

# **Applying for a career at Florida Polytechnic University.**

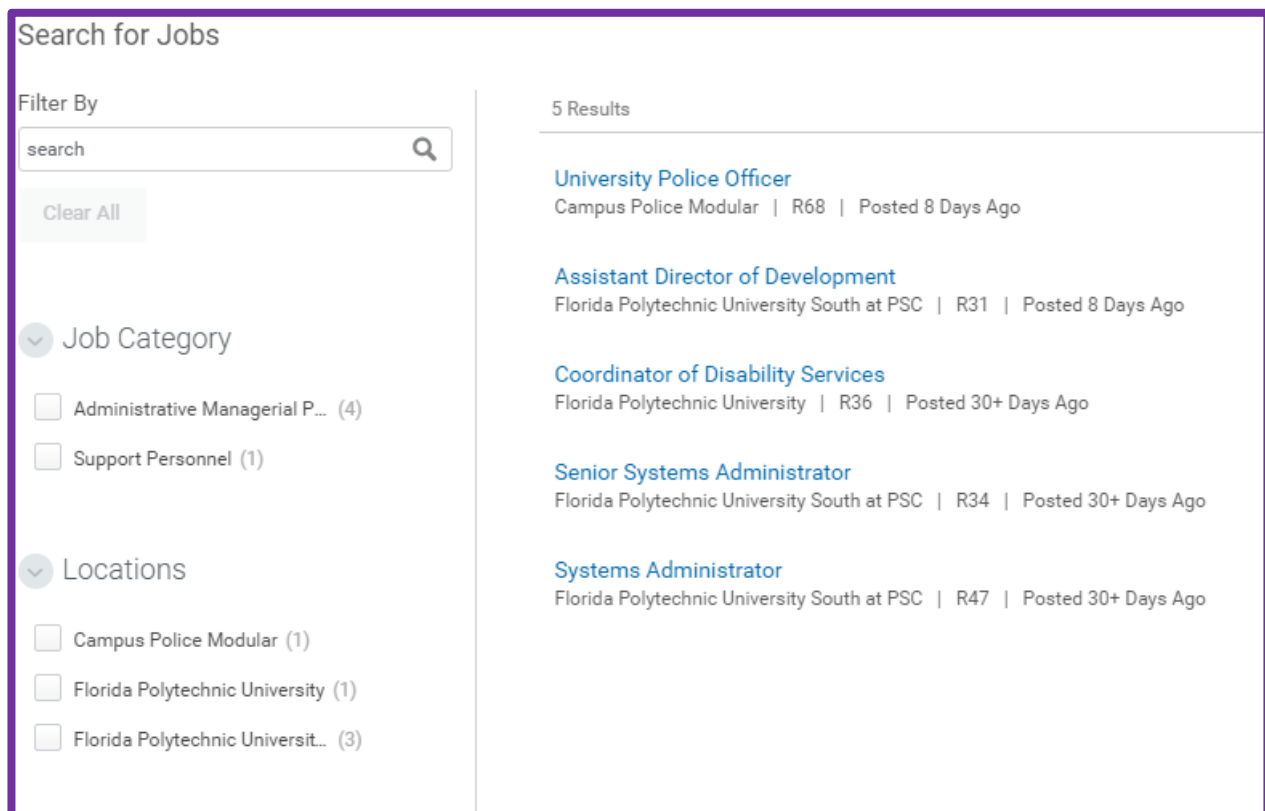
External Applicant Process

# External Applicant Process

This document provides the external job applicants with the process on how to complete a job application for Florida Polytechnic University.

To apply for a job at Florida Poly, perform the following steps:

