

# Appointing Internal Courtesy Candidates via Courtesy Express

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

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:

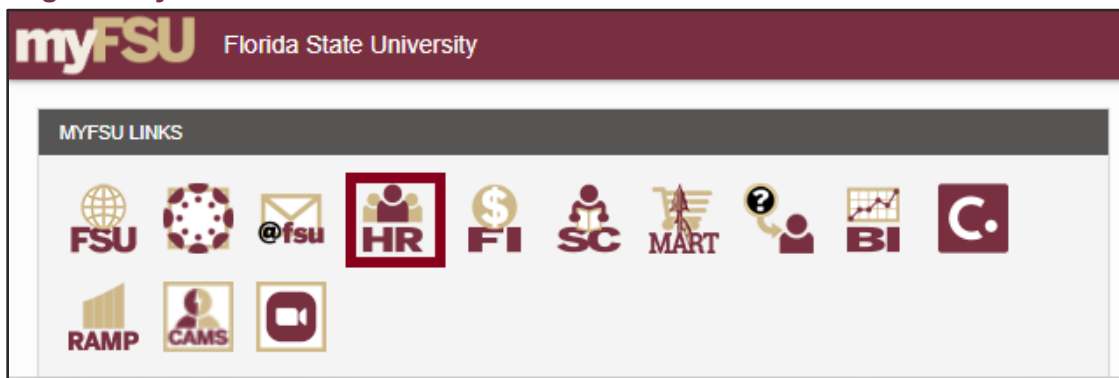
- Required Roles: **FSU\_ERS\_ADD\_EXPRESS** and **FSU\_SS\_MANAGER**
- [OMNI Recruiting Training Guides](#)
- [Courtesy Supplemental Documents](#)
- [Courtesy Job Codes](#)

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## Confirm the Candidate's FSU Affiliation

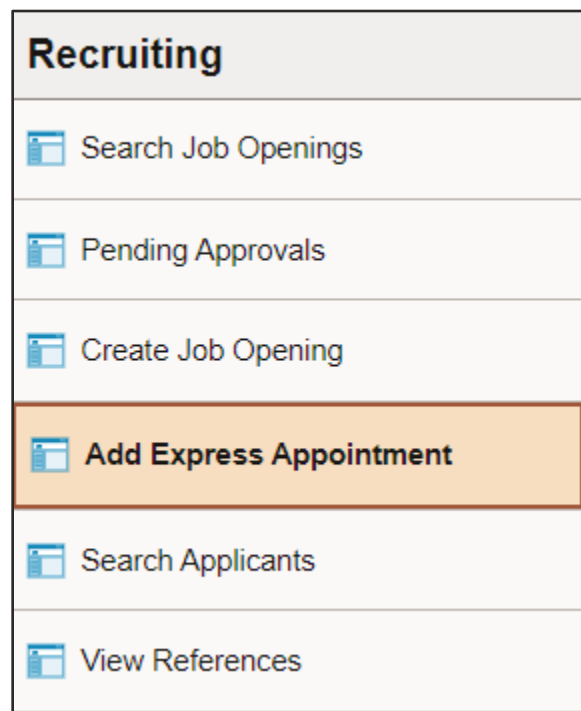
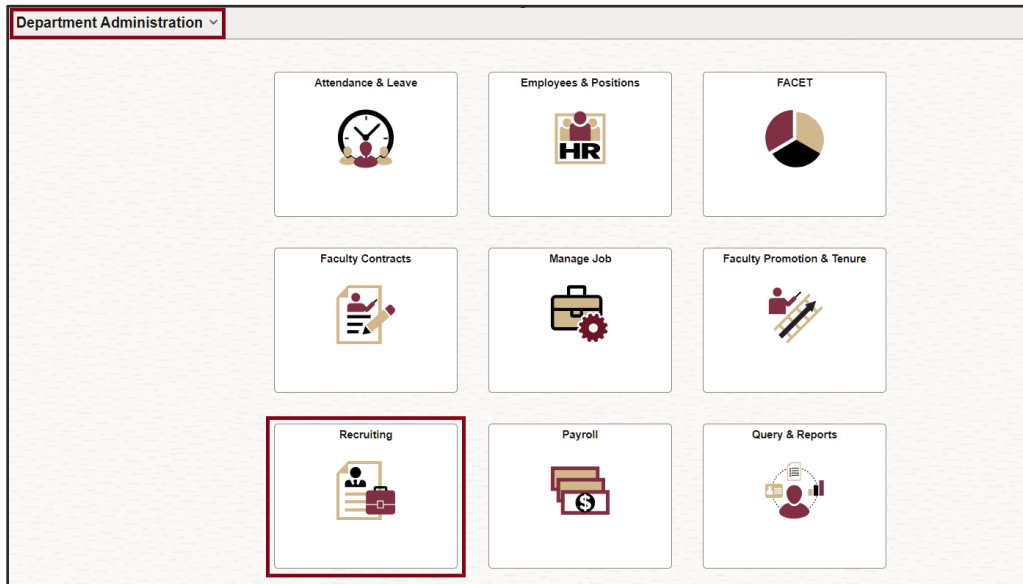
1. Prior to creating the appointment record, ask the hiring manager if the candidate is new to FSU or if they have access to their FSU email:
  - If the candidate has FSU email access, ask them to provide you with their **Empl ID/Student ID** and **FSUID** for the purpose of the department creating the appointment record. If the candidate has FSU email access and does not know or cannot find:
    - The **Empl ID** can be found under Manage Job
    - **FSUIDs** can also be obtained with the **FSU\_USER\_ID** query if the candidate's **Empl ID** is readily available.
2. **Log into myFSU > click on the HR icon.**



