

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 – FSU Onboarding Actions](#)

[Period Amount/FTE Calculator](#)

For best results, [clear your browsing history](#) regularly.

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 a 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 hiring department must ensure that the top candidate qualifies, is interviewed, and [pre-employment checks](#) are completed to include any required [screening of Foreign Researcher](#), [Foreign Principal](#), or [Export Controls](#) in RAMP. 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 completed the [pre-employment checks](#), 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 as detailed below. At this stage, a *formal* job offer should *not* be made. This is because the FSU Onboarding processes, to include a criminal history background check (if needed), have yet to be completed.

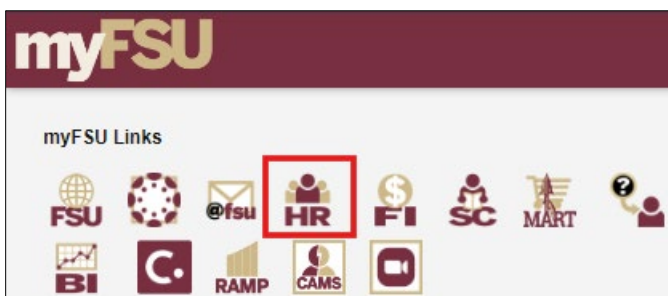
For OPS Faculty and Graduate Assistant hires, the Faculty OPS Express and GA Express job openings must be used. Refer to the respective [training guides](#) for detailed instructions.


InternFSU is a program for internships coordinated through the Career Center. The system steps are the same as 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 on the [Career Center's site](#).

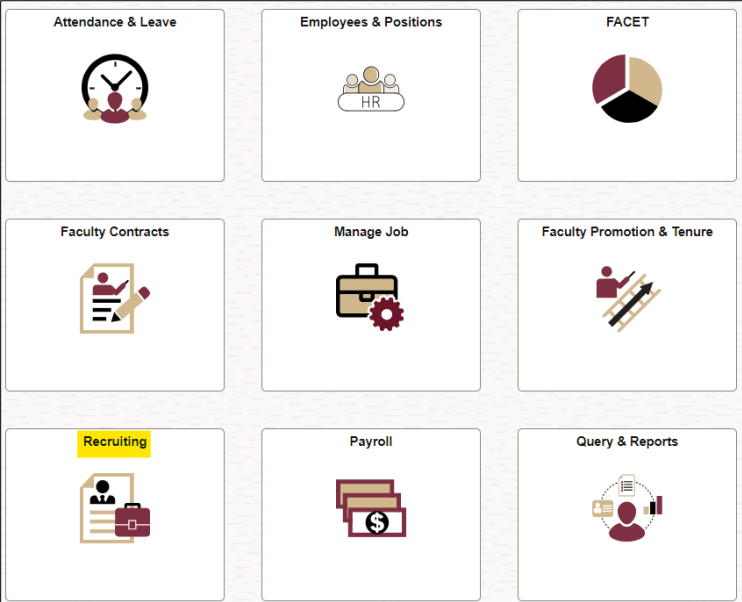
If there is a need to recruit for an OPS candidate or pool on the FSU Jobs Website, reference [training guides](#) for “Creating a Job Opening” and “Creating a Job Offer from an Advertised OPS Job Opening” instead.

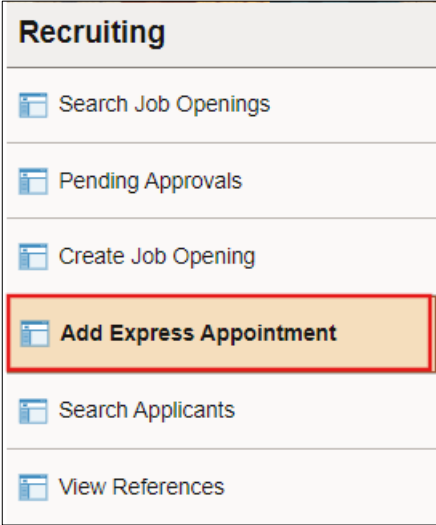
Step	Action: Confirm the candidate's FSU affiliation prior to creating the appointment record
1.	<p>Ask the hiring manager if the candidate is new to FSU or if they have an affiliation with FSU (are they a current/former employee, or current/former student):</p> <ul style="list-style-type: none"> If the candidate <i>is a current/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. (<i>Internal Path</i>) <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</u> ask for a candidate's password. 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. (<i>External Path</i>) <ul style="list-style-type: none"> You'll need the candidate's legal name and a valid email address.

