InternFSU Hiring Process

Fall 2019 InternFSU Program Dates: September 3 to December 6, 2019

New InternFSU Hires

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. Only the InternFSU candidate(s) of choice should complete the hiring process through FSU Human Resources. All hiring supervisors are responsible for working with their department representatives to complete the formal hiring process.

- To initiate the hiring process, the department creates the appointment record in OMNI HR, links the record to the InternFSU Express - Fall 2019 pool (job ID 45116), and prepares the job offer. (Reference Appointing OPS Candidates via OPS Express training guide for instructions on the above steps.)
  - When entering the Job Offer details, please note the following:
    - Pay Rate: $10/hour
    - Job Code of A019 must be used.
    - **8.0 weekly standard hours** (0.25 FTE)
    - InternFSU employees are paid through a split funding model with 50% InternFSU funds and 50% department funds.
      - **InternFSU Funding Code:** 233004 110 (50%)
    - The total funding assigned to each InternFSU position is $600 to be utilized during the duration of the program. This will allow for an intern to work 8.7 hours per week, not including holiday or final exam weeks.
    - Insert Li Pon, InternFSU 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 obtaining approval for dual compensation, outside employment, and employment of relatives as needed.
  - If a background check is required, it must be successfully completed before an employee can receive a formal offer and 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
    - A copy of the completed On-Campus Internship Checklist

- **Deadline:** All of the above processes must be completed by **August 23 for September 3 hire date.**

Current InternFSU students

- Current InternFSU students do not have to submit a new InternFSU Express application. Your department representative can submit an ePAF to complete the re-appointment as long as their record is still active.
  - InternFSU Funding Code: 233004 110 (50%)
  - Pay Rate: $10/hour
  - **8.0 weekly standard hours** (FTE: 0.25)
  - Include Li Pon, InternFSU Program Manager in the approval workflow.

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

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