How to Apply

FOR EXTERNAL APPLICANTS ONLY

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

Purpose

This job aid outlines the basic steps to apply for a job at Florida State University.

Overview

- Before applying for a job, please review the job aid entitled "Before You Apply" for an overview of the login instructions and tips for the application process.

Navigation

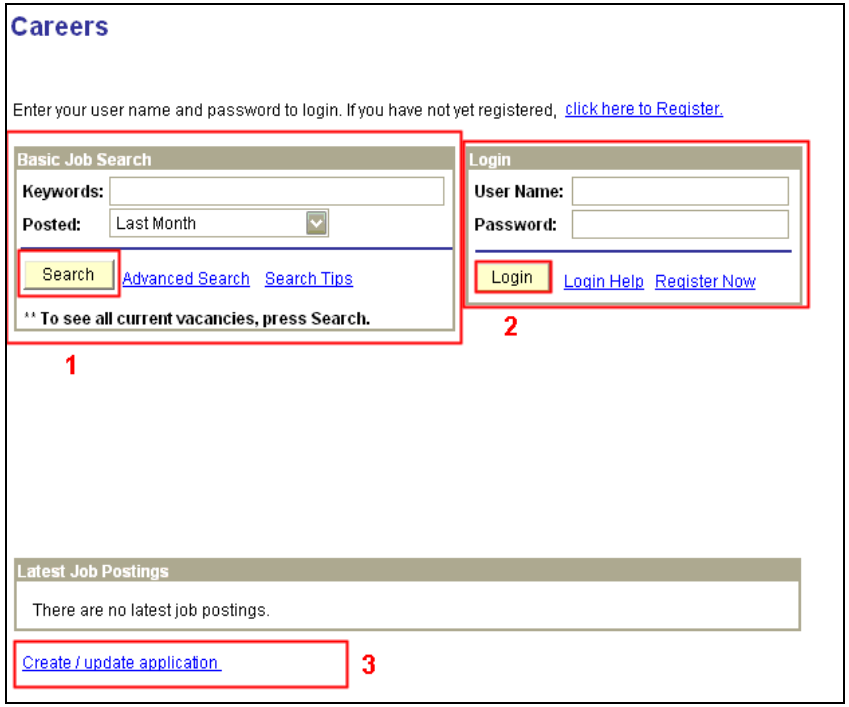
Login in at http://jobs.fsu.edu. Click on "Search and Apply for a Job," then click on "I am Ready to Search and Apply." Login by entering your User Name and Password. Click Login. If new user, click on Register Now to create a User Name and Password.

The Careers page is in three sections. **Section 1** enables you to search for Job Postings using custom search criteria without logging in. Enter your keywords and a selection for time frame for the posting or click Advanced Search for more search options. Once you make your selections, click *Search* to perform the search.

NOTE: To display all job openings, leave all fields blank and click *Search* for a basic job search.

Section 2 requires a user name and password. If you have not already registered for a Careers login, click *Register Now*.

Section 3 allows you to create or update your application without applying for a job posting. You will be required to login or register for a login if you have not already done so.



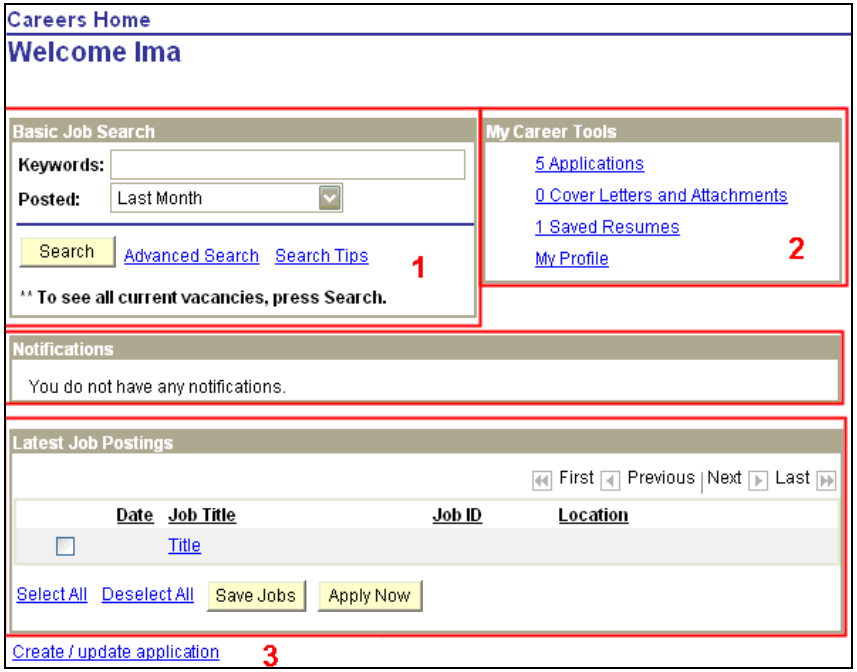
Step 1

Once you are logged in, the Careers Home page allows you to manage all facets of applying for a job at Florida State University.

Section 1 allows you to search using either basic or advanced options.

