

## Registration Information.

### 1. How Do I Apply?

- You may apply at our website by visiting [Careers.fiu.edu](http://Careers.fiu.edu). If you are an **External** applicant, please select **Prospective Employees**. If you are **Currently** a FIU employee, please select **Current Employees**. *For Faculty positions, please visit [facultycareers.fiu.edu](http://facultycareers.fiu.edu).*



- You will then be redirected to our Careers portal. If you haven't already done so, please create an account.

Job Search

[Sign In](#) | [New User](#)

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Keywords  [Search Tips](#)

Filter by

Location

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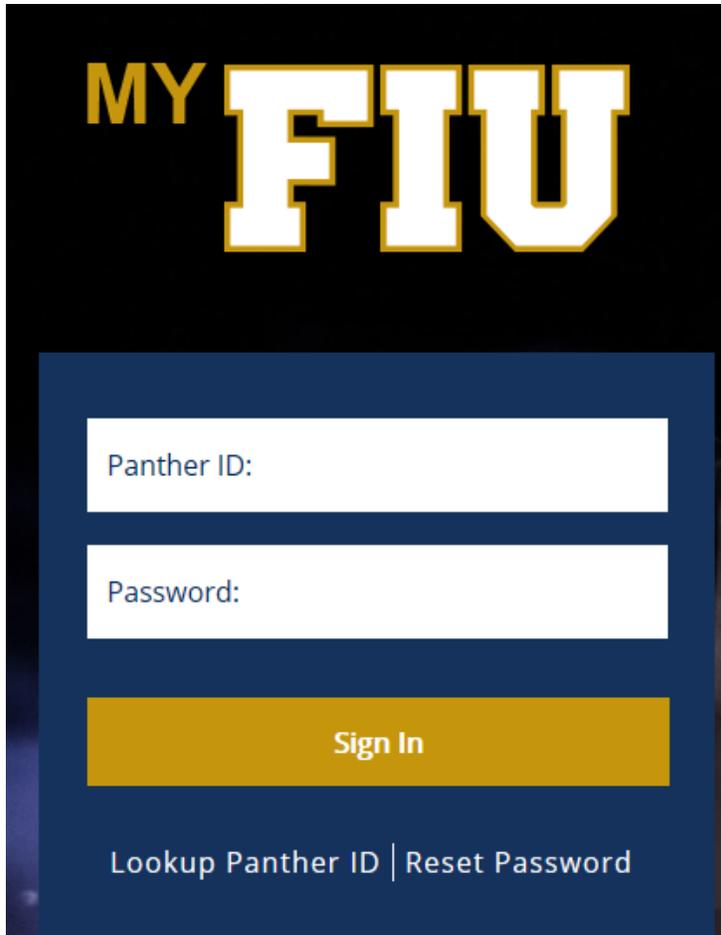
- Once an account is created, you will be able to apply to any job of your interest.
- Please keep in mind the following:
  - Use Firefox Mozilla or Google Chrome
  - Only have the application open, close all other windows.
  - The system will log you off after 20 minutes for security purposes.
  - If problem persists, please clear you cache.

## 2. How to Apply as Current Employee?

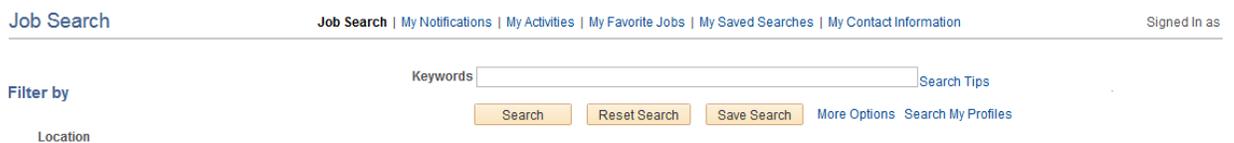
- As a current FIU employee, please select **Current Employees**.



- You will then be redirected to My.FIU.edu. Please login to your account.



- Then, follow the navigation below:



### Time-Out Information:

#### 3. Can my application time-out?

- Yes. You are timed-out after 20 minutes of inactivity. Also, throughout the application ensure that you are clicking the “Save” button. This will allow you to save your application and if timed out, you can re-enter into your Careers Account. Click **My Activities** and under **Applications** you will find your application and the position with a status of **Not Submitted**. You can then re-enter into your application and finalize the application.

#### 4. What happens if I'm timed out?

- Unless you save your work as you go, once you time-out deletes everything. If you save your work, but then go over the 20 minute time-out, you lose anything entered after the last Save.