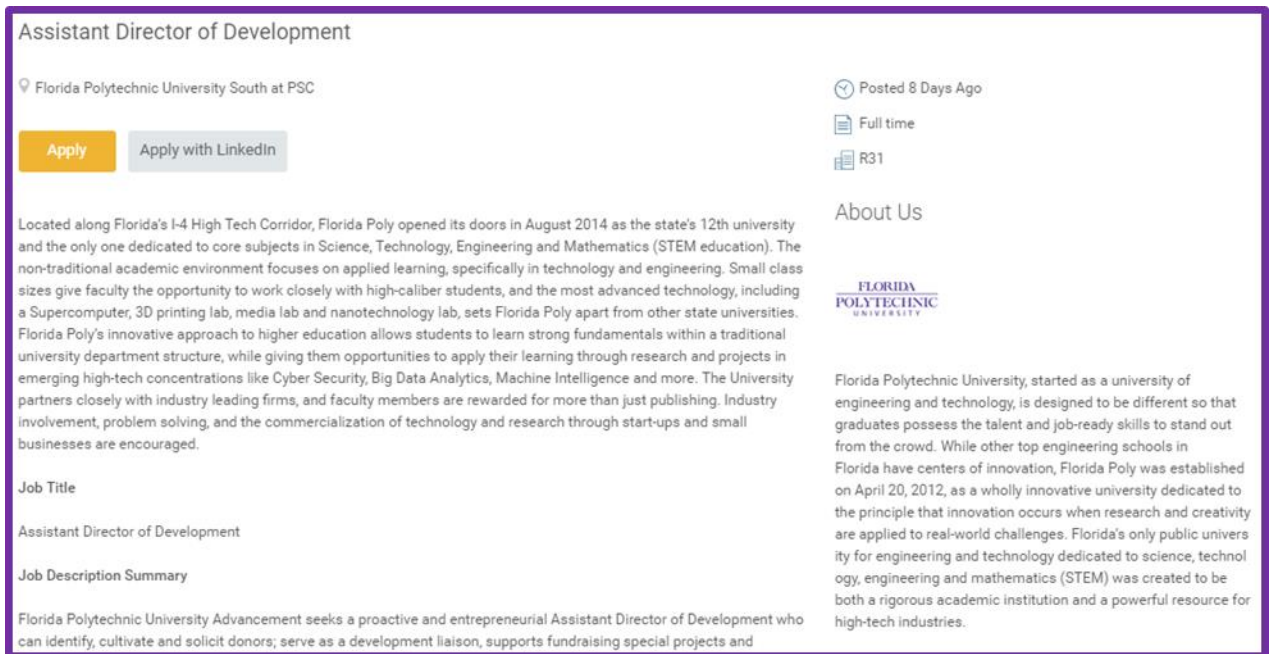
1. In the Internet browser, enter <https://floridapoly.edu/careers/>(or click the link).
2. At the top center of the screen, click on the type of job openings you would like to browse.
3. The Search for Jobs screen is displayed.



**Figure 1-1 Search for Job Screen**

<b>NOTE</b>	On the left side of the screen, you can filter your search based on Job Category, Locations, Job Type, and Full Time or Part Time.
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- Select the position for which you want to apply. The job description for that position is displayed. In this example, the Assistant Director of Development position was selected.



The screenshot shows a job listing for "Assistant Director of Development" at Florida Polytechnic University South at PSC. The page includes an "Apply" button and an "Apply with LinkedIn" button. The job details section contains the following text:

Located along Florida's I-4 High Tech Corridor, Florida Poly opened its doors in August 2014 as the state's 12th university and the only one dedicated to core subjects in Science, Technology, Engineering and Mathematics (STEM education). The non-traditional academic environment focuses on applied learning, specifically in technology and engineering. Small class sizes give faculty the opportunity to work closely with high-caliber students, and the most advanced technology, including a Supercomputer, 3D printing lab, media lab and nanotechnology lab, sets Florida Poly apart from other state universities. Florida Poly's innovative approach to higher education allows students to learn strong fundamentals within a traditional university department structure, while giving them opportunities to apply their learning through research and projects in emerging high-tech concentrations like Cyber Security, Big Data Analytics, Machine Intelligence and more. The University partners closely with industry leading firms, and faculty members are rewarded for more than just publishing. Industry involvement, problem solving, and the commercialization of technology and research through start-ups and small businesses are encouraged.

**Job Title**  
Assistant Director of Development

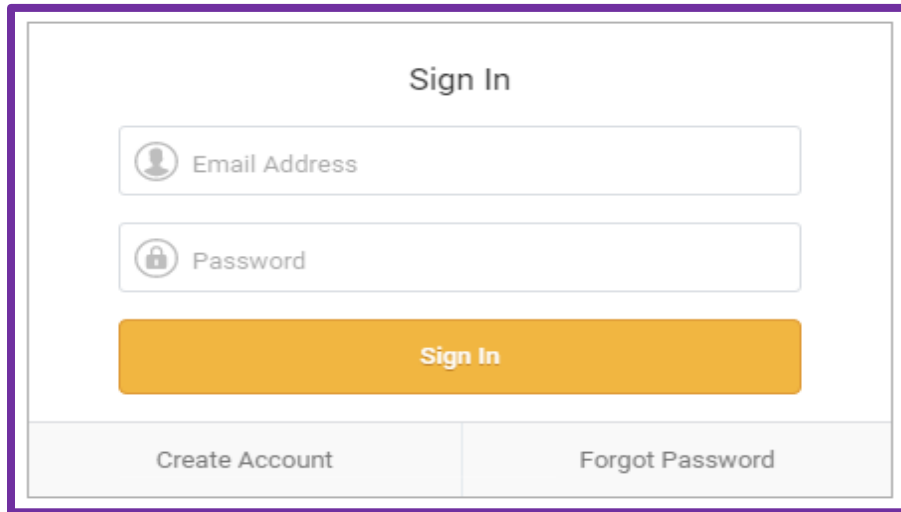
**Job Description Summary**  
Florida Polytechnic University Advancement seeks a proactive and entrepreneurial Assistant Director of Development who can identify, cultivate and solicit donors; serve as a development liaison, supports fundraising special projects and