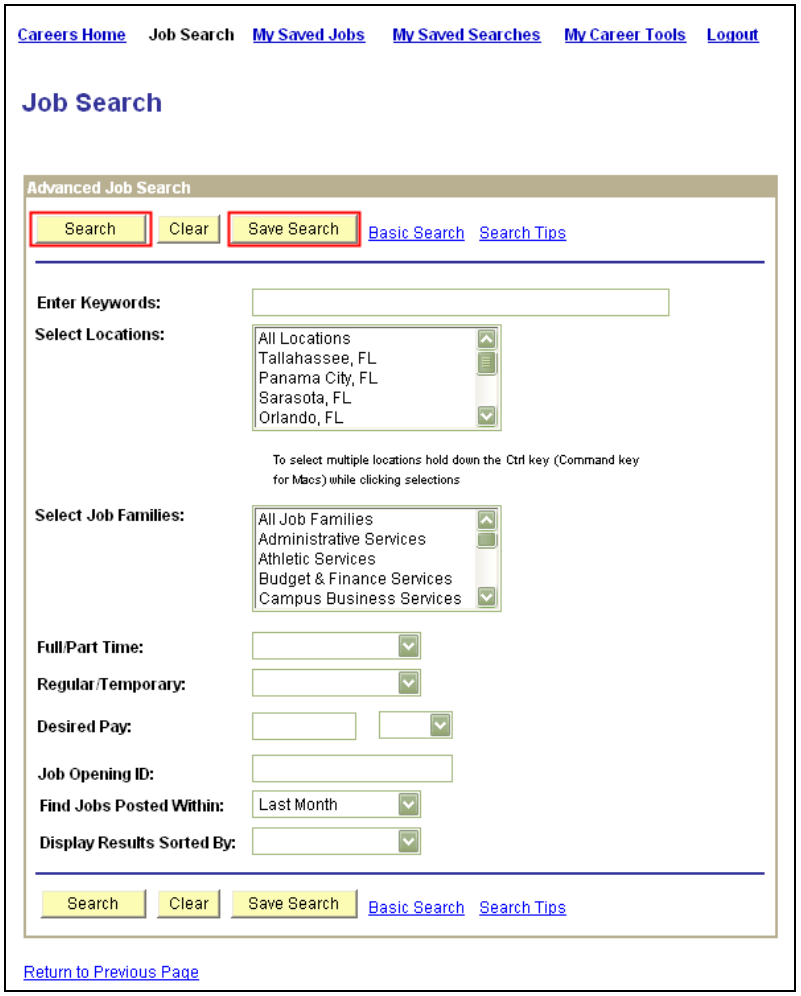
Section 2 includes all applications that were used to apply for job postings as well as attachments. Click on My Profile to update personal information such as name, address, etc. To attach a document other than a resume / CV, you must do so before applying. Click on Cover Letters and Attachments in the My Career Tools section.

Section 3 allows you to create or update your application without applying for a job.



Step 2

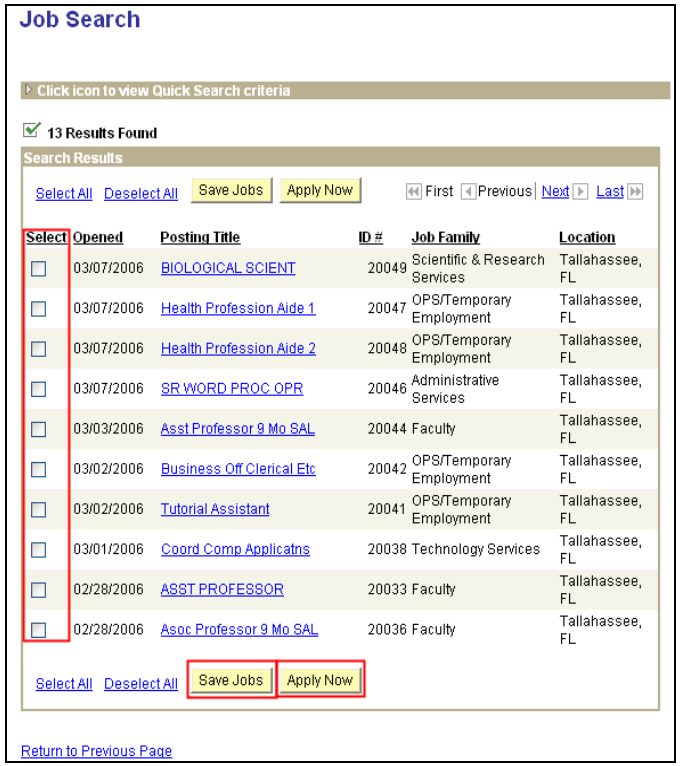
Search for a job using the basic job search or advanced search. Enter the criteria as desired and click *Search*.



A list of job postings appear based on your search criteria.

In this example, the search produced the following job postings. To review a job posting, click on the Posting Title. To apply, click box to the left hand side of the posting title and then click on “apply now.”

You can proceed to apply for the selected jobs.