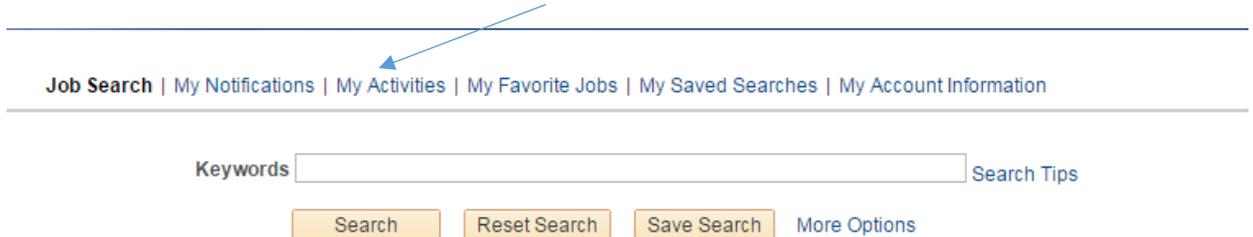
#### 5. How can I prevent being timed out?

- Saving your application will ensure that your application does not time-out. If you get interrupted in the middle of filling out the application, take the time to “Save” prior to leaving your workstation. Please ensure that the only webpage open on your browser is careers.fiu.edu. Use recommended browsers (listed under Troubleshooting section below).

### Application on Draft Mode (Saved not Submitted):

#### 6. How to Submit an Application on Draft Mode?

- Please log into your careers account by visiting [Careers.fiu.edu](http://Careers.fiu.edu) and follow the below steps:
- Click on **My Activities** link.



- Find the positions, It will read **Not Submitted** next to it.

Applications							
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
Program Assistant, Center for Children and Families	511531	Academic Health Center 1	Withdrawn	06/22/2016 2:23PM	06/22/2016 2:24PM	06/22/2016 4:07PM	<input type="button" value="Withdrawn"/>
Adjunct Lecturer, Health Policy & Management	511310	Academic Health Center 4	Not Submitted	05/16/2016 1:16PM			<input type="button" value="Withdraw"/>
Adjunct Lecturer, Dept of Criminal Justice	509567	Paul Ceja Architecture Bldg.	Not Submitted	05/16/2016 1:10PM			<input type="button" value="Withdraw"/>

- Select the position and continue the application process.
- Please remember to hit **Submit Application**
- If you select **Save as Draft** you will be able to go back in and make changes.

### Recruitment Process

#### 7. What is the Administrative / Staff Recruitment Process?

- Once your application is received, it will be screened by the assigned Recruiter. If your qualifications match those of the evaluative criteria established by the Hiring Manager, your credentials will be submitted to the Hiring Manager for consideration. If your qualifications are not deemed to be a match, you will still be able to express interest to other opportunities.

Applicants who progress to the next stage of the process will be contacted by either the Recruiter or the Hiring Manager to schedule an interview to further discuss qualifications for the position of interest. Candidates who are interviewed, but not selected for the position will be contacted by the assigned Recruiter or the Hiring Official. All final decisions are made by the Hiring Official, in consultation with the Division of Human Resources.

### 8. What is the Student / Temp Employee Recruitment Process?

- Our student/temporary employment recruitment process differs from our Administrative/Staff procedure. Once an application has been submitted, our office forwards it to the hiring department for review. If your qualifications meet the hiring departments need and you are selected for an interview, the department will contact you.

### Citizenship inquires:

### 9. Does this positions require a U.S. citizenship or a legal permanent residency?

- We encourage all applicants to apply to our positions. At the time of hire it is the applicants' responsibility to provide proper documentation for employment purposes. Otherwise, each department decides if they are able to sponsor individuals to work for the University.

### Forgot Password Or Username:

### 10. What to Do When I Forget My Password or Username?

- If you have forgotten your username or password please select **Sign In**.

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You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Filter by

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- You will then be redirected to the Login Page.

\*User Name

[Forgot User Name](#)

\*Password

[Forgot Password](#)

[Sign In](#)

[Don't have a User Name or Password?](#)

[Register Now](#)

- Select **Forgot User Name** to find your username or click **Forgot Password** to find your password.

