Citizen?** drop-down menu. Select the appropriate answer from the list.

FSU Offer - Additional Info

Employee Id

*Job Code Graduate Assistant (Courtesy) *Location Code EOAS BUILDING1000A

*Department Earth, Ocean & Atmospheric Sci *Supervisor ID Bill Bellamy

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

Pre-Mgr Approver (Optional)

*Originator Telephone

| | Begin Date |
|---|----------------------|
| 1 | <input type="text"/> |



STEP 21: Click the **Empl Class** drop-down menu. Select the appropriate classification. "Vstg Schlr" should be used for Unpaid Visiting Scholars.

FSU Offer - Additional Info

Employee Id

*Job Code Graduate Assistant (Courtesy) *Location Code EOAS BUILDING1000A

*Department Earth, Ocean & Atmospheric Sci *Supervisor ID Bill Bellamy

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

Courtesy

Emeritus

Joint Coll

MCF

PCF

Phone

Post Doc

RCF

Vstg Schlr

Pre-Mgr Approver (Optional)

*Originator Telephone

| | Begin Date |
|---|----------------------|
| 1 | <input type="text"/> |

STEP 22: Enter the appropriate weekly standard hours. Most visiting scholar appointments will have a 0.01 standard hours entry.

FSU Offer - Additional Info

Employee Id

*Job Code Graduate Assistant (Courtesy) *Location Code EOAS BUILDING1000a

*Department Earth, Ocean & Atmospheric Sci *Supervisor ID Bill Bellamy


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

Pre-Mgr Approver (Optional)

*Originator Telephone

| | Begin Date |
|---|----------------------|
| 1 | <input type="text"/> |





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



STEP 24: Enter the **Begin Date**.


Note: The Begin Date typically matches the start date on the DS2019, however, Visiting Scholars are permitted to start 30 days prior to the J-1 start date.


FSU Offer - Additional Info

Employee Id

*Job Code  Graduate Assistant (Courtesy) *Location Code  EOAS BUILDING1000A


*Department  Earth, Ocean & Atmospheric Sci *Supervisor ID  Bill Bellamy

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

Pre-Mgr Approver (Optional) 

*Originator Telephone

Begin Date


| | Begin Date |
|---|---|
| 1 | <input type="text" value="02/07/2020"/>  |

STEP 25: Save the Job Offer by clicking the **Save as a Draft** button. This will allow you to attach approval documents.

Business Unit FSU01 **Offer Date** 01/17/2020 **Applicant Type** External Applicant **Preferred Contact** Not Specified

Save as Draft **Submit for Approval**

Add Revised Offer **Delete Offer** **Edit Offer**

Offer Attachments 

No attachments have been added to this offer.

Approval Attachments



STEP 26: Click the **Edit Offer** button. Attach the approved [Request to Invite](#) form by clicking the “Approval Attachments” button and uploading the document.

Business Unit FSU01

Offer Date 01/17/2020

Applicant Type External Applicant

Registered Online No

Preferred Contact Not Specified

Save as Draft

Submit for Approval

Add Revised Offer

Delete Offer

Edit Offer

Offer Attachments ?

No attachments have been added to this offer.

Approval Attachments

Step 27: Attach the approved Request to Invite form by clicking the **Approval Attachments** button and uploading the document.

