Instructions for selected Temp/Student Candidate

1. 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 careers.fiu.edu 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.

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

5. The first link is the Sign On Temporary Employee packet 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:
6. Continue to scroll down until you filled out all the blue tabs. Then hit the submit button in which a grey screen will appear and it will state, “Submitted Successfully”.

7. 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.