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

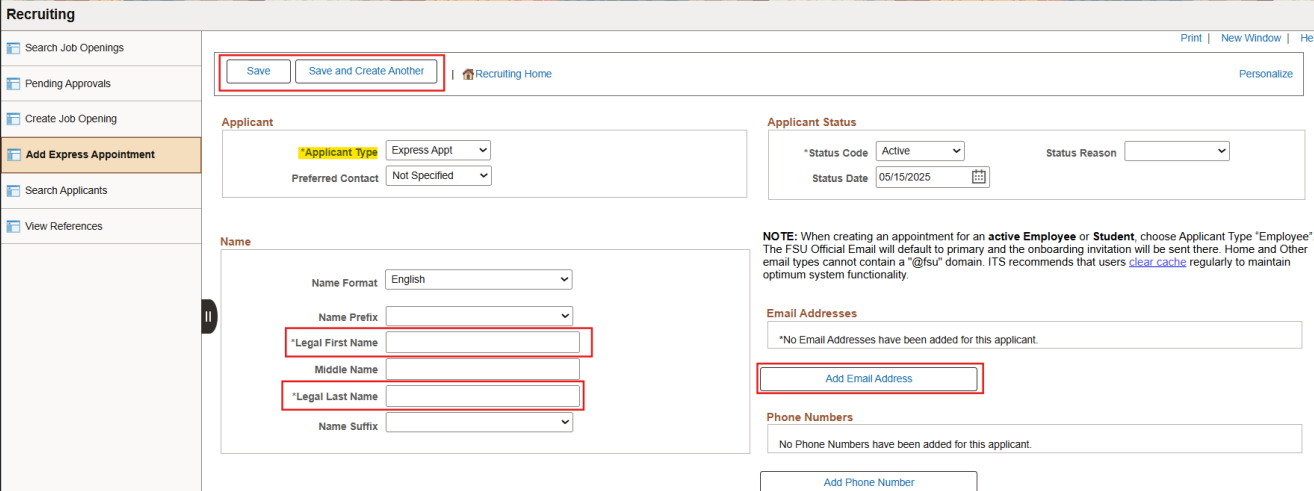


Step	Action: Creating the OPS Express Appointment Record
3.	From the Department Administration page <u>or</u> the NavBar icon (upper right corner)  > Menu , click on Recruiting > Add Express Appointment .





Action: When adding CANDIDATES NEW TO FSU (External Path)
<p>On the Express Appt page:</p> <ol style="list-style-type: none"> Allow Applicant Type to default to “Express Appt”. Enter the candidate's Legal First and Last Name. Click Add Email Address > choose Email Type > enter a <u>valid</u> email address > click Save or Save and Create Another to create additional express appointments. <p>Note: This email is where the FSU Onboarding invitation will be sent later in the process.</p>



Last revised: June 2025

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

The screenshot shows the 'Applicant' form in the OPS Express system. At the top, there are buttons for 'Save', 'Save and Create Another', and navigation links for 'Recruiting Home' and 'Manage Applicant'. The 'Name' field is filled with 'Testing Example', and the 'Applicant ID' is displayed as '829224' in a red box. Below this, the 'Personal Information' tab is active, showing fields for 'Applicant Type' (set to 'Express Appt') and 'Preferred Contact' (set to 'Not Specified'). To the right, the 'Applicant Status' section shows 'Status Code' as 'Active' and 'Status Date' as '05/15/2025'. Below the status section, there is a 'Name' section with fields for 'Name Format' (English), 'Name Prefix', 'Legal First Name' (Testing), 'Middle Name', 'Legal Last Name' (Example), and 'Name Suffix'. To the right of the name section is a 'NOTE' about creating appointments for active employees or students. Below the note is an 'Email Addresses' table with one entry: 'Primary' (checked), 'Email Type' (Other), and 'Email Address' (testing@example.com). There is an 'Add Email Address' button at the bottom right of the email section.