Job Search

Click icon to view Quick Search criteria

13 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

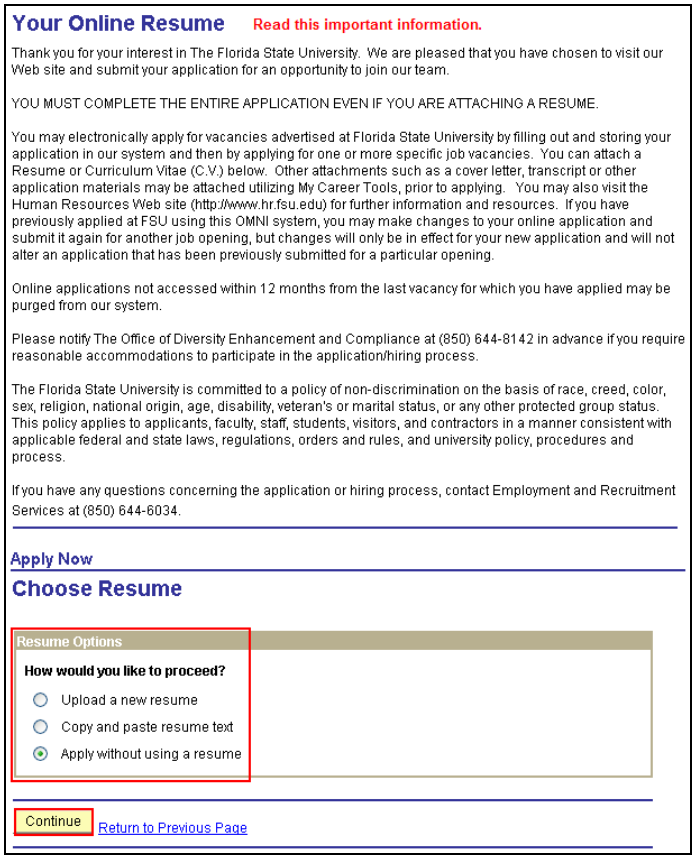
Select	Opened	Posting Title	ID #	Job Family	Location
☐	03/07/2006	BIOLOGICAL SCIENT	20049	Scientific & Research Services	Tallahassee, FL
☐	03/07/2006	Health Profession Aide 1	20047	OPS/Temporary Employment	Tallahassee, FL
☐	03/07/2006	Health Profession Aide 2	20048	OPS/Temporary Employment	Tallahassee, FL
☐	03/07/2006	SR WORD PROC OPR	20046	Administrative Services	Tallahassee, FL
☐	03/03/2006	Asst Professor 9 Mo SAL	20044	Faculty	Tallahassee, FL
☐	03/02/2006	Business Off Clerical Etc	20042	OPS/Temporary Employment	Tallahassee, FL
☐	03/02/2006	Tutorial Assistant	20041	OPS/Temporary Employment	Tallahassee, FL
☐	03/01/2006	Coord Comp Applicatns	20038	Technology Services	Tallahassee, FL
☐	02/28/2006	ASST PROFESSOR	20033	Faculty	Tallahassee, FL
☐	02/28/2006	Asoc Professor 9 Mo SAL	20036	Faculty	Tallahassee, FL

Select All Deselect All Save Jobs Apply Now

Return to Previous Page

Step 3

The Online Resume page is displayed. Read the information section. Select a resume option.



Your Online Resume

Read this important information.

Thank you for your interest in The Florida State University. We are pleased that you have chosen to visit our Web site and submit your application for an opportunity to join our team.

YOU MUST COMPLETE THE ENTIRE APPLICATION EVEN IF YOU ARE ATTACHING A RESUME.

You may electronically apply for vacancies advertised at Florida State University by filling out and storing your application in our system and then by applying for one or more specific job vacancies. You can attach a Resume or Curriculum Vitae (C.V.) below. Other attachments such as a cover letter, transcript or other application materials may be attached utilizing My Career Tools, prior to applying. You may also visit the Human Resources Web site (http://www.hr.fsu.edu) for further information and resources. If you have previously applied at FSU using this OMNI system, you may make changes to your online application and submit it again for another job opening, but changes will only be in effect for your new application and will not alter an application that has been previously submitted for a particular opening.

Online applications not accessed within 12 months from the last vacancy for which you have applied may be purged from our system.

Please notify The Office of Diversity Enhancement and Compliance at (850) 644-8142 in advance if you require reasonable accommodations to participate in the application/hiring process.

The Florida State University is committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran's or marital status, or any other protected group status. This policy applies to applicants, faculty, staff, students, visitors, and contractors in a manner consistent with applicable federal and state laws, regulations, orders and rules, and university policy, procedures and process.

If you have any questions concerning the application or hiring process, contact Employment and Recruitment Services at (850) 644-6034.

Apply Now

Choose Resume

Resume Options

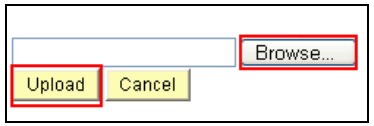
How would you like to proceed?

- Upload a new resume
- Copy and paste resume text
- Apply without using a resume

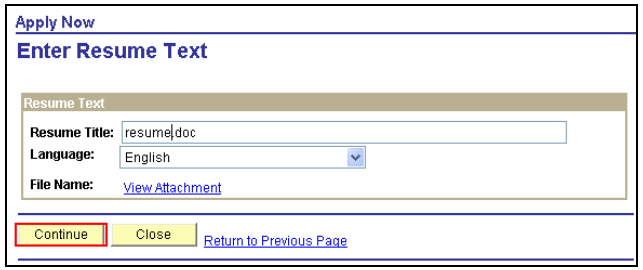
Continue Return to Previous Page

There are three resume options when applying for a job for the first time. Anytime you apply for a job after the initial application, you will be given the option to apply using an existing resume, if one has been uploaded for a previous application.

Option 1: If “upload a new resume” is selected you can browse your documents to upload the file.



Browse to find your file and click Upload.