## Create the Courtesy Express Appointment Record

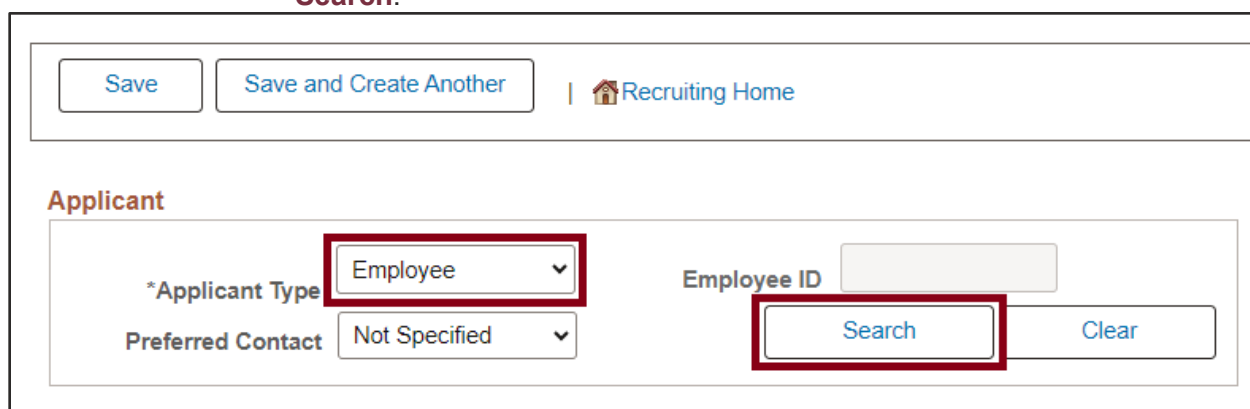
3. From the **Department Administration** page or the Navigator > click **Recruiting** > **Add Express Appointment**.

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



**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 the candidate has an active employee/student login. If in doubt, enter as an Express Appt versus an Employee.**

4. If the candidate has access to their FSU email and provided their **Empl ID/Student ID** and **FSUID**, take the following steps:
  - a. On the **Express Appt** page:
    - i. Choose **Employee** from the **Applicant Type** dropdown menu > click **Search**.