Additional details on the right side of the page include: "Posted 8 Days Ago", "Full time", "R31", "About Us", and the Florida Polytechnic University logo.

**Figure 1-2 Job Description Displayed**

- To apply, click **Apply**. FLPU's Human Resources Department recommends creating an account so that you can track your application, and view the status.

The Create Careers Account screen. See Figure 1-3 Create Careers Account on page 3.



The image shows a 'Sign In' form with the following elements:

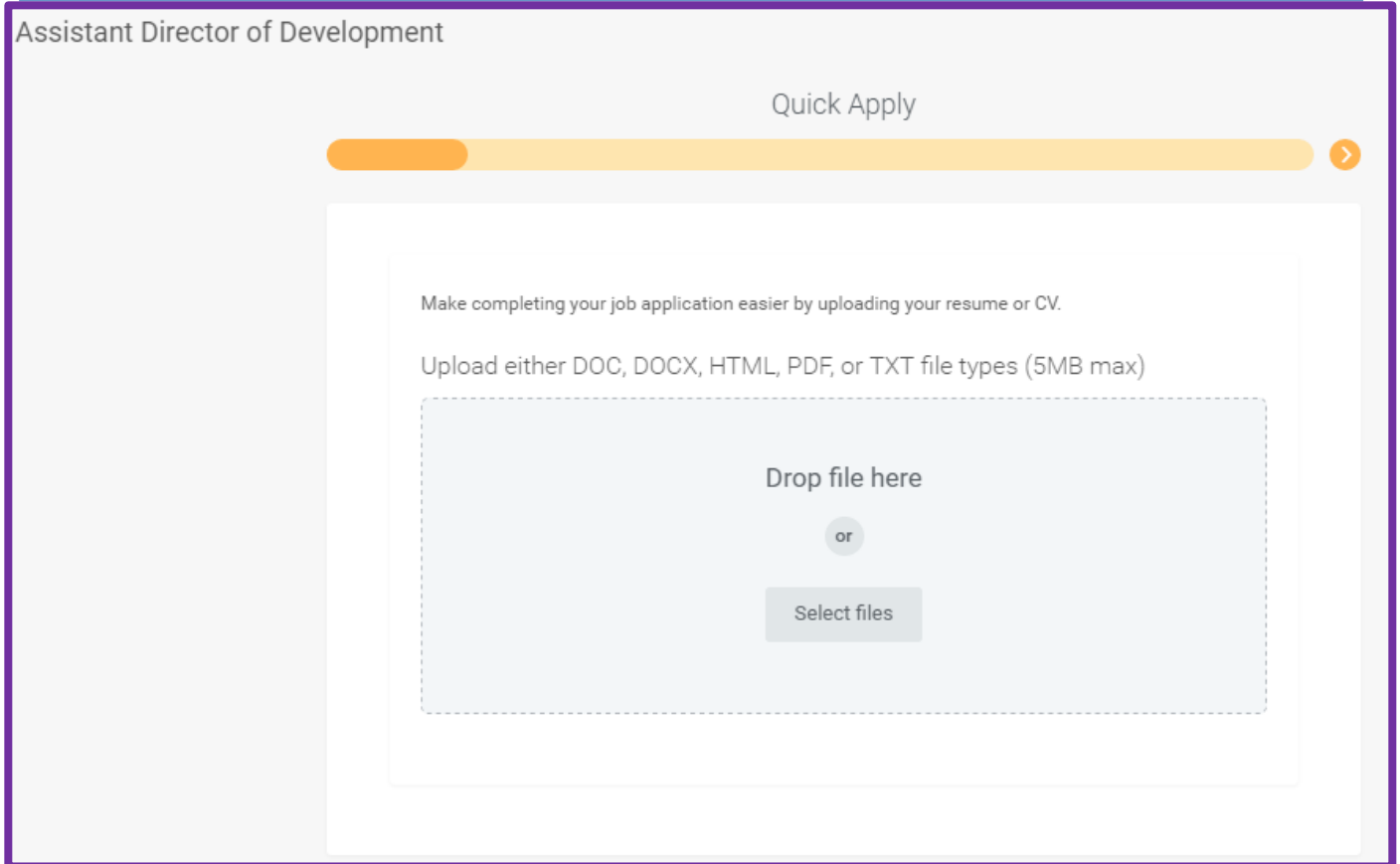
- Title: Sign In
- Input field 1: Email Address (with a person icon)
- Input field 2: Password (with a lock icon)
- Button: Sign In (orange)
- Footer: Create Account (left) and Forgot Password (right)