Click Continue to proceed to the next step.

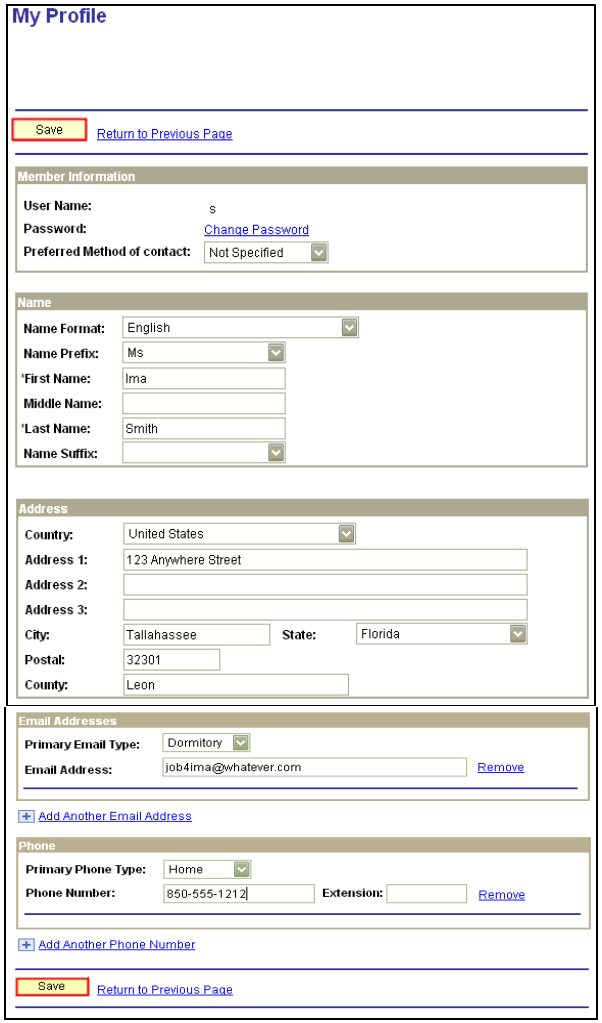
Option 2: If you select “Copy and paste resume text”, you can enter your resume information.

Click Continue to proceed to the next step.

Option 3: If you select “Apply without using a resume” you will be taken through the steps to enter your application data.

Click Continue to proceed to the next step.

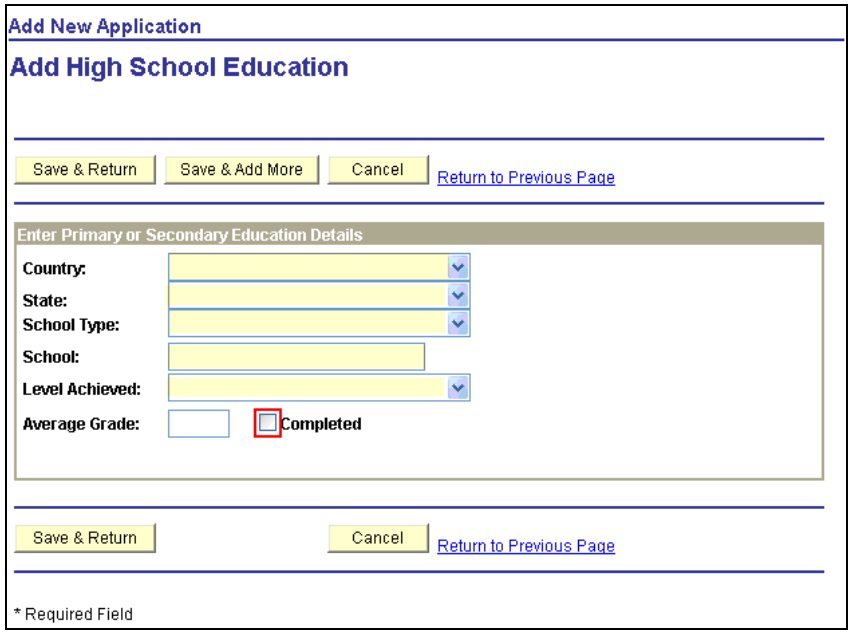
Step 4



All applicants must provide their highest level of education. Applicants should remember that some positions require certain levels and types of education and the information provided will be used to screen applicants based on those requirements. Each completed level of education should be included. Make sure to include your high school education.

Click on the Add High School Education History to add educational background information, if applicable. To edit your education information, click the link of the name of the education institution. Put only one entry in high school section.
Complete applicable fields.

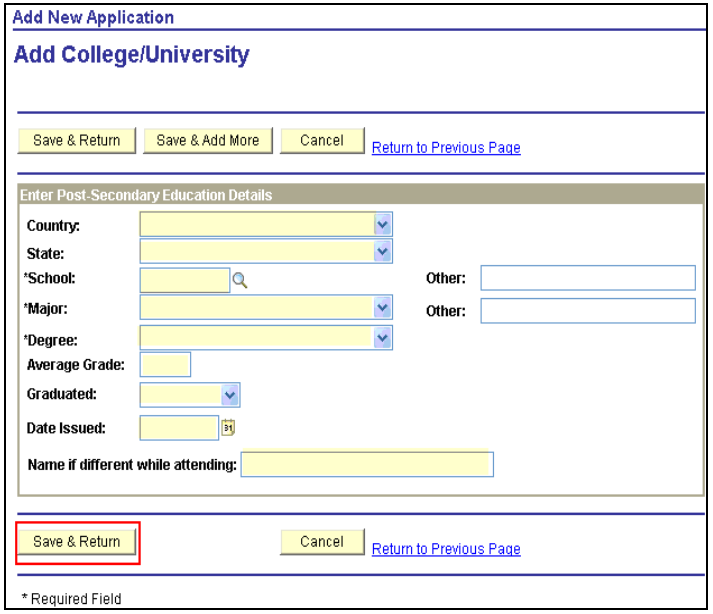
Click Save & Return.