Business Unit FSU01

Offer Date 01/17/2020

Applicant Type External Applicant

Registered Online No

Preferred Contact Not Specified

Save as Draft

Submit for Approval

Add Revised Offer

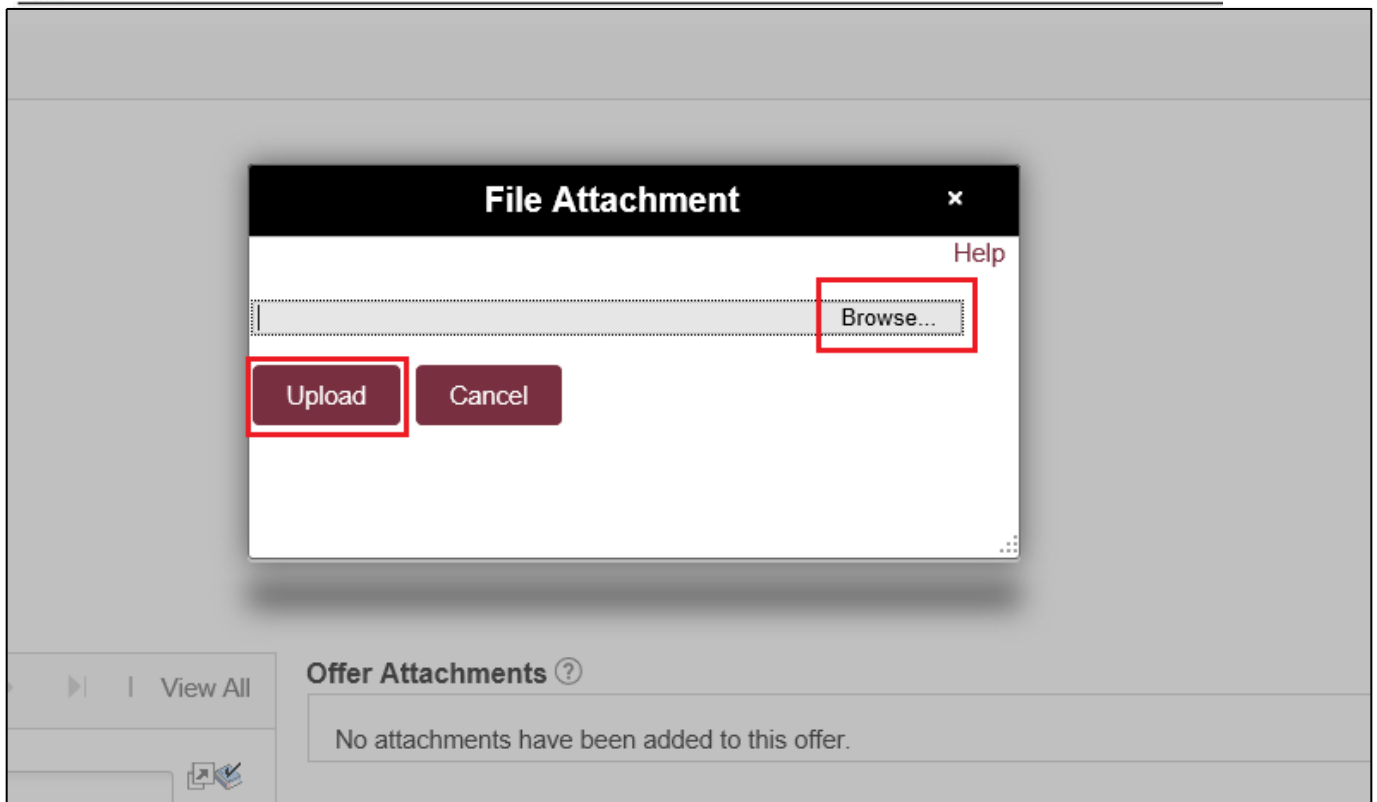
Delete Offer

Edit Offer

Offer Attachments ?

No attachments have been added to this offer.

Approval Attachments



Step 28: Insert a **description** of the Document.

Business Unit FSU01

Offer Date 01/17/2020

Applicant Type External Applicant

Registered Online No

Preferred Contact Not Specified

Save as Draft

Submit for Approval

Add Revised Offer

Delete Offer

Edit Offer

Attachments ?

| Type | Description | Details | | | |
|------------|----------------------|-----------------------|--|--|--|
| Attachment | <input type="text"/> | Request_to_Invite.pdf | | | |

Approval Attachments



| | | |
|--------------------------|--------------------|---------------------|
| Business Unit | FSU01 | Save as Draft |
| Offer Date | 01/17/2020 | Submit for Approval |
| Applicant Type | External Applicant | |
| Registered Online | No | Add Revised Offer |
| Preferred Contact | Not Specified | Delete Offer |
| | | Edit Offer |

Attachments

| Type | Description | Details | | | |
|------------|-------------------|-----------------------|--|--|--|
| Attachment | Request to Invite | Request_to_Invite.pdf | | | |

Approval Attachments

NOTE: The completed and signed [Visiting Scholar Agreement](#) will be required for processing. Please upload this document into the supplemental documents step in Onboarding.

