

Instructions for selected Temp/Student Candidate

- If you have not already applied to a department specific job posting on the Careers website, kindly apply to a general POOL, or the Job ID# specified by your hiring department. (If you have, please ignore this step).
 - a. Go to <u>careers.fiu.edu</u> and click on "Prospective Employees" (new applicant) or "Current Employees" (active employee) on the left side of the page. **Once you have successfully submitted the application send your HR Liaison or Hiring Manager an email to confirm your submission. They will then move ahead and initiate the hire form for your appointment.**

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Job Search		Sign In New User
You can search and review jobs from this and access our online career tools.	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
Filter by	Keywords 510963 Search Tips	
Location Modesto A. Maidique Campus (1)	Search Reset Search Save Search More Options	
	1 matches found So	ort By Posted Date 👻 👢
Department Recruitment Senices (1)	Search Results	First 🕚 1 of 1 🕑 Last
Job Family STUDENT (1)	Student Assistant POOL (MMC) - 510963 Department: Recruitment Services Job Family: STUDENT Location: Modesto A. Maidique Campus Business Unit: HUMAN RESOURCES Posted Date: 02/08/2016	
Job Function No Value (1)	Apply Without Selecting a Job 🛞	
Job Posted In		

- 2. Please disregard any emails with the subject: "Invitation to Apply", as the email will state it does not apply to Temporary/Student hires. It is an automatic email sent when applicants are linked from a general pool to the hiring department for approvals.
- 3. Once the hire form is sent to HR, it goes through online approvals. Only after your hire form is approved and the results of your criminal background check and fingerprinting come back cleared (if applicable) will you receive an email (to the primary email address you used in your application only) from HR with further instructions to accept the job offer. To accept you will log back into <u>careers.fiu.edu</u>, go to My Notifications, review your offer letter, and then click "accept". After accepting, you will be able to submit the online portion of the sign on packet by entering your valid Social Security Number (only new hires or rehires separated 1 year or more complete Sign-On).

The onboarding process can take 1 to 3 weeks depending on department approvals, grant approvals (if applicable), pre-employment clearance, and the candidates diligence in following all email instructions.



My Notifications	6	Job Search	My Notifications My	Activities My F	avorite Jobs My Saved Se	earches My C	ontact Information
Job Offers							
View Offer	Job Title		Job ID	Status	Location	Offer Date	Expiration Date
View Offer	Temp		508711	Accepted	Modesto A. Maidique Campus	12/03/2014	01/03/2015
Notifications							
Subject			Status		Received		Delete
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Return to Previous Pag	e	Job Search	My Notifications My	Activities Mv F	Favorite Jobs Mv Saved Se	earches Mv C	contact Information

Job Offer

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Signed In as

Posting Title Temp Job Opening ID 508711 Offer Date 12/03/2014

Offer Expiration Date 01/03/2015

nstructions:

Step 1 - attachments marked as "Action Required" must be completed and returned to your recruiter.

Step 2 - select to either accept or reject the offer. Step 3 - you may either upload completed attachments here, fax them to our office, or bring them with you to your first day of work.

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

Step 1 - Review (Offer Information
Туре	Details
Document	Offer Letter
Step 2 - Acknow	rledge Offer
🗹 l acknowledge	e that I have reviewed and understand the job offer details for the position listed.
Comments	ج) ا
Accept	Reject
Personal Id	dentification
Please prov for unique io	vide your Social Security Number in order to proceed with the completion of your Sign On package. A valid SSN MUST be provided dentification.
*Social S	Security Number . Save



4. After providing your Social Security number (double check #) before saving, five links will appear.

Sign On Forms			
Sign On Loyalty Oath Form I-9 Form W-4 Attachments Health Insurance Marketplace Coverage			

- 5. The first link is the <u>Sign On Temporary Employee packet</u> which you will complete and submit/save online.
 - Do not use the "attachments" link unless you are authorized by your hiring department and HR to work remotely: out of State or the Country.
 - Do not fax or email any confidential new hire documents per the Universities Red Flag Policy.
- Online Sign On Temporary Employee packet shown below:





✓ NEW EMPLOYEE INFORMATION

NEW EMPLOYEE INFORMATION

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4001655		County	FI	
Country	Home Phone	Cell Phone	Email Address	
country .	v			
s your mailing address the same ire you Hispanic/Latino? () Yes Vease select one or more races Black White Asian	e as your permanent address? ○ Yes ○ No ○ No from the following: Native Hawaian or Other Pacific Islander □ A	merican Indian or Alaskan Native		
ex: () Male () Female				
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- 6. Continue to scroll down until you filled out <u>all the blue tabs</u>. Then hit the submit button in which a grey screen will appear and it will state, "Submitted Successfully".
- Then you should submit, within 3 days of your start date, the required supplemental documents (I-9, W-4, & Loyalty Oath) and all original work authorization documents, including your original Social Security Card, to the HR office located in PC224 (between 8:30am to 4:30pm).
- 8. Once you are entered into the system, an onboarding email from University Technology Services (UTS) will be sent to the department's HR Liaison and they will provide you with next steps to logging into PantherSoft HR.