



Employee Self Service My Career

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

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Job Search – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the Job Search link, type in keywords, then click search or select the posted job title listed under Search Results
- After reviewing the job details, click either
 - Apply
 - Complete Steps 1-6 to attach your resume, cover letter, answer employment preferences, qualifications, and referral questions
 - Click on Submit Application
 - Your job application has been successfully submitted
 - Email to friend
 - Enter recipients email address, click on Send
 - Refer a friend
 - Attach your friend's resume, then click on Continue
 - Complete Name, Address, Email Address and Phone sections of Refer Friend Contact Details, then click on Save and Submit

My Activities – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the My Activities link, you will be able to view the status of your application, date create, submitted, and allow you the option to withdraw your application

My Favorite Jobs – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the Job Search link, you may click on the blank star to add the job title a favorite. The star will then be highlighted.
- In the My Favorites Job link, you may Remove Selected Jobs or Refer a Friend by placing a check next to a job title

My Saved Searches - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the Job Search link, you may enter a key word, then click on Save Search
- In the My Saved Searches link, the Search button performs the search and shows your results on the Job Search page

My Contact Information- Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the Job Opportunities link
- In the My Contact Information link, select a Preferred Contact Method from the drop down list, then click Save

My Current Profile - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career Dropdown
- Choose the My Current Profile link
- Currently includes location, enhancements to come

