



## Appointing Courtesy Candidates via Courtesy Express

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

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 Courtesy recruitment 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\_ERS\_ADD\_EXPRESS** and **FSU\_SS\_MANAGER**
- [OMNI Recruiting Training Guides](#)
- [Courtesy Supplemental Docs](#)
- [Courtesy Job Codes](#)

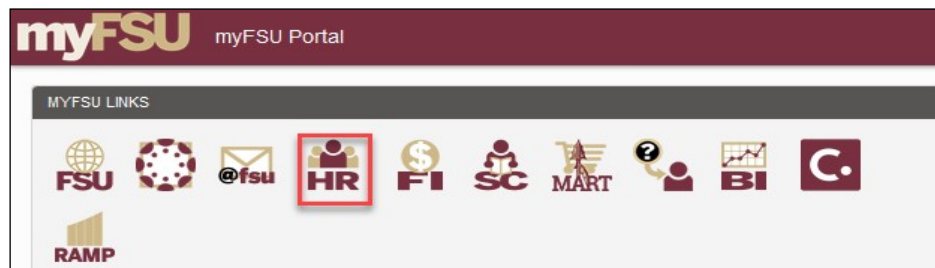


## Confirm the Candidate's FSU Affiliation

**STEP 1:** 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.
  - FSUIDs can also be obtained with the **FSU\_USER\_ID** query if the candidate's EMPLID is readily available.
- 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 2:** Log into myFSU > click on the HR icon.

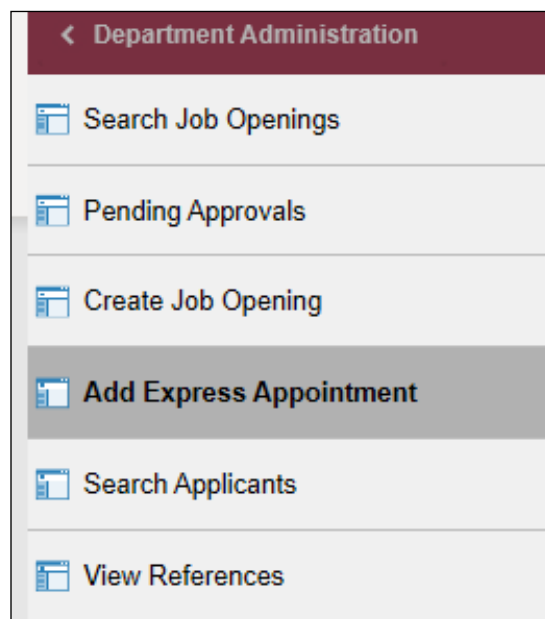




## Create the Courtesy Express Appointment Record

**STEP 3:** From the **Department Administration** page or the Navigator > click **Recruiting** > **Add Express Appointment**.

**NOTE:** Department Representatives can also reach this page by going to the **Navigation Bar**> **Recruiting** > **Add Express Appointment**.





## **Adding CANDIDATES NEW TO FSU**

**STEP 4a:** 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 two buttons: 'Save' and 'Save and Create Another', both highlighted with a red box. Below these is a 'Recruiting Home' link. The form is divided into several sections: 'Applicant' with fields for '\*Applicant Type' (set to 'Express Appt', highlighted with a red box) 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' (highlighted with a red box), 'Middle Name', '\*Last Name' (highlighted with a red box), and 'Name Suffix'; 'Email Addresses' with a message '\*No Email Addresses have been added for this applicant.' and an 'Add Email Address' button (highlighted with a red box); and 'Phone Numbers' with a message '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 5.



**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

## **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 4b:** 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



- 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 Results					
<div>1-1 of 1 View All</div>					
Select	Empl ID	User ID	First Name	Middle Name	Last Name
<div>Select</div>	000000000	TEST	Testing	A	Record
<div>Return</div>					

- d. The legal name and last known email address will populate on the page. Update the 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 5.