**Figure 1-3 Create Careers Account**

6. You will be asked to upload your cover letter, resume, and a copy of your unofficial transcripts to perform a resume parsing feature called Quick Apply.

<b>NOTE</b>	Applying with your CV/Resume does not completely fill in the FLPU application. You will still be required to complete the remaining fields, and review the auto-completed fields for information accuracy.
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## External Applicant Process



**Figure 1-4 Quick Apply**

The MY INFORMATION screen. See Figure 1-5 My Information on page 5 to see instructions on how to complete your application.

Assistant Director of Development

My Information

◀ ————— ▶

Country \*

First Name \*

Last Name \*

Address Line 1

City

**Figure 1-5 My Information**

7. Complete each field on each page, and then click **Next**. **Fields with a red asterisk (\*) are required.**

Experience ▾

◀ ————— ▶

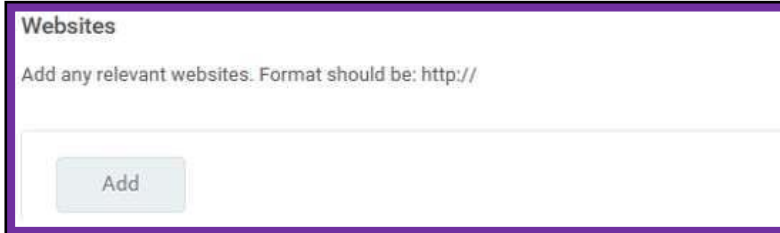
**Work Experience**

**Education**

**Skills**  
Separate each skill with a comma.

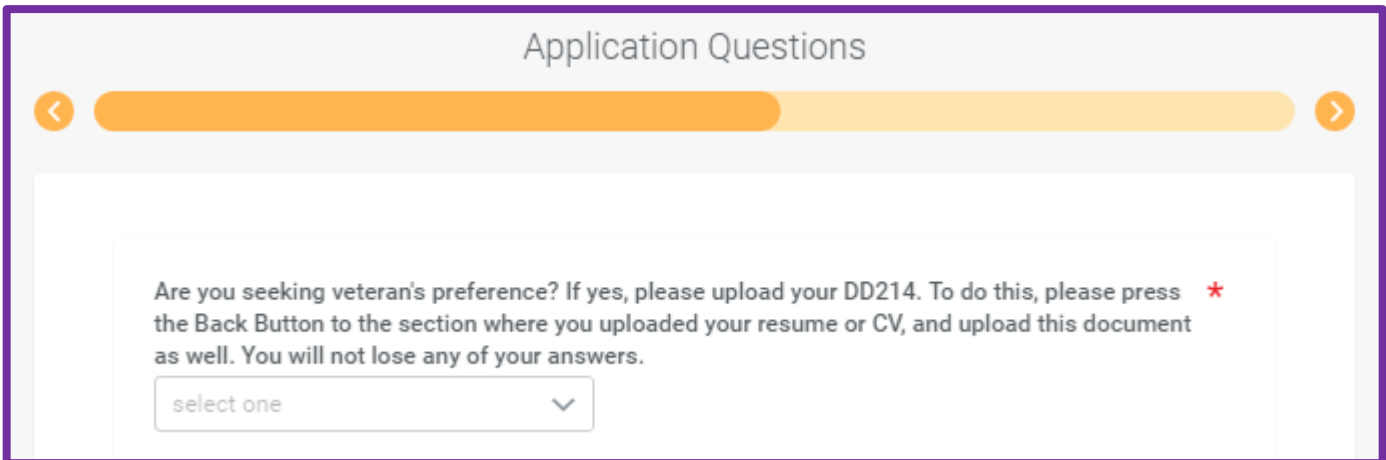
**Figure 1-6 Experience & Education**

8. If you have additional information you would like to share about yourself from a Web site, under the Websites category, click **Add**, and then add the link. See Figure 1-7 Websites Category.