Click on the Add College/University Education History to add educational background information, if applicable. To edit your education information, click the link of the name of the education institution.

Use the Look-up button to view a list of available text for that field. If you cannot find what you need on a list, leave the field blank and type in information in the Other field. See Step 4 for an example.

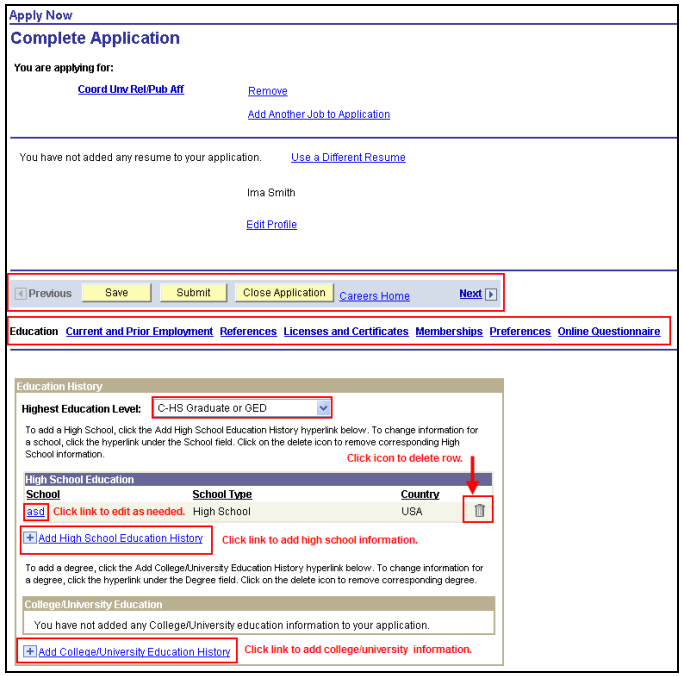
Click Save & Return.



To proceed to the next step in the application process, click on Next or click the link for a particular section of the application to edit or add information.

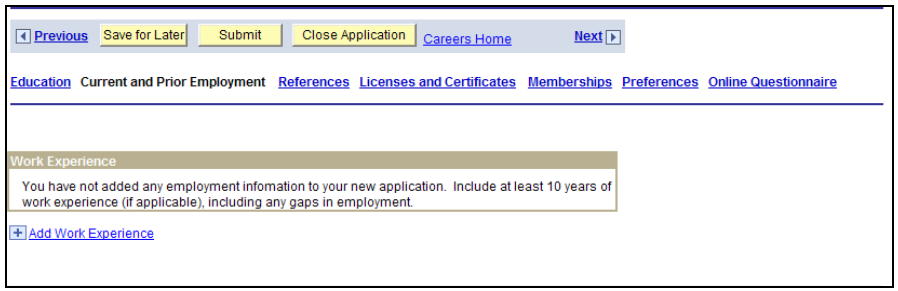
Step 5

The Complete Application page is displayed.

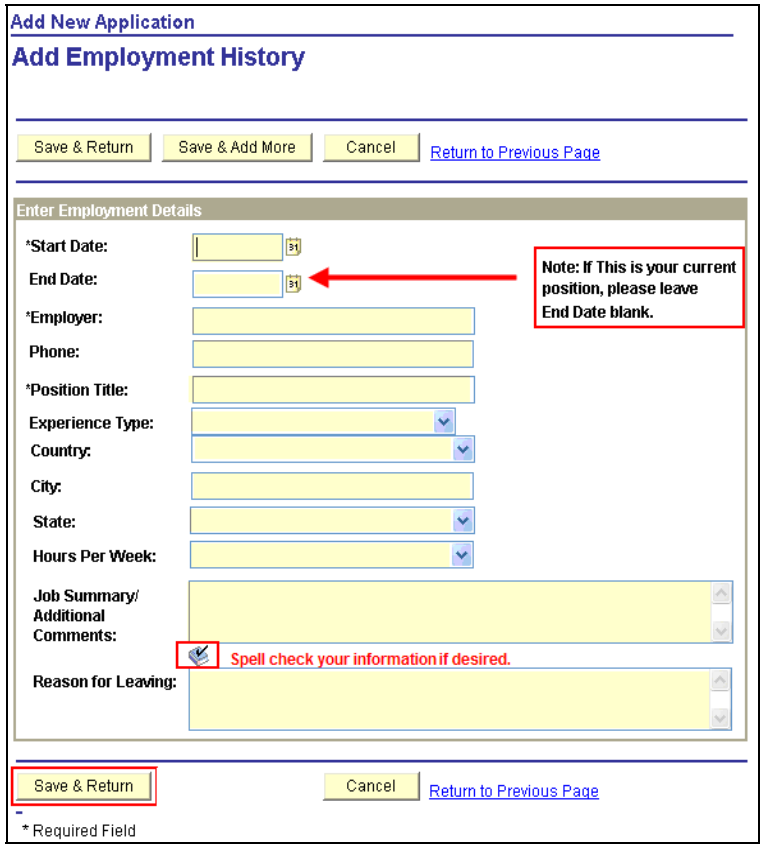


Click Current and Prior Employment to update employment history.