Action: When adding EMPLOYEES, REHIRS, and CURRENT & FORMER FSU STUDENTS (Internal)

IMPORTANT! Completing the steps below will sync the onboarding invitation with the candidate's myFSU account; therefore, it is very important that you confirm the information with the employee or supervisor to avoid mismatches. If in doubt or if they don't have access to log into the myFSU portal, enter as an Express Appt versus an Employee.

If the candidate is a current/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**.

This screenshot shows the 'Applicant' form with the 'Applicant Type' dropdown menu set to 'Employee'. The 'Employee ID' field is empty, and the 'Search' button is highlighted with a red box. The 'Applicant Status' section shows 'Status Code' as 'Active' and 'Status Date' as '05/15/2025'. Below the status section, there is a 'NOTE' about creating appointments for active employees or students. Below the note is an 'Email Addresses' section with a message: '*No Email Addresses have been added for this applicant.' and an 'Add Email Address' button. At the bottom, there is a 'Phone Numbers' section with a message: 'No Phone Numbers have been added for this applicant.'

Last revised: June 2025

- 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.

The screenshot shows a search form with two input fields: '*Empl ID/Student ID' and '*User ID'. Both fields are highlighted with red rectangles. Below the 'User ID' field are two buttons: 'Search' and 'Clear'. The 'Search' button is also highlighted with a red rectangle. At the bottom left of the form is a 'Return' button.

The screenshot shows 'Search Results' with a table containing one record. The first column has a 'Select' button, which is highlighted with a red rectangle. The table columns are: Select, Empl ID, User ID, First Name, Middle Name, and Last Name. The record values are: 000000000, TEST, Testing, A, and Record. A 'Return' button is at the bottom left.


Select	Empl ID	User ID	First Name	Middle Name	Last Name
Select	000000000	TEST	Testing	A	Record

- d. Their legal name and primary email will populate on the page.
- 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 onboarding invitation will be sent to the primary email address.
- 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 allows some existing data from the database to prepopulate into the onboarding session, making it a faster process for the candidate.

The screenshot shows the 'Applicant' management page. At the top, there are buttons for 'Save' and 'Save and Create Another', and links for 'Recruiting Home' and 'Manage Applicant'. The 'Name' field is 'Testing Record' and the 'Applicant ID' is '000000', with the latter highlighted by a red box. Below this are tabs for 'Personal Information' and 'Applications'. The 'Applicant' section shows '*Applicant Type' as 'Employee' and 'Employee ID' as '000000000'. The 'Applicant Status' section shows '*Status Code' as 'Active' and 'Status Date' as '10/23/2024'. There are 'Search' and 'Clear' buttons between the applicant type and status sections.

Step	Action: Searching for the Record
4.	From the NavBar icon  Menu (upper right corner), click on 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

Display Name ⓘ

Alternate Character Name

Applicant Status

Applied Within

Applied Between And

Job Opening ID

Applicant ID


Step	Action: Linking the Record to the OPS Express Pool
5.	Across from the candidate's name, use the Actions drop-down menu to select Link Applicant to Job .

Search Results ⓘ

  1-1 of 1 > >| View All

Select	Applicant↓	Applicant ID	Type	Status	Phone	Email Address	Date Applied↓	Jobs Applied	Actions
<input type="checkbox"/>	Testing Record	000000	Employee	010 Active	000/000-0000	Testingemail@fsu.edu	10/24/2024	0	▼ Actions

Select All 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 . Proceed to step 7 to enter the job offer.

Link Applicant to Job Opening

Applicants to be Linked

Applicant	Name	Status	Email Address	
000000	Testing Record	010 Active	Testingemail@fsu.edu	

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire	
	OPS EXPRESS			

Add Job Opening

Disposition Information

*Disposition

Linked

Reason

Date

10/24/2024

Link

Cancel

You have successfully linked this Applicant to the selected Job Opening(s). (18177,77)

OK

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.