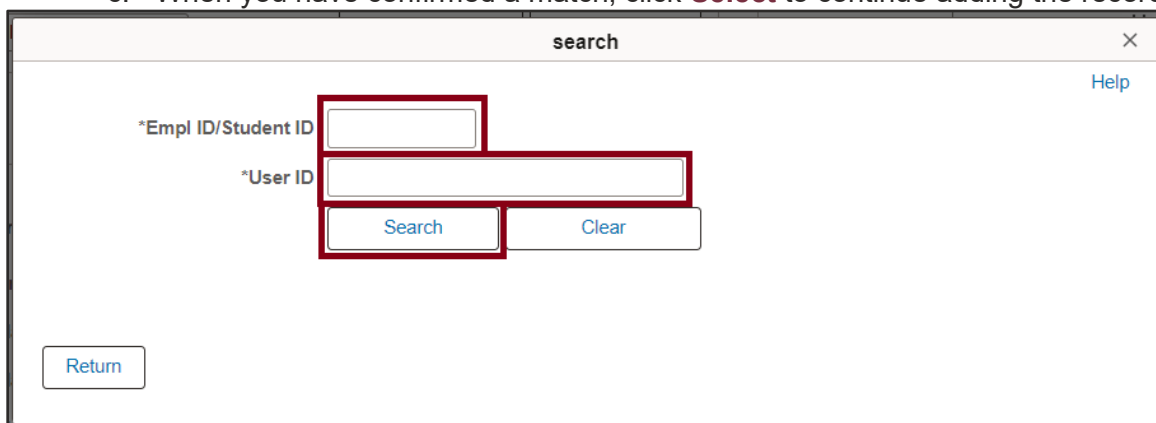
Save Save and Create Another | [Recruiting Home](#)

**Applicant**

\*Applicant Type **Employee** Employee ID

Preferred Contact **Not Specified** **Search** Clear

- b. On the search page, enter the candidate's Empl ID/Student ID in the **Empl ID/Student ID** field and FSUID in ALL CAPS in the **User ID** field > click **Search**.
- c. When you have confirmed a match, click **Select** to continue adding the record.



search

\*Empl ID/Student ID

\*User ID

**Search** Clear

[Return](#)

Search Results					
		1-1 of 1		<a href="#">View All</a>	
Select	Empl ID	User ID	First Name	Middle Name	Last Name
<b>Select</b>	000123456	SSEMINOLE	SALLY		SEMINOLE
<a href="#">Return</a>					

- d. The legal name and FSU email address will populate on the page.

Applicant

\*Applicant Type Employee

Employee ID 000123456

Preferred Contact Not Specified

Search

Clear

Applicant Status

\*Status Code Active

Status Reason

Status Date 04/17/2024

Name

Name Format English

Name Prefix Ms

First Name Sally

Middle Name

Last Name Seminole

Name Suffix

NOTE: When creating an appointment for an **active Employee** or **Student**, choose Applicant Type "Employee". You may add a Home or Other email as a secondary contact, but the FSU Official Email will default to primary, and the onboarding will be launched there (*This is set by the university*). Home and Other email types cannot contain a "@fsu" domain.

Email Addresses

Primary	Email Type	Email Address	
<input type="checkbox"/>	Business	SSEMINOLE@fsu.edu	
<input type="checkbox"/>	Home	SSEMINOLE@fsu.edu	
<input checked="" type="checkbox"/>	FSU Official Email	SSEMINOLE@fsu.edu	

Add Email Address

Save Save and Create Another Recruiting Home

Top of 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 5.

