

InternFSU Hiring Process

Fall 2025 InternFSU | Program Dates: January 13 - April 25

InternFSU Program Hours: 120

New InternFSU Hires

The department's top candidate will be hired through the InternFSU Express pool – Spring 2025, job ID 58919, using the Express Appointment Process. **This process needs to be managed by the hiring department's HR.** (Reference [Appointing OPS Candidates via OPS Express](#) training guide for instructions).

For the Spring 2025 semester, the InternFSU program will be transferring the split funds to departments. Please connect with the InternFSU Supervisor in your department to make sure that your budget number information has been submitted to InternFSU program using the official [Qualtrics Form](#).

Job offers will be submitted through the InternFSU Express – Spring 2025 pool (58979). 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: \$15/hour
 - ✓ Job Code of **A019**
 - ✓ Since the InternFSU allocation will be transferred to your budget, you should only include your department's designated budget for this position.
 - ✓ **Spring Semester: 8.5 weekly standard hours, or actual hours planning to work**
 - ✓ **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 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 InternFSU students

- Current InternFSU students who have an active record can be appointed via ePAF to complete the reappointment.
 - ✓ Pay Rate: \$15/hour
 - ✓ Spring Semester: 8.5 weekly standard hours, or actual hours planning to work
 - ✓ Since the InternFSU allocation will be transferred to your budget, you should only include your department's designated budget for this position.
 - ✓ **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.

Ashlee Shafer, Assistant Director
Employment & Recruitment Services
Email: ashlee.shafer@fsu.edu

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