**Figure 1-7 Websites  
Category**

9. Click **Next**.  
The APPLICATION QUESTIONS screen is displayed.




**Figure 1-8 Application Questions**

10. Select the **Yes** or **No** option to answer the question.

<b>NOTE</b>	If you select the YES option to the above question, go back to the EXPERIENCE screen, and then attach a copy of your DD-214 or other valid proof of military service.
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11. Answer the remainder of the questions, and then click **Next**. The Voluntary Disclosures screen is displayed.

## Voluntary Disclosures



### Voluntary Personal Data Statement

Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

**Please select your gender**

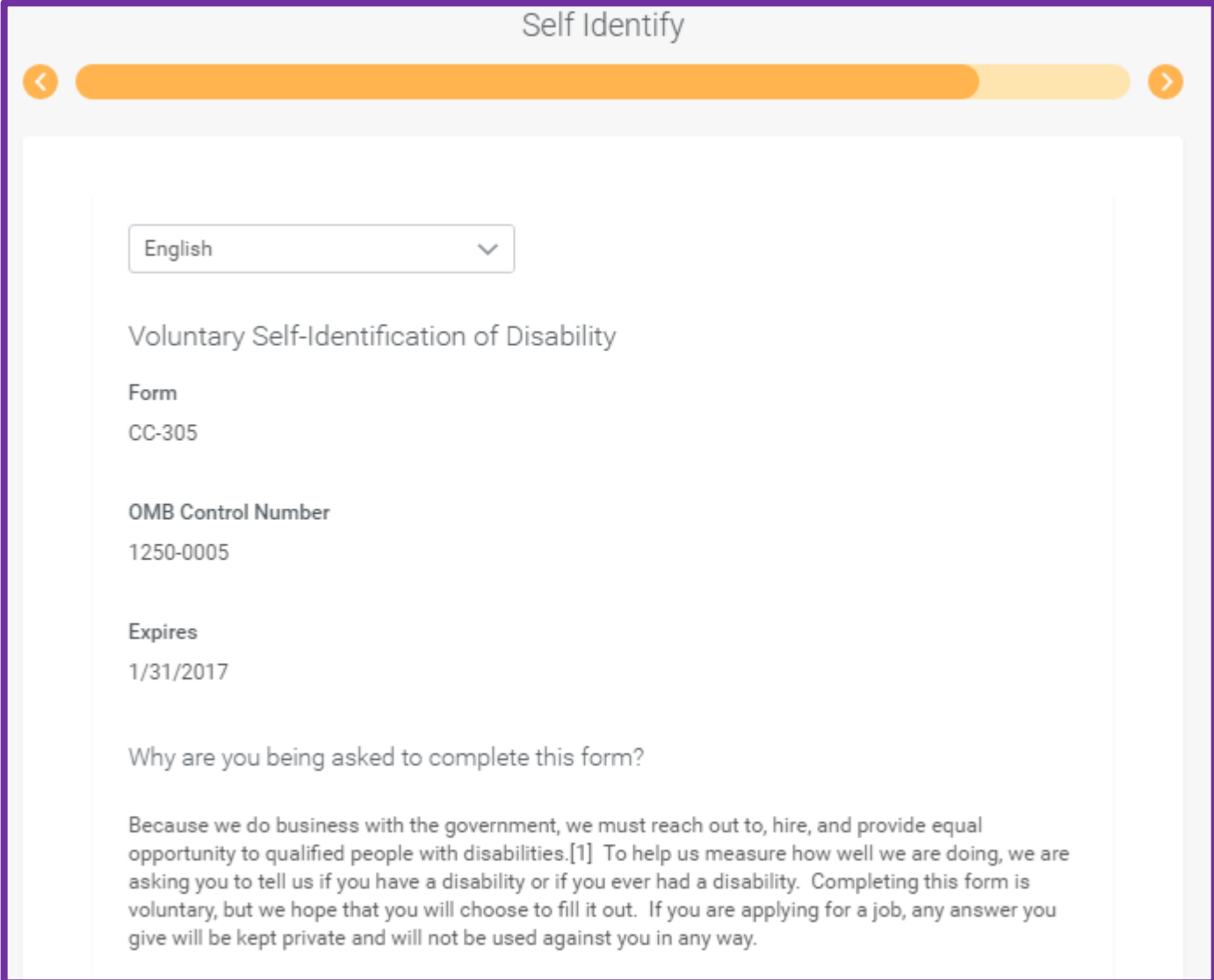
select one▼

**Please select the ethnicity which most accurately describes how you identify yourself.**

select one▼

**Figure 1-9 Voluntary Disclosures**





Self Identify

English

Voluntary Self-Identification of Disability

Form  
CC-305

OMB Control Number  
1250-0005

Expires  
1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

**Figure 1-10 Self-Identify**

12. Read the entire screen for important information.

If you choose to answer the personal data questions, select which options most closely apply.

<b>NOTE</b>	Read the Terms and Conditions for important information. If you accept the terms of the application, and have provided the required information, select the <b>Yes, I have read and consent to the terms and conditions</b> option, and then click <b>Next</b> .
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### Terms and Conditions