Recruiting

Print

Save Save and Create Another Recruiting Home Manage Applicant

Personalize

Name Sally Seminole

Applicant ID 788692

Personal Information Applications

Applicant

\*Applicant Type Employee

Employee ID 000123456

Preferred Contact Not Specified

Search

Clear

Applicant Status

\*Status Code Active

Status Reason

Status Date 04/17/2024

## NOTES:

*If the appointment is created with an Empl ID/Student ID, it will carry over to the job offer and Onboarding. 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

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

**Recruiting**

- Search Job Openings
- Pending Approvals
- Create Job Opening
- Add Express Appointment
- Search Applicants**
- View References

[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

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

1 Result(s) Found

Search Results ?

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied↑	Actions
<input type="checkbox"/>	Sally Seminole	788692	Employee	010 Active	850/644-1228	SSEMINOLE@fsu.edu	04/17/2024	0	<div>Link Applicant to Job Send Correspondence</div>

Select All   Deselect All   Group Actions

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	
788692 Q	Sally Seminole	010 Active	SSEMINOLE@fsu.edu	

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire	
56448 Q	Courtesy Express Spring 2024	No	No	

Add Job Opening

Disposition Information

\*Disposition

Linked

Reason

Date

04/17/2024

Link

Cancel

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.

1 Result(s) Found

Search Results

Select	Applicant	Applicant ID	Type	Status
<input type="checkbox"/>	Sally Seminole	788692	Employee	010 Active

Select All

Deselect All

Group Actions

9. Under the appropriate Job Opening, click on **Other Actions**.

10. Click **Recruiting Actions > Prepare/View Job Offer**.

**Manage Applicant**

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

**Name:** Sally Seminole  
**Applicant ID:** 788692  
**Applicant Type:** Employee  
**Status:** 010 Active

**Preferred Contact:** Not Specified  
**Phone:** 850/644-1228  
**Email:** SSEMINOLE@fsu.edu  
**Address:** 600 W College Ave, Tallahassee, FL...

**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 Spring 2024	56448	Linked				

Select All | Deselect All | Group Actions

**Other Actions**

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

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

**Offer Details** | Background Check

**Job Opening** 56448 **Courtesy Express Spring 2024**

**Position Number**

**Recruiter**

**Status** 006 Pending Approval

**Created By**

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), justification of courtesy need, 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.

**Comments** ?

Search | < | > | 1 of 1 | View All

Candidate currently employed in Athletics. Working over the Spring with Dr. Rolle on research. Needs access to their internal share drive along with access to regulated chemicals. Needs appointment recorded for coursework.

**Added By**

**Last Updated By**

Add Another Comment



13. Navigate to the FSU Offer – Additional Info section.

Enter the appropriate **Job Code** or click the lookup 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.

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

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

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

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

18. Click the **U.S. Citizen?** Drop-down menu. Select the appropriate answer from the list.

19. Click the **Empl Class** drop down menu. Select the appropriate classification - "Courtesy" should be used for standard Courtesy appointments. Please review the available Courtesy Empl Classes on the Courtesy [website](#).

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

20. Enter the appropriate weekly standard hours of 0.01

If needed for teaching Faculty appointments, you may enter the exact number of weekly hours. *Please notate in the comments section the reason for not entering 0.01 hours.*

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.

22. Enter the **Begin Date**.

**NOTE:** Start dates should be 2-3 weeks out to allow time for approvals, onboarding completion, and background check completion (if applicable).

**FSU Offer - Additional Info**

Employee Id 000123456 Sally Seminole

\*Job Code  Assistant in Research \*Location Code  EOAS BUILDING1000A

\*Department  Earth, Ocean & Atmospheric Sci \*Supervisor ID  Charles Ouimet

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

Pre-Mgr Approver (Optional)

\*Originator Telephone

1-1 of 1

Begin Date

23. Attach any documents necessary for the Courtesy Appointment under **Offer Attachments**.

**Offer Attachments** ?

No attachments have been added to this offer.

[Approval Attachments](#)

**NOTE:** Offers needing RAMP approval are attached here. Please be sure to show the Visitor Information tab of the RAMP approval screenshot.