Click ⊞ Add Work Experience.



The Add Employment History page is displayed. Click Save and Return when completed.



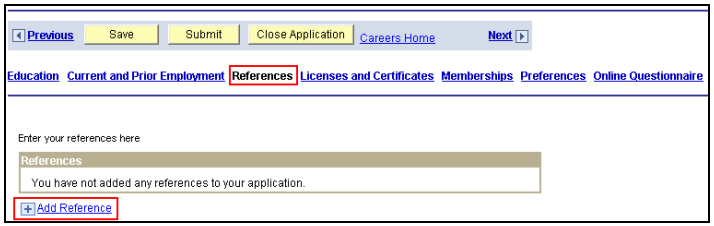
Step 6

The Complete Application page is displayed.

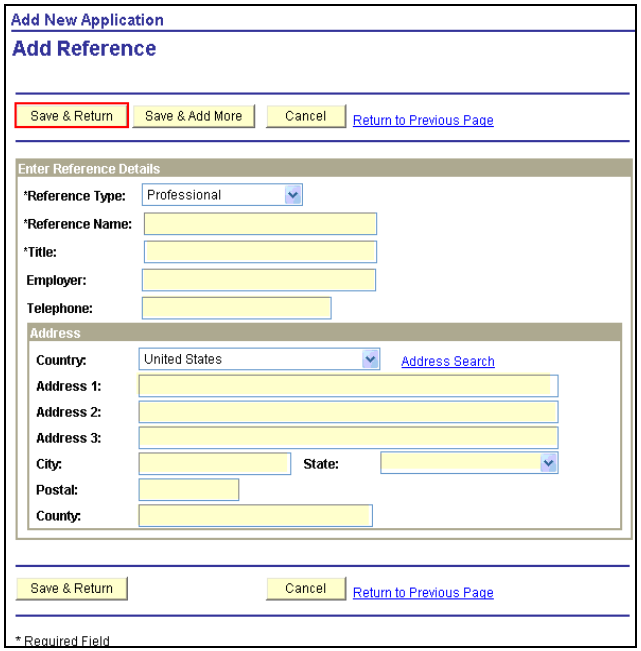
Click References to add references.

Click Add Reference.

It is suggested that you provide 3 – 5 professional references.



The Add Reference page is displayed. Click Save and Return when completed.

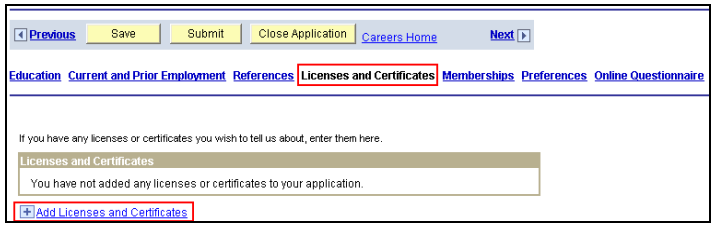


Step 7

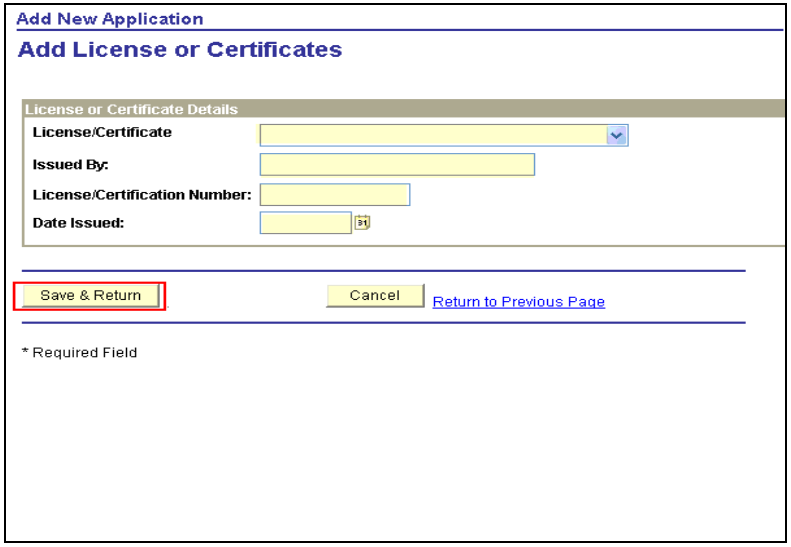
The Complete Application page is displayed.

Click Licenses and Certificates to add any relevant licenses or certificates.

Click Add Licenses and Certificates.



The Add License and Certificate page is displayed. Click Save and Return when completed.