STEP 29: Click the **Background Check** tab.

Background Check

Enter a **Description of Duties** for the appointment.

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.

NOTE: The department will only be charged if a background check is required.



STEP 30: Answer each question on the **Background Check Questionnaire**; No or Yes as applicable. Confirm these answers with the hiring supervisor.

Once the questions are answered, the background level will generate at the bottom of the questionnaire.

The background check level will be reviewed by Human Resources Background Check staff.

| Part 1. Outside Documents to replace/satisfy FSU Background Check: | | | |
|--|--|----|---|
| 1 | Is this job/role located in the FSU Childcare Center? | NO | ▼ |
| 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 | ▼ |
| 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 | ▼ |
| 4 | Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September? | NO | ▼ |
| 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 | ▼ |
| 2 | Is the position classified as Vice President level or above by job code/administrative code? | NO | ▼ |
| 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 | ▼ |
| 4 | Is fingerprinting a requirement by granting agencies for grants and contracts? | NO | ▼ |
| 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 | ▼ |
| 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 | ▼ |
| 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 | ▼ |
| 3 | Will this person have control over University-wide operational processes through functional roles or system security access? | NO | ▼ |
| 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 | ▼ |
| 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 | ▼ |



STEP 31: Submit for Approval

After you've submitted the job offer, a confirmation message pops up. Click the **OK** button.

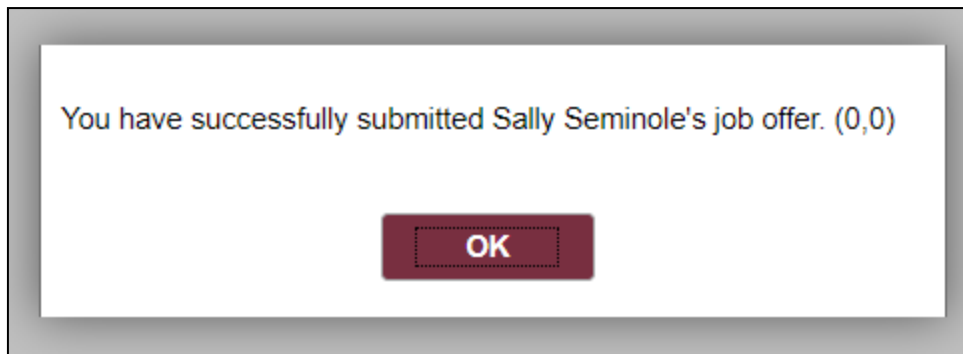
Offer Details | **Background Check**

Budget Manager Sally Seminole
Budget Manager Email sseminole@fsu.edu

Background Check Funding (Required)
Purchase Order # Line #
OR
Foundation Fund # For example: RFXXXXX

Description of Duties/Comments
Unpaid Visiting Scholar for EOAS

Save as Draft
Submit for Approval
Add Revised Offer
Delete Offer
Edit Offer



STEP 32: Navigate to the **Approvals** tab to review the status of the job offer in the workflow.





Offer Details ?

Offer Details

Background Check

Approvals

FSU Job Offer Workflow

▼ Job Offer: Pending

FSU Job Offer Workflow

Pending

Sally Seminole

FSU Job Opening Dept. Mgr.

→

Not Routed

Multiple Approvers

HR Background Check Approver

→

Not Routed

Multiple Approvers

Intl Center Approver

→

Not Routed

Multiple Approvers

HR Final Approver-Courtesy

→

Submit

Status

Select...

Comments

NOTE: Once the job offer is fully approved, Human Resources will launch the Smart Onboarding invitation to the candidate and the department will receive an email.

Any visiting scholars that require a J-1 visa will route automatically through the Center for Global Engagement.

To check the job offer status in workflow, navigate to the job opening through **Recruiting > Search Job Openings** > across from the candidate's name, click **Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals** tab.

Questions

- For general questions about this procedure, email hr-courtesydocs@fsu.edu.
- For Visiting Scholar questions, contact Diana Key at dkey@fsu.edu.
- For questions regarding the J-1 process or non-resident alien visas, email cge@fsu.edu.