Export Control > George Edgar Visiting Scholar

**Approved**

Submitted by: R Renegade  
Date Submitted: 3/18/2025  
Date Approved: 6/9/2025

**EC00001234: George Edgar Visiting Scholar**

Responsible Party: Visitor  
Submission type: Visitor  
Assigned Reviewer: Jordan Huston  
Screening Result: Suspected Hit

**Next Steps**

[View Export Control](#)  
[Printer Version](#)  
[View Differences](#)

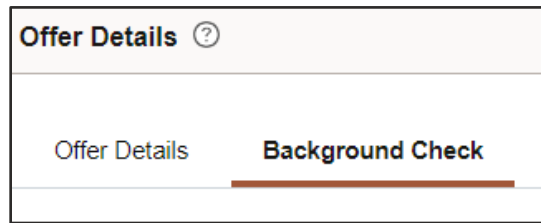
[Add Comment](#)

(Export Control - In Review)

Pre-Submission → Pre-Review → Export Control Review → Review Complete  
Clarification Requested → Pre-Review  
Clarification Requested → Export Control Review

History	Documents	Visitor Information	Screening Results	Reviews	Deliverables	Related Submissions
Visitor:	George Edgar	Dates of Visit:	5/23/2025 to 5/31/2026			
Countries of Citizenship:	China	Legal Permanent Resident:	No			
Affiliated Companies	No institution	Campus Locations:	Westcott			
Type of Visit:	Non-Students Visit	Category of Visit:	Visiting Scholar (>14 days)			

24. Click the **Background Check** tab.



The screenshot shows a web interface with a header bar containing the text "Offer Details" followed by a question mark icon. Below the header bar, there are two tabs: "Offer Details" and "Background Check". The "Background Check" tab is selected and highlighted with a red underline.

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 the purchase order selected.

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

25. 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?

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.)

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."

4 Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?

**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?

2 Is the position classified as Vice President level or above by job code/administrative code?

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

4 Is fingerprinting a requirement by granting agencies for grants and contracts?

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?

**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?

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?

3 Will this person have control over University-wide operational processes through functional roles or system security access?

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.)?

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?

**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.

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

## Submit for Approval or Save as Draft

26. Click the **Save as Draft** or **Submit for Approval**

Afterward, a confirmation message pops up. Click the **OK** button.

Offer Details ⓘ

Offer Details   **Background Check**

Budget Manager

Budget Manager Email

**Background Check Funding (Required)**

Purchase Order #   Line # 1

OR

Foundation Fund #  Approval Submission

**Save as Draft**

**Submit for Approval**

Add Revised Offer

Delete Offer

Edit Offer

**Description of Duties/Comments**

Candidate currently employed in Athletics. Working over the Spring with Dr. Rolle on research. Needs access to their internal share drive along with access to regulated chemicals. Needs appointment recorded for coursework.

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

OK

27. Navigate to the **Approvals** tab to review the status of the job offer in the workflow.  
To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.

**Offer Details** ?

Offer Details

Background Check

**Approvals**

**FSU Job Offer Workflow**

Job Offer: Pending

FSU Job Offer Workflow

Pending

Reginald Renegade

FSU Job Opening Dept. Mgr.

+

Not Routed

Multiple Approvers

HR Background Check Approver

+

Not Routed

Multiple Approvers

HR Final Approver-Courtesy

+

Submit

Comments

Once the job offer is final approved, Human Resources will launch the 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.

**Editing an Offer:** The **edit offer** button is only live during the draft job offer stage. If you need to change a submitted appointment, it must be denied by the approver so the originator may **add revised offer**. At the add revised offer step, the offer details data will be retained and editable. However any attachments will not. Click **Save as Draft** to reattach any attachments. Once edits have been made and necessary documents are attached, click **Submit for Approval**.

#### Questions?

For general questions about this procedure, email either Amelia Colorado at [acolorado@fsu.edu](mailto:acolorado@fsu.edu) or HR Courtesy at [hr-courtesydocs@fsu.edu](mailto:hr-courtesydocs@fsu.edu).