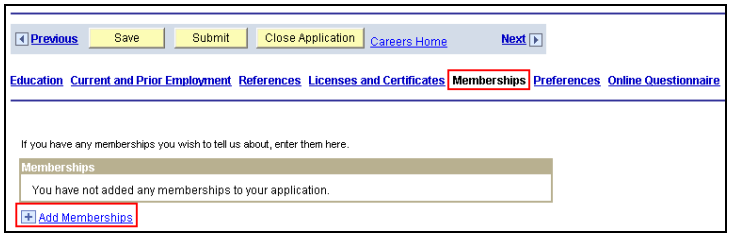


Step 8

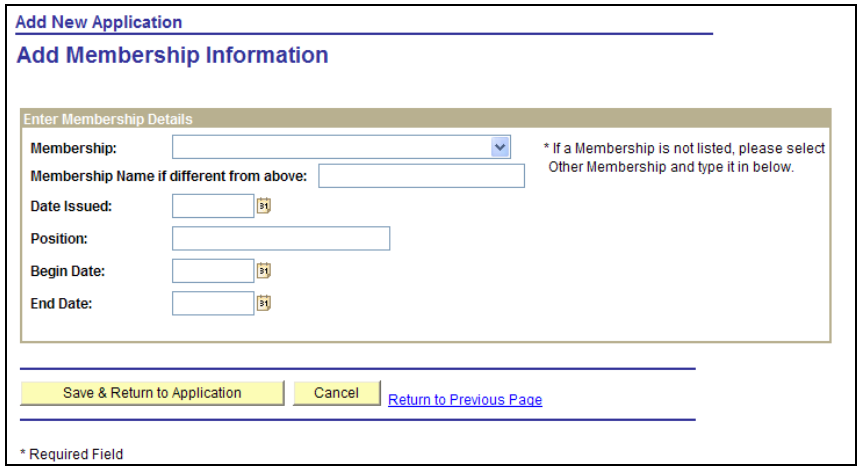
The Complete Application page is displayed.

Click Memberships to add any relevant memberships.

Click Add Memberships.



The Add Memberships page is displayed. Click Save and Return when completed.

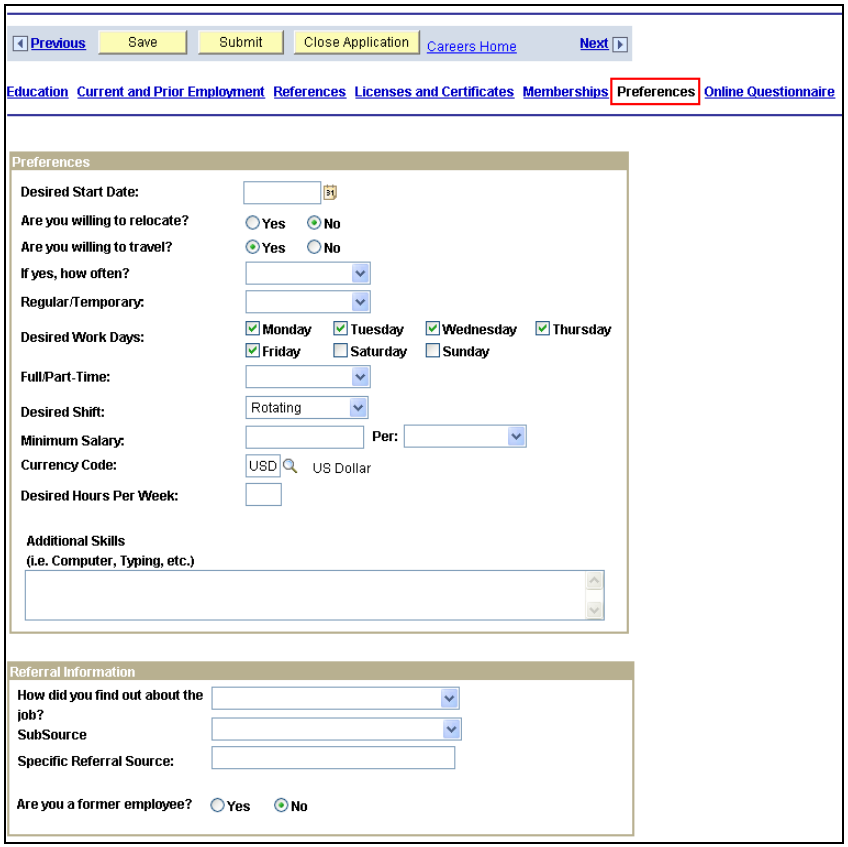


Step 9

The Complete Application page is displayed.

Click Preferences to record your preferences in terms of additional skills, time, pay, and type of job. This page will be blank each time you apply since information can change with each position with the exception of the additional skills category.

Click on the *Online Questionaire* to continue.