**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.*



[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 Date 06/24/2020

Status Reason

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

## Linking the Record to the Courtesy Express Pool

**STEP 5:** 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

Job Opening ID

Applicant ID

Search

Clear

7 | Page

10/02/2020



**STEP 6:** 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	<b>Actions</b>	
Deselect All								▼ Group Actions	
								Link Applicant to Job Send Correspondence	

**STEP 7:** Enter or select the current 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 8:** After the applicant's record has been successfully linked, click on the candidate's name to be redirected to the job openings(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 9:** 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					<a href="#">Other Actions</a>



**STEP 10:** 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					<div>Other Actions Recruiting Actions Applicant Actions</div>

Select All

Deselect All

Group Actions

Create Interview Evaluation

Prepare / View Job Offer

View / Edit Application Details

RECRUITER ONLY - Edit Disposition

**STEP 11:** Begin on the **Offer Details** tab.

Offer Details

Offer Details

Background Check

**Job Opening** 45404

Courtesy Express Pool - Fall 2019

**Position Number**

**Recruiter**


**Status** 006 Pending Approval

**Created By**

**Step 12:** Navigate to the **Comments** section. Enter information pertaining to the candidate and/or job offer, such as employee ID (if a current employee), type of appointment (new, rehire, additional appointment), description of duties, and whether 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.













**STEP 13:** 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**










*Job Code	YA00 	Volunteer_OPS Courtesy	*Location Code	
*Department			*Supervisor ID	
*Mail Code			*Weekly Std Hours	
*U.S. Citizen?			*Empl Class	
Pre-Mgr Approver (Optional)				
*Originator Telephone	850/644-1234			


1-1 of 1 


	Begin Date
1	

**STEP 14:** Enter the appropriate **Department** or use the lookup button to search and select the desired Department. 

**FSU Offer - Additional Info**

*Job Code	YA00 	Volunteer_OPS Courtesy	*Location Code	
*Department	013000 	Business Services	*Supervisor ID	
*Mail Code			*Weekly Std Hours	
*U.S. Citizen?			*Empl Class	
Pre-Mgr Approver (Optional)				
*Originator Telephone	850/644-1234			

1-1 of 1 

	Begin Date
1	



**STEP 15:** Enter the appropriate **Location Code** or use the lookup button to search and select the desired Location Code. 🔍

**FSU Offer - Additional Info**

*Job Code	YA00 🔍	Volunteer_OPS Courtesy	*Location Code	0225C5500 🔍	UNIVERSITY CENTER - BLDGC5500
*Department	013000 🔍	Business Services	*Supervisor ID		🔍
*Mail Code	🔍	*Weekly Std Hours		*U.S. Citizen?	📅
Pre-Mgr Approver (Optional)				*Empl Class	📅
*Originator Telephone	850/644-1234				

1-1 of 1 🔍

	Begin Date
1	📅

**STEP 16:** Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID. 🔍

**FSU Offer - Additional Info**

*Job Code	YA00 🔍	Volunteer_OPS Courtesy	*Location Code	0225C5500 🔍	UNIVERSITY CENTER - BLDGC5500
*Department	013000 🔍	Business Services	*Supervisor ID	123456789 x 🔍	
*Mail Code	🔍	*Weekly Std Hours		*U.S. Citizen?	📅
Pre-Mgr Approver (Optional)				*Empl Class	📅
*Originator Telephone	850/644-1234				

1-1 of 1 🔍

	Begin Date
1	📅



**STEP 17:** Enter the appropriate **Mail Code** or use the lookup icon to search for the desired Mail Code.

**FSU Offer - Additional Info**

*Job Code	YA00	Volunteer_OPS Courtesy	*Location Code	0225C5500	UNIVERSITY CENTER - BLDGC5500
*Department	013000	Business Services	*Supervisor ID	123456789	Sally Seminole
*Mail Code	1260		*Weekly Std Hours		
			*U.S. Citizen?		
			*Empl Class		
Pre-Mgr Approver (Optional)					
*Originator Telephone		850/644-1234			

1-1 of 1

	Begin Date
1	

**STEP 18:** Click the **U.S. Citizen?** drop down menu. Select the appropriate answer from the list.

**FSU Offer - Additional Info**

*Job Code	YA00	Volunteer_OPS Courtesy	*Location Code	0225C5500	UNIVERSITY CENTER - BLDGC5500
*Department	013000	Business Services	*Supervisor ID	123456789	Sally Seminole
*Mail Code	1260		*Weekly Std Hours		
			*U.S. Citizen?	No Yes	
			*Empl Class		
Pre-Mgr Approver (Optional)					
*Originator Telephone		850/645-1234			

1-1 of 1

	Begin Date
1	



**STEP 19:** Click the **Empl Class** drop down menu. Select the appropriate classification - "Courtesy" should be used for standard Courtesy appointments.

