



Application Instructions for External (Non-Employee) Applicants

Note: Current FSU Employees MUST apply via [myFSU](#) > Human Resources > Job Opening Search/Application. Reference the Job Aid for Internal Applicants for assistance.

Thank you for your interest in employment with Florida State University. This document outlines how to register and apply for job openings.

Helpful Tips:

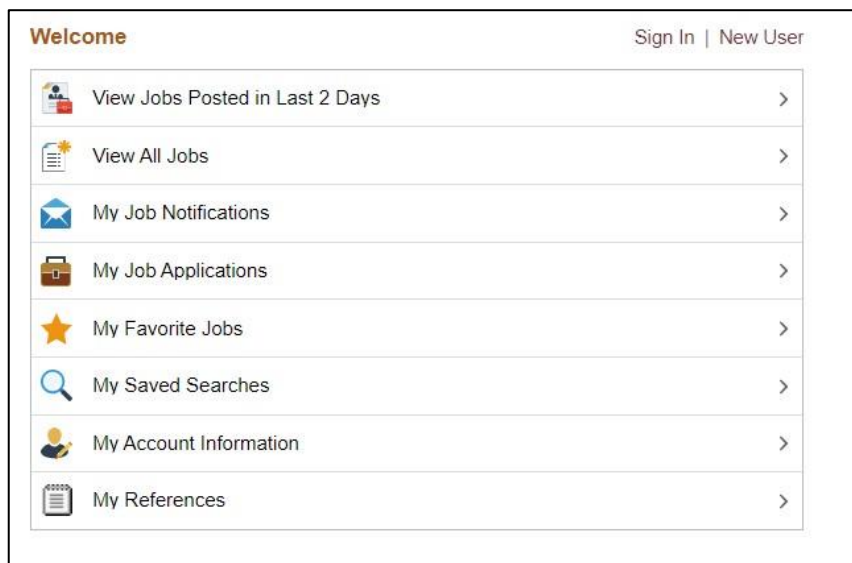
1. Before applying, it is recommended that you delete the history (temporary internet files and cookies) on your web browser. For steps on how to do so, click [here](#).
2. First-time applicants will need to register as a New User. Be sure to note the User Name and Password you create. You will need this information to access your application and apply for additional jobs. *When you create a password, you may notice the system adds numerous dots to the box—this is a security feature and the information you enter is being saved as entered.*
3. **Application deadlines: an applicant must apply before midnight EST of the position closing date.**
4. Do **NOT** use the back button in your browser. You may lose the information you have entered on the page. Use the “Previous” button within the website.
5. The system will time out after an extended period of inactivity. If this happens, the information on the page may be lost. Make sure that you save the application before leaving the page. After saving or submitting your application, log out and close ALL browser windows to protect your information.
6. Before you start the application, have your education information handy. If applying for a Staff or OPS job, have your work experience details available, going back 10 years.
7. Be sure your application is complete prior to submitting it. Pay special attention to the fields that are marked with an asterisk (*). Note: Depending on the job posting requirements, there may be other sections which must be completed although not marked with an asterisk.
8. When completing the online application, you have the option to attach a vita/resume and other files that are relevant to the position for which you are applying. These files do not however replace completing the online application.
9. Use the “Search Jobs” box to search by job opening ID, title, keyword, etc., or you may use the options on the left side menu.
10. If you see a job opening you wish to apply for, click on the posting title and then click on “Apply for Job”.
11. You do not need to complete and submit the application all at one time. You can save the application by clicking on the three-dot menu at the top right of the screen and “Save as Draft”. Return to the website before the application deadline to submit your application.
12. If you don’t identify a job you are interested in applying for, but would like to enter your information for future use, you may create a draft application via the create application without applying for a job links at the bottom of the search page. Once a draft is created, you can return later and apply for job openings using the saved information. To be considered for a job opening, you must select a specific position and submit the completed application by the posted close date. **Drafts, even drafts made for a specific position, will not be considered unless submitted.**
13. Submitted applications cannot be edited. Applicants can make changes by re-applying for a position. Departments will screen by the most recently submitted application to their job opening.
14. To view a list of Frequently Asked Questions, information on Veterans’ Preference, or technical resources, click [here](#).
15. If you have questions, please contact HR Employment at (850) 644-6034 or jobs@fsu.edu. If you would like to request a reasonable accommodation, please contact the Equity, Diversity & Inclusion Office at (850) 645-1458 or EDI@fsu.edu.



How to Apply

Navigation & Register/Sign-In

Start by going to <https://jobs.fsu.edu>. Click on “Browse Job Openings”. You will be directed to the Careers Welcome page.