Search Results

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	
<input type="checkbox"/>	Testing Record	000000	Employee	010 Active		testingemail@fsu.edu	10/24/2024	0	Actions

Select All Deselect All Group Actions

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

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

Name: Testing Record
Applicant ID: 000000
Applicant Type: Employee
Status: 010 Active

Preferred Contact: Not Specified
Phone:
Email: testingemail@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		Linked					Other Actions

Select All Deselect All Group Actions

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

Return to Previous Page

Top of Page

Recruiting Actions > Create Interview Evaluation
Applicant Actions > Prepare / View Job Offer
View / Edit Application Details

Step	Action
10.	Begin on the Offer Details tab. <div>Offer Details Background Check Outside Recruiting</div>

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

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency	
<div>Base Salary Offer Component</div>		USD		

Add Offer Component

Step	Action
12.	Refer to list of OPS job codes to identify a code that is the closest match to the job duties. 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. Currency should be USD .

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency	
Base Salary Offer Component	18.00	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 Component	18.00	USD	<div>19.5 21.7 21.8 26.1 Hourly</div>	

Add Offer Component

> Salary Market Analysis

Comments ?

Annualized Rate Formula
To convert an hourly rate into an annual salary: $\text{Hourly Rate} \times \text{Weekly Hours} \times 2 \times 26.1 = \text{Annual Rate}$
Hourly Rate Formula
To determine hourly rate from an annual salary: $\text{Annual Salary} \div 26.1 \div 2 \div \text{Weekly Hours} = \text{Hourly Rate}$

Step	Action
14.	Navigate to the Comments section. Enter information pertaining to the type of appointment (new, rehire, additional appointment).

Comments ?

Q

|

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>

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 on Internal Path, the Employee ID field and number will display at the top of this section.</p> <p>Enter the Job Code that most closely matches the duties of the job or click the lookup icon  to select the code. Note: OPSX is not a valid job code.</p>

FSU Offer - Additional Info

Employee Id

*Job Code

A011

Q

Business Off Clerical Etc

*Location Code

Q

*Department

Q

*Supervisor ID

Q

*Mail Code

Q

*Weekly Std Hours

*U.S. Citizen?

*Empl Class

Student

Pre-Mgr Approver (Optional)

Q

*Originator Telephone

FSU Funding

Q

<


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1-1 of 1

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	Begin Date	Percent of Distribution	Combination Code	Funding End Date	Total Budget Amount		
1						+	-



Calc Period Amt




Step	Action
16.	Enter the appropriate Department or use the lookup icon  to search and select the desired Department.


FSU Offer - Additional Info

Employee Id

*Job Code  Business Off Clerical Etc *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="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



[Calc Period Amt](#)




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


FSU Offer - Additional Info

Employee Id

*Job Code  Business Off Clerical Etc ***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="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[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

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>

Calc Period Amt

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

FSU Offer - Additional Info

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>

Calc Period Amt

Step	Action
20.	Enter the Weekly Std Hours .

FSU Offer - Additional Info

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>

Calc Period Amt

Step	Action
21.	Click the U.S. Citizen? drop-down list. Select the appropriate status from the list.

FSU Offer - Additional Info

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
22.	The appropriate EMPL Class will automatically populate based on the job code selected.

FSU Offer - Additional Info

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>	<input type="text"/>









Calc Period Amt

Step	Action
23.	The Pre-Mgr Approver field is optional. Use the lookup icon  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 at least <u>2 weeks</u> out to allow time for approvals, FSU Onboarding completion, and background check completion (if applicable). Reference Payroll Deadlines for FSU Onboarding Actions .

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: <i>The Total Percent of Distribution must equal 100%.</i>


FSU Offer - Additional Info

Employee Id
*Job Code  Business Off Clerical Etc *Location Code 
*Department  *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
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

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>	+	-

[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

Employee Id

*Job Code Business Off Clerical Etc *Location Code

*Department *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"/>	<input type="text"/>	+	-

[Calc Period Amt](#)

Step	Action
28.	Click the Calc Period Amt button to calculate the Total Budget Amount .

FSU Offer - Additional Info

Employee Id

*Job Code

T011

Business Off Clerical Etc

*Location Code

00010001

WESTCOTT BUILDING0001

*Department

025000

Human Resources

*Supervisor ID

*Mail Code

2410

*Weekly Std Hours

20.00

*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	03/24/2025 <input type="text"/>	100.000	0250001100 <input type="text"/>	03/16/2026 <input type="text"/>		+	-

NOTE: If the appointment requires [screening of Foreign Researcher](#), [Foreign Principal](#), or [Export Controls](#), after entering the offer details, click *Save as Draft* and upload a screenshot of the approved RAMP Visa Status Information tab under *Offer Attachments > Approval Attachments*; submit the job offer when ready.

