Intern FSU Hiring Process

Spring 2027 Intern FSU | Program Dates: January 11 to April 30

New Intern FSU Hires

The department's top candidate will be hired through the Intern FSU Express pool – Spring 2027, job ID 63789, using the Express Appointment Process**. This process needs to be managed by the internship site hiring department's HR.** (Reference Appointing OPS Candidates via OPS Express training guide for instructions).

The Intern FSU program will be transferring the split funds to departments. Please contact the Intern FSU Supervisor in your department to make sure that your budget number information (E&G 110) has been submitted to the InternFSU program.

If applicable: Complete screening of Foreign Researcher, Foreign Principal, or Export Controls in RAMP prior to entering the job offer.

Job offers will be submitted through the Intern FSU Express – Spring 2027 pool (63789). When entering the Job Offer details, please note the following:

- ✓ Enter the employee's anticipated first day of work, not the program start date.
- ✓ Minimum Pay Rate: $17/hour
- ✓ Job Code of **A019**
- ✓ Since the Intern FSU allocation will be transferred to your budget, you should only include your department's designated budget for this position.
- ✓ **9 weekly standard hours, or actual hours planning to work**
- ✓ **Insert Li Pon, Intern FSU Program Manager, in the job offer approval workflow.**

- Once the job offer is approved, a candidate will be sent an email invitation to complete steps in the FSU Onboarding portal, to include initiating a background check (if required) and other pre-employment requirements.
  - If a background check is required, the background check must be fully processed, and the department must receive a clear to proceed notification **before** an employee can start work.
  - The department is required to complete the Form I-9 for each candidate.
  - The department must upload the following at the Supplemental Documents step of the Onboarding process:
    - ✓ Notarized Loyalty Oath
    - ✓ A copy of the candidate's social security card
    - ✓ Work authorization documents (if Non-US Citizen)

- Payroll Deadline: All of the above processes must be completed by the HR deadline for appointments. Refer to the current Payroll Deadlines Calendar on the HR website.

Current Intern FSU students

- Current Intern FSU students who have an active record can be appointed via ePAF to complete the reappointment.
  - ✓ Pay Rate: $17/hour
  - ✓ 9 weekly standard hours, or actual hours planning to work
  - ✓ Since the Intern FSU allocation will be transferred to your budget, you should only include your department's designated budget for this position.
  - ✓ **Include Li Pon, Intern FSU Program Manager in the approval workflow.**

Questions about the hiring process can be directed to the Office of Human Resources at (850) 644-6034.

April Smatt, Sr. HR Specialist
Employment Services
Email: asmatt@fsu.edu

Anna Capenos, Assistant Director
Employee Data Management
Email: acapenos@fsu.edu

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