**NOTE:** Appointments for Visiting Scholars should select the "**Vstg Schlr**" Empl Class. Please see the [Appointing Unpaid Visiting Scholars via Courtesy Express](#).

**FSU Offer - Additional Info**

*Job Code	YA00	Volunteer_OPS Courtesy	*Location Code	0225C5500	UNIVERSITY CENTER - BLDGC5500
*Department	013000	Business Services	*Supervisor ID	123456789	
*Mail Code	1260		*Weekly Std Hours	0.01	
*U.S. Citizen?	Yes		*Empl Class	Courtesy Emeritus Joint Coll MCF PCF Phone Post Doc RCF Vstg Schlr	
Pre-Mgr Approver (Optional)					
*Originator Telephone	850/645-1234				

	Begin Date
1	

**STEP 20:** Enter the appropriate weekly standard hours. For teaching Faculty appointments, please enter the exact number of weekly hours.

For all other courtesy appointments, please insert 0.01.

**FSU Offer - Additional Info**

*Job Code	YA00	Volunteer_OPS Courtesy	*Location Code	0225C5500	UNIVERSITY CENTER - BLDGC5500
*Department	013000	Business Services	*Supervisor ID	123456789	Sally Seminole
*Mail Code	1260		*Weekly Std Hours	0.01	
*U.S. Citizen?	Yes		*Empl Class	Courtesy	
Pre-Mgr Approver (Optional)					
*Originator Telephone	850/645-1234				

	Begin Date
1	
















**STEP 21:** 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 22:** Enter the **Begin Date**.

**Note:** Start dates should be 2-3 weeks out to allow times for approvals, Smart Onboarding completion, and background check completion (if applicable).

**FSU Offer - Additional Info**

*Job Code	YA00 	Volunteer_OPS Courtesy	*Location Code	0225C5500 	UNIVERSITY CENTER - BLDGC5500
*Department	013000 	Business Services	*Supervisor ID	123456789 	Sally Seminole
*Mail Code	1260 	*Weekly Std Hours	0.01	*U.S. Citizen?	Yes 
Pre-Mgr Approver (Optional)					
*Originator Telephone	850/645-1234				

 		1-1 of 1 		 	
<b>Begin Date</b>					
1	07/29/2019 				

**STEP 23:** 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 24:** 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 25: Submit for Approval or Save as Draft

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

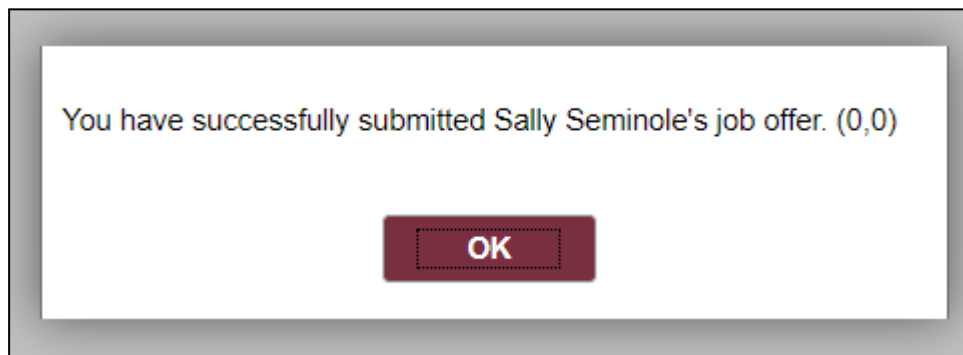
Offer Details | **Background Check**

**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**  
Volunteer event usher

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



**STEP 26:** Navigate to the **Approvals** tab to review the status of the job offer in the workflow.

**Approvals**

To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.

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



**NOTE:** 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.

**Offer Details** ?

Offer Details

Background Check

**Approvals**

**FSU Job Offer Workflow**

Job Offer: Pending

FSU Job Offer Workflow

Pending

FSU Job Opening Dept. Mgr.

→

Not Routed

HR Final Approver-EDM

→

Submit

Comments

Return

 | 

Recruiting Home

Questions on this procedure? Contact the [HR-Courtesy Docs](#) email.