Offer Attachments

No attachments have been added to this offer.

Step	Action
29.	<p>Click the Background Check tab.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Offer Details Background Check Outside Recruiting </div> </div> <ul style="list-style-type: none"> Enter a <u>detailed</u> 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

Description of Duties/Comments
 Assist visitors and callers at the front desk.

Background Check Funding (Required)

Purchase Order # Q Line # Q

OR

Foundation Fund # Approval Submission

[Save as Draft](#)
[Submit for Approval](#)

[Add Revised Offer](#)
[Delete Offer](#)
[Edit Offer](#)

Step	Action
30.	<p>Answer each question on the Background Check Questionnaire; Yes or No as applicable. <u>Obtain these answers from the hiring supervisor prior to entering them.</u></p> <ul style="list-style-type: none"> 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 prior to approving the job offer. <p>Note: Background Check requirements.</p>

Sample Questionnaire:

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

1 Is this job/role located in the FSU Childcare Center? NO

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

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

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:

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

Is the position classified as Vice President level or above by job code/administrative code? NO

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

Is fingerprinting a requirement by granting agencies for grants and contracts? NO

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

Last revised: June 2025

Sample Questionnaire (continued):

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 ▼
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> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Offer Details Background Check Outside Recruiting </div> <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?

▼

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.

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

Posting Title

Job Opening Status 010 Open

Job Title OPS Express Hire

Applicant Name Testing Record

Job Opening ID

Business Unit FSU Business Unit

Position Number

Applicant ID 000000

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?

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.

Save as Draft

Submit for Approval


Add Revised Offer

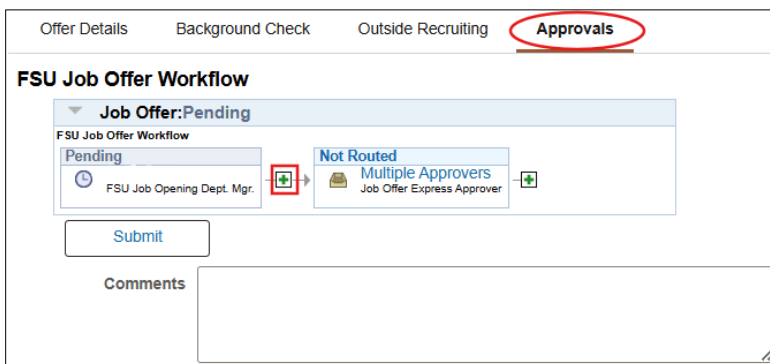
Delete Offer

Edit Offer

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

OK

Step	Action
33.	<p>Navigate to the Approvals tab to review the status of the job offer in the workflow.</p> <ul style="list-style-type: none"> To insert an additional approver, click the plus sign at the desired point, ensuring that the Job Offer Express Approver is listed last. <p>Next Steps:</p> <ul style="list-style-type: none"> Once the job offer is final approved, HR will launch the FSU Onboarding invitation to the candidate. The candidate will receive an email with the link to complete the Onboarding process. The Job Offer Creator 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>Status of Offer: To check the status of a job offer: From the Department Administration page <u>or</u> the NavBar icon  > Menu, click on Recruiting > Search Job Openings > enter job ID > Search > click the job title > 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 option is only available during the draft job offer stage. If you need to update a job offer that has been submitted, 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.

Not Routed

Multiple Approvers

Job Offer Express Approver

Submit

Comments

Tips for Success:

If the appointment requires [screening of Foreign Researcher, Foreign Principal](#), or [Export Controls](#), build the processing time into the anticipated start date and ensure this is completed prior to entering a job offer.

If you select Employee as applicant type but decide to create the appointment as an Express Appt hire instead, follow these steps: Click **Clear** and **Return** from the search box > click **Clear** on the Express Appt page > change **Applicant Type** to **Express** > proceed with entering the data.

Link appointments to the correct express pool (OPS Express, GA Express, OPS Faculty Express, InternFSU Express, Courtesy Express, One Time Pay Express), and the corresponding pool for the start date.

Each appointment requires a new express record. Do not reuse old express records!

Ensure a valid email address is used (verify with candidate or supervisor).

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 Specialist](#).