## Truescreen:

### 11. How Do I Complete the Background Check?

- In order to complete the background check you will need to follow the instructions sent by our background check vendor, TrueScreen. If you haven't already received it, you will soon receive an email from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com) with the following content:

Dear Applicants Name,

Florida International University is committed to the safety and security of its student body, faculty, staff and surrounding community. As a result, their policy states that All prospective candidates for employment at Florida International University (FIU) in a regular full-time, part-time or temporary position will, at a minimum, be subject to a reference check, a criminal history check, and any other background check required by law.

FIU has requested that you provide authorization to Truescreen, Inc. to complete a background investigation. Please note that the background investigation will NOT be initiated until you provide required information and authorization.

To complete the forms, please follow the instructions below:

1. Click the link below to access the Application Station Web Site:

<https://www.applicationstation.com>

NOTE: If the link above does not open, just type [www.applicationstation.com](http://www.applicationstation.com) into your browser and enter the Application Station Code of: FIU1699033EA to continue.

2. Create an account using the Sign Up Now Button.

NOTE: If returning, please skip this step and use the account you created originally.

3. Sign In using the account created in Step 2.

4. Follow the online instructions on the Application Station Web Site, which will guide you through the process.

NOTE: If you are asked for your Case Reference Number, please use this ID: **1234567** (you will have a unique case reference number).

If you have questions about the information you are being asked to provide, please contact Recruitment Services within the Division of Human Resources or your assigned Recruiter at 305-348-2500.

If you experience technical issues logging on to the Application Station site, please contact Application Station Support at 888-291-1369 x2006.

## References:

## 12. How to Add References?

- Go to [Careers.fiu.edu](http://Careers.fiu.edu) and sign in.

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Location

- Select **My Activities**

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

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Head Coach Women's Bball	511104	Pharmed Arena	Submitted	03/20/2016 10:54AM	03/20/2016 10:56AM
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- Select the job you would like to add references.

Head Coach Women's Bball	511104	Pharmed Arena	Submitted	03/20/2016 10:54AM	03/20/2016 10:56AM
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- Please add your References by selecting the **Manage Reference**

References		
Job Opening ID	Posting Title	Manage References
511104	Head Coach Women's Bball	<a href="#">Manage References</a>

## References

**Applicant ID** 500335  
**Applicant Name** Test 1  
**Posting Title** Systems Administrator II - College of Business

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Please provide the names and contact information for a minimum of 3 professional supervisory references. These individuals will be requested to provide a reference and/or recommendation letter based on the position posting. Requests will be generated and sent when you "Save and Submit" the application.

**Reference**  
You have not added any references to your application.

[+ Add Reference](#)

[Go Back](#)

[Save](#)

- Please make sure to press **Save**.

## Sign on

### 13. How to Complete a Sign on Packet?

- Please log in to your careers account by visiting [Careers.fiu.edu](http://Careers.fiu.edu) and follow the below steps:
- Click on My Notifications.

Job Search [Job Search](#) | [My Notifications](#)  | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#) Signed In

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Filter by Keywords  [Search Tips](#)

Location [Search](#) [Reset Search](#) [Save Search](#) [More Options](#)

- Click on You have a Job Offer.

Notifications			
Subject	Status	Received	Delete
You have a job offer: Recruitment Administrative Coordinator (Job ID 509114)	Viewed	03/23/2015 3:10PM	
You have a job offer: Annual Giving Officer (Job ID 511561)	New	06/29/2016 3:19PM	

- Click on Acknowledge offer, then press accept.

Here's what you need to do:

Step 1 - review the job offer information.

Step 2 - either accept or reject the offer.

Step 3 - return any indicated documents from Step 1 to your recruiter.

If you have any questions, please contact your recruiter for assistance.

#### Step 1 - Review Offer Information

No Attachments exist for this Job Offer

#### Step 2 - Acknowledge Offer

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Accept

Reject

- Scroll down the page and enter your Social Security number.

**Tip:**

Before you begin completing the forms, it will be helpful to have the following information at hand:

- Social Security Card
- Emergency Contact (Name and Telephone number)
- Bank Routing and Account Numbers

If you have any questions or need assistance on this process, you may contact the Division of Human Resources at (305)348-2181.

We wish you much success in your Worlds Ahead journey at Florida International University!

#### Personal Identification

Please provide your Social Security Number in order to proceed with the completion of your Sign On package. A valid SSN **MUST** be provided for unique identification.

\*Social Security Number

Save

- Click on Sign on Admin and Staff and complete the form.
- The Sign-On packet requires **Java**. Also, it is not compatible with Safari and Internet Explorer, try using Firefox Mozilla.