I authorize and release Florida Polytechnic University to verify all information submitted in support of my application for employment, including but not limited to my application and resume. I certify that the application and/or resume submitted are a complete and accurate description of my work experience, education, and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge. I understand that any false statements or omissions made by me on this form, my application, my resume, or any supplementary or subsequently submitted materials may be grounds for immediate discipline, up to and including discharge as well as disqualification from any further employment opportunities at Florida Polytechnic University or its affiliated organizations.

I agree to promptly disclose any criminal actions that may occur AFTER completing this application and while employed at Florida Polytechnic University. I further understand and agree that failure to completely disclose this information in the future to my supervisor and Florida Polytechnic University within five (5) days of the action is just cause for my immediate dismissal from any employment at Florida Polytechnic University and removal from active consideration as an applicant for any position.

Yes, I have read and consent to the terms and conditions. \*

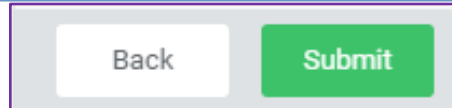
### Figure 1-11 Terms and Conditions

The REVIEW screen is displayed. This screen allows you to review the information that you have provided on your application.

13. Review for informational accuracy.

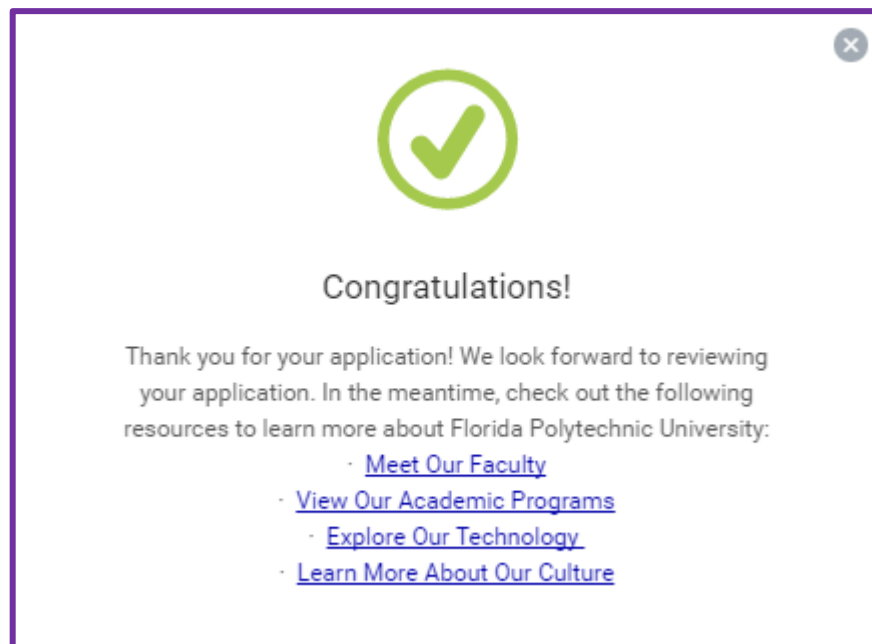
If you need to make changes, continue clicking the **Back** button until you reach the screen with the appropriate fields to make the changes.

14. Once you have reviewed the information, click **Submit**.



**Figure 1-12 Click Submit**

The application successfully submitted message is displayed once you have submitted the application, confirming receipt of your application. See Figure 1-13 Application Successfully Submitted Message Displayed.



**Figure 1-13 Application Successfully Submitted Message**