

InternFSU Hiring Process

InternFSU hires will be paid through a split funding model. In order for the split funding to take effect, InternFSU students must be processed through the InternFSU Express pool. After selecting and receiving an acceptance of the extended hiring offer, only the InternFSU candidate(s) of choice should complete the hiring paperwork through FSU Human Resources. All hiring Supervisors are responsible for working with their department's hiring representative to complete the formal hiring paperwork.

Important Information:

- InternFSU candidates must be hired into the "A019" Intern job code through an InternFSU Express pool available at jobs.omni.fsu.edu.
 - Spring 2018 InternFSU Express: Job Opening ID 42568
- The selected candidate will need to apply to the InternFSU Express pool and the department's hiring representatives will submit an electronic job offer including a background check questionnaire to initiate the hiring process.
 - Pay Rate: \$10/hour
 - FTE: .25 or 10 standard weekly hours
- InternFSU employees are paid through a split funding model with 50% InternFSU funds and 50% department funds.
 - InternFSU Funding Code: 233004, fund 110.
- Candidates are required to complete applicable new employee forms including the Form I-9, loyalty oath, and New Employee Wizard forms available at hr.fsu.edu.
 - If a candidate has on campus employment, a Dual Compensation form may be required.
- Deadline: Completed hiring paperwork due to HR by **1/12/18** for 1/15/18 hire date

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