First-time applicants: register by clicking on “New User” from the upper right of the screen. Complete the information requested, to include creating a user name and password, entering your contact information, agreeing to the terms and conditions, and clicking Register. If you provided an email address, you will receive an email confirmation upon registering. Save this email.

Returning applicants: Login by entering your User Name and Password and clicking Sign In.

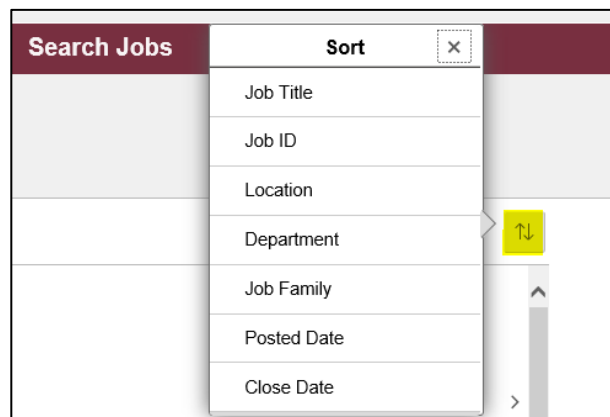
Once you have logged in, you will be able to manage different facets of the application process from the Careers page—view current openings, apply for positions, check the status of previously submitted applications, view resumes and/or other attachments you have uploaded, update your contact information, send prompts for letters of recommendation if required, and more.

Last updated 7/21/2020

Job Search

To view current job openings, click “View All Jobs”. Job postings can be filtered by different criteria on the left side column. Additionally, you can use the “Search Jobs” option.

The postings can be sorted by clicking on the double arrows in the upper right of the page and choosing one of the following options: Job Title, Job ID, Location, Department, Job Family, Posted Date, or Close Date.



Click on a job opening to read more about the position, to included qualifications and responsibilities.

Once you’ve identified a job you’re interested in applying for, click “Apply for Job” in the upper right corner.

Step 1: Start

Click the View Terms and Conditions link. If you agree to the terms and conditions, click the box for “I agree to the Terms and Conditions” and the “Next” button. Note: If you do not agree to the terms, you will not be able to submit your application.





Step 2 & 3: Attach a Resume and Additional Documents

If you are providing a resume, click “Attach Vita/Resume” to upload your document. (Anytime you apply for a job after the initial application, you will be given the option to apply using an existing Vita/Resume if you have previously uploaded one.)

Resume Attachment

You have not provided a resume/vita. Click Next to apply without a Resume/Vita.

Cover Letter Attachment

You have not provided a cover letter. Click Next to apply without a Cover Letter.

You may also upload a cover letter on this screen.

Click “Next” to proceed to the next step, or to proceed *without* uploading a resume and cover letter.

The Add Attachment page will allow you to upload additional documents, such as: a Certificate or License, Research Interest statement, Teaching Philosophy, References, Veterans’ Preference documentation, etc. Upload documents and then click “Next”, or click “Next” to apply *without* additional documents.

Attachments

You have not added any attachments.

Note: Please refer to the specific job description for the types of documents that are required, if any.

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If you would like your attachments to apply to all your applications for currently advertised positions and future applications without uploading them each time you apply, you may do so from the My Job Applications page > click on View Attachments > Click the plus sign or add attachment button under the Cover Letters and Attachments section at the bottom of the page > upload document(s) accordingly.

Step 4: Preferences

The preference page is only found on Staff and OPS applications. Completing this page is optional; however, hiring managers may find this information helpful depending on the needs of their position. If you are not uploading a resume with your application, we recommend that you list your skills in the Additional Skill box on this page.

Step 4 of 8: Preferences

Use this section as needed to tell us your desired start date, work days, and job type.

Job Preferences

1. I can start my new job on or after

2. I am looking for the following kind of job

- Regular
- Temporary
- Either



Step 5A: Education

All applicants must use the drop-down menu to select their highest level of education obtained. The level selected will then determine what fields are required on this page.

Highest Education Level Obtained (Required)

Highest Education Level

Note: Listing your highest education level obtained and providing the details of your education history is important, as positions require certain levels of education and the information provided will be used to screen an applicant based on those requirements.

Entering High School/Other Education: Staff and OPS applicants can include their High School or equivalent education by clicking on the plus sign under the High School/Other Education section.

High School/Other Education

Add High School/Other Education

*Education Level Completed


Country

State

School Name

Only the fields with asterisks () are required.

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Use the Look-up button  to view a list of available options.

Once you have entered your High School education information click "Done."

Entering Degrees: If applicable, click on the plus sign under Degrees to add College or University education details.

Degrees

Add Degrees

*Effective Date

*Degree

Major Code

Country

State

School Code

(If not found in lookup list above, type in School Description box below.)

