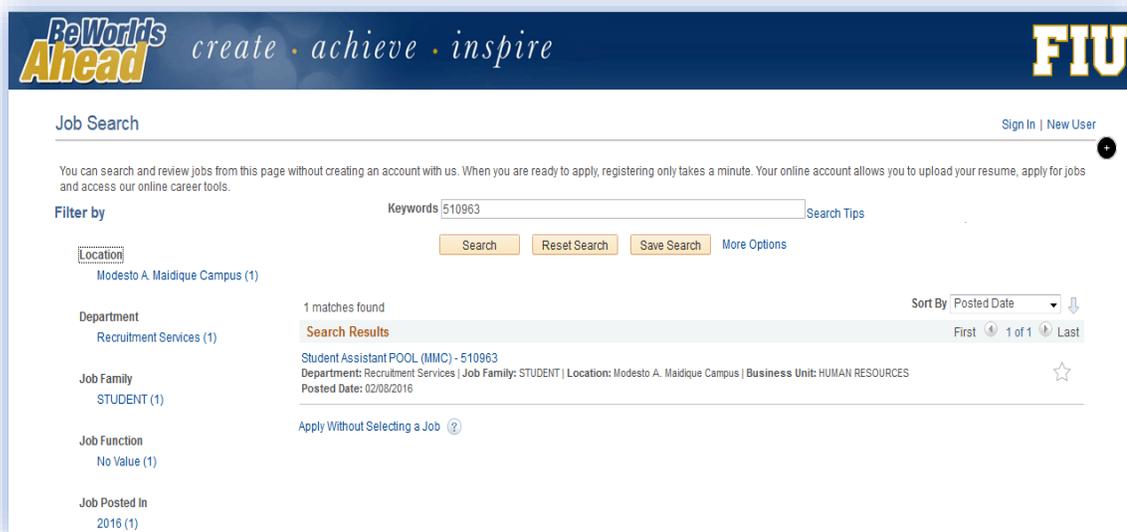


## Instructions for selected Temp/Student Candidate

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](http://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](http://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.

My Notifications

[Job Search](#) | **My Notifications** | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact 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
You have a job offer:	View	12/09/2014 1:33PM	

[Return to Previous Page](#)

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

Instructions:

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

Step 1 - Review Offer Information

Type	Details
Document	<b>Offer Letter</b>

Step 2 - Acknowledge Offer

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

Comments

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

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:

NEW EMPLOYEE INFORMATION

**NEW EMPLOYEE INFORMATION**

Social Security Number	Panther ID Number	First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	County	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	FL	<input type="text"/>
Country	Home Phone	Cell Phone	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Is your mailing address the same as your permanent address?  Yes  No

Are you Hispanic/Latino?  Yes  No

Please select one or more races from the following:

Black  White  Asian  Native Hawaiian or Other Pacific Islander  American Indian or Alaskan Native

Sex:  Male  Female

Marital Status	Date of Birth (mm/dd/yyyy)	Country of Birth	Country of Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Highest Academic Degree Achieved	Date Completed (mm/dd/yyyy)	Discipline of Degree	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Are you currently employed at another State of Florida Employer?  Yes  No

**PERSON TO NOTIFY IN CASE OF EMERGENCY:**

Name	Relationship	Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
City	County	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country	Telephone No.			
<input type="text"/>	<input type="text"/>			

SUBMIT CLEAR FORM

- 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".
- 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).
- 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.