

Before You Apply

FOR INTERNAL APPLICANTS ONLY

Current FSU Employees **MUST USE OMNI Self Service > Recruiting Activities > Careers, to apply for FSU jobs.**

This documentation gives you some helpful tips for applying for vacancies at Florida State University. As you enter the search and application process, you may find it useful to keep these instructions readily available.

Tips to keep in mind

1. You must have an active FSUID to login to OMNI. Go to <https://campus.fsu.edu/webapps/login> for more information about acquiring and activating your FSUID.
2. Do **NOT** use the browser BACK button. You will lose the data you have entered. To make corrections to information on previous pages of the application, you may click on the "Previous" button or the link for that page. You **SHOULD NOT** move forward until each page is completed.
3. You may save your application to be completed at a later time. However, you will NOT be able to submit applications for positions once they have closed.
4. If you are applying for positions in more than one category, i.e., A&P/USPS and Faculty, you must apply for the faculty positions separate from the A&P/USPS positions. While you may apply for multiple positions within any given category, apply for only one category of positions at a time.
5. The system will time-out after 30 minutes of inactivity. If this happens, your information will be lost. Make sure that you log out and close ALL browser windows after submitting your resume to protect the privacy of your information.
6. Have relevant work history and education information in front of you before you start the online application.
7. Be sure your application is complete prior to submitting it and all jobs for which you are applying are selected. Pay special attention to the fields that are marked with an asterisk (*). You will not be able to submit your application without completing these fields. In addition, there are other sections which must be completed although they are not marked with an asterisk.
8. Use the TAB key when going from field to field on the application. When a magnifying glass appears next to a field, you must click on it and select one of the choices provided in the list.
9. To view a listing of FAQs, visit the Human Resources Employment page, https://jobs.fsu.edu/index.cfm?page=JobSeekers_Employment_Faq&nav=2 and click on the Frequently Asked Questions link.
10. When completing the online application, you have the option to attach a resume, vita or other files that are relevant to the position for which you are applying. Resumes / Vitas can be attached when applying. Additional attachments such as cover letters, transcripts, etc. must be attached prior to applying by utilizing My Career Tools.
11. When searching for jobs on the Careers Home page, you may use the Advanced Search option to search by job opening ID number, location, keyword, or by selecting different Job Families. To view all job listings, leave all categories blank and click on the "Search" button.
12. If you see a posting(s) you wish to apply to, select the posting(s) of interest by clicking the checkbox next to that posting(s). You may select multiple postings and once you are ready to apply, click on the "Apply Now" link. You may create an online application even if you do not find a specific position for which you wish to apply. Once your application is established, you can return later and apply for positions. Please note: In order for your online application to be active and for you to be considered for job vacancies, you must apply for each posting of interest.



13. To set up your online application without applying for a specific job vacancy, login into OMNI HR 9.0. Go to Self Service > Careers. Select Create/Update application and complete the necessary steps.
14. Online applications, resumes and vitas not accessed within 12 months will be purged and applicants will be required to complete a new online application, resume, or vita to apply for additional jobs.

Applying for Vacancies

The look and content of the online application/vita will be different depending on the type of job(s) for which you are applying.

Once the application or vita is submitted or saved, the information will be stored and available when applying for other positions.

Remember, while you may apply for multiple positions, apply for only one category of positions at a time. (Apply for only faculty position(s); then apply for only USPS/A&P/OPS position(s).)

What to Expect After Submitting Your Online Application

An automatic e-mail message will be sent to you confirming receipt of your application.

If you have questions, please contact HR Employment and Recruitment at (850) 644-6034.

If your application is inactive for 30 minutes, the data you have entered will be lost due to being timed-out of the application.