School Description



(If not found in lookup list above, type in Major Description box below.)

Major Description

Graduated No

Terminal Degree for Discipline No

Only the fields with asterisks () are required.

Fill out the required fields in order. Use the calendar icon  to select the appropriate month, year, and day. Use the look-up button  to view a list of available options.



Major Code: If you cannot find your major on the list, type your major in the Major Description box at the bottom instead.


School Code: It's helpful to select your State first; however, if you cannot find your school in the school code list, type the school name in the "School Description" box instead.

Once you have entered the required information click "Done."
Continue these steps until you have added all your degrees and then click the "Next" button to continue.


Step 5B: Work Experience


The Work Experience page is only found on Staff and OPS applications. Click "Add Work Experience" to enter past and current work experience. Make sure to include all work experience, up to 10 years

Note: It is important to add your work experience, even if attaching a resume, as our system uses this information in screening for minimum qualifications.

If a calendar icon  appears next to a field, click on it and select the appropriate month, year, and day. If you are currently employed, leave the "End Date" blank.

Add Work Experience

*Start Date 

End Date 

Note: If this is your current position, please leave End Date

*Employer

*Ending Job Title

Supervisor

Supervisor Email

Supervisor Phone

OK to contact? Yes

*Hours Per Week

Job Summary/Additional Comments

Applicants can include work, internship, and volunteer experience in this section; however, if you do not have any experience, please click the toggle switch button to show "yes" and move forward with your application.


No Prior Work Experience Yes




Step 6A: Other Information – Accomplishments

This page is only found on Staff and OPS applications. If you so desire, or the posting requires that applicants include Licenses and Certifications or Memberships, click “Add Licenses and Certifications” or “Add Memberships.”

<p>Licenses and Certifications</p> <p>You have not added any licenses and certifications.</p> <p>Add Licenses and Certifications</p>
<p>Memberships</p> <p>You have not added any memberships.</p> <p>Add Memberships</p>

Use the calendar icon  to select the appropriate month, year, and day.

Use the look-up button  to view a list of available options.

Once you have entered the applicable information, click “Done”. Click the plus sign to add additional licenses or memberships, or “Next” to continue.

Step 6B: Other Information – References

This page is only found on Staff and OPS applications. If you so desire, or the posting requires references, add them by clicking on “Add Reference”. It is suggested that you provide 3 - 5 professional references.

Reference Information	
*Reference Type	Professional ▾
*Reference Name	<input type="text"/>
*Title	<input type="text"/>
Employer	<input type="text"/>
Phone	<input type="text"/>
Email Address	<input type="text"/>
Address	
Country	United States ▾
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text"/>

Once you have entered the applicable information, click “Done”. Click the plus sign to add additional references, or “Next” to continue.



Step 6C: Other Information – Referrals

Staff and OPS applicants must provide information on how they learned about the job. Click on the drop-down menu for “How did you learn of the job?” to provide the information.

Select Additional Information and enter the Specific Referral Source as applicable.

Use the drop-down menu to indicate if you are a former employee.

Referrals	
*How did you learn of the job?	<input type="text"/>
Specific Referral Source	<input type="text"/>
Are you a former employee	No <input type="text"/>

Step 6D: Other Information – Questionnaire

It is required that all questions be answered on the Questionnaire. Read each question carefully. This section will be required each time you apply. The questions will vary depending on the requirements of the position you are applying for.

If you are applying for an USPS position and claiming Veterans’ Preference, answer “yes” to the Veterans’ Preference question on the questionnaire.

Note: False statements and/or omissions on this application may be grounds for disqualification

Step 6 of 8: Other Information - Questionnaire

QUESTIONNAIRE TIPS:

Read the questions below carefully as they require complete answers.

Questionnaire (Required)



Step 7A: Self Identify – Disability

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions.

Step 7B: Self Identify Details – Veteran

Self-Identification
*Are you a protected veteran?

Yes, I am a protected veteran and I identify as one or more of the classifications listed below

- Disabled Veteran
- Recently Separated Veteran
- Military Discharge Date
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I decline to self-identify

No, I am a veteran, but not a protected veteran

No, I am not a veteran

Step 7C: Self Identify – Diversity

Gender

What is your gender?

Female

Male

I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino?

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

What is your race? Select one or more.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

I decline to answer

Step 8: Review and Submit

Review your application thoroughly. Once it has been reviewed, click the “Submit” button to complete the application.

What to Expect After Submitting Your Application

If you provided an email address, an email will be sent to you confirming receipt of your application. General status updates can be found by logging in with your User Name and Password and clicking on My Applications.

If you have any questions, please contact HR Employment at (850) 644-6034 or jobs@fsu.edu.