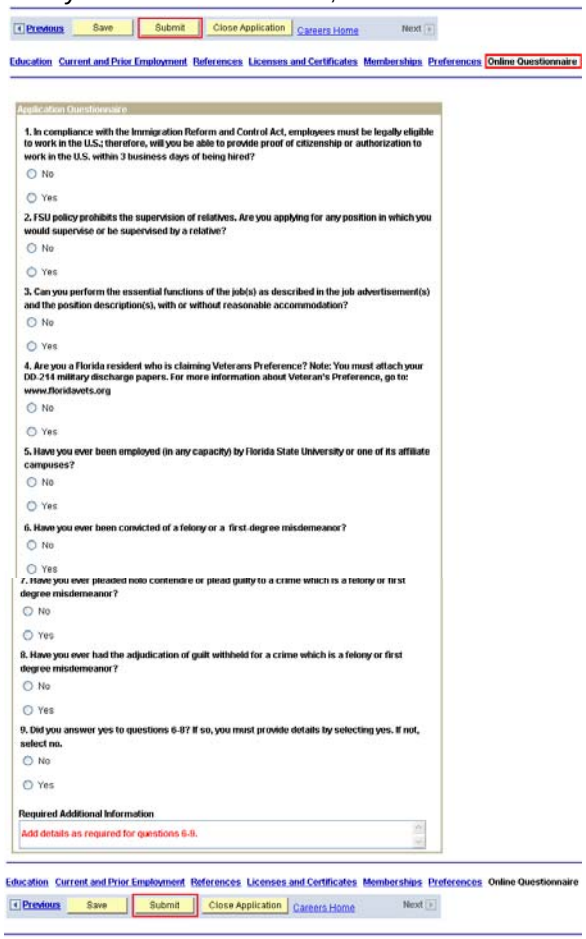


Step 10

The Complete Application page is displayed.

It is required that all questions be answered on the Questionnaire page. This page will be required each time you apply. If you answer “Yes” to questions 6 – 8, please provide information regarding date, county, state, and nature of charge in text box of question 9.

After you have answered all, click on the *Submit* to continue.

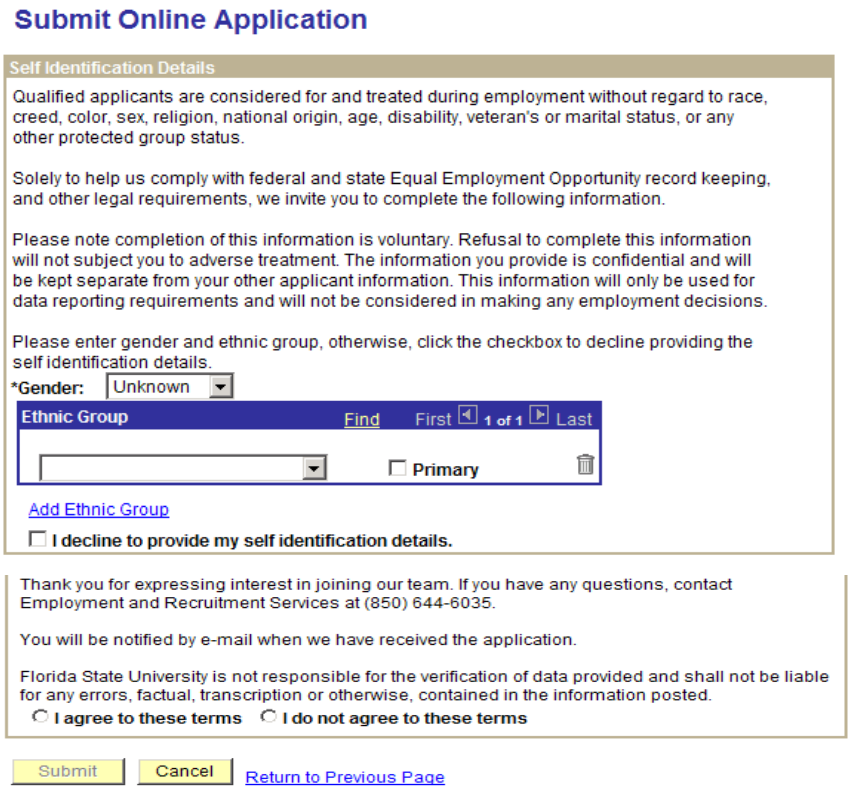


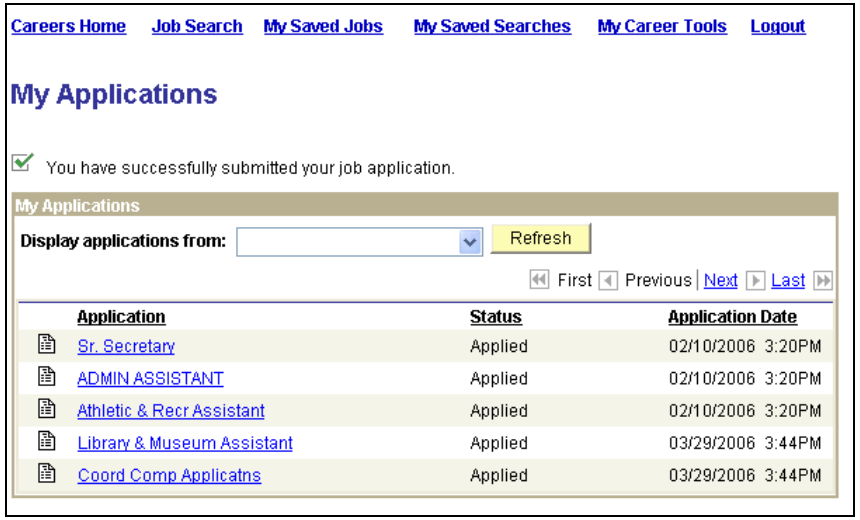
Step 11

Read the information on the Submit Application page. You must select a job posting and click “Apply Now” before submitting an application for a position. If you receive an error on the submission page, your application has NOT been submitted. Note: Some errors may cause confirmation emails to be sent, but your application will not be in the system.

The Self Identification Details section is used to record Equal Employment Opportunity statistics. It is not used in consideration for a job at Florida State University. You may choose to decline to answer these questions without penalty.

If you agree with the statements on this page, select “I agree to these terms” and click Submit.



You have completed the application process.

Upon submission, a list of positions for which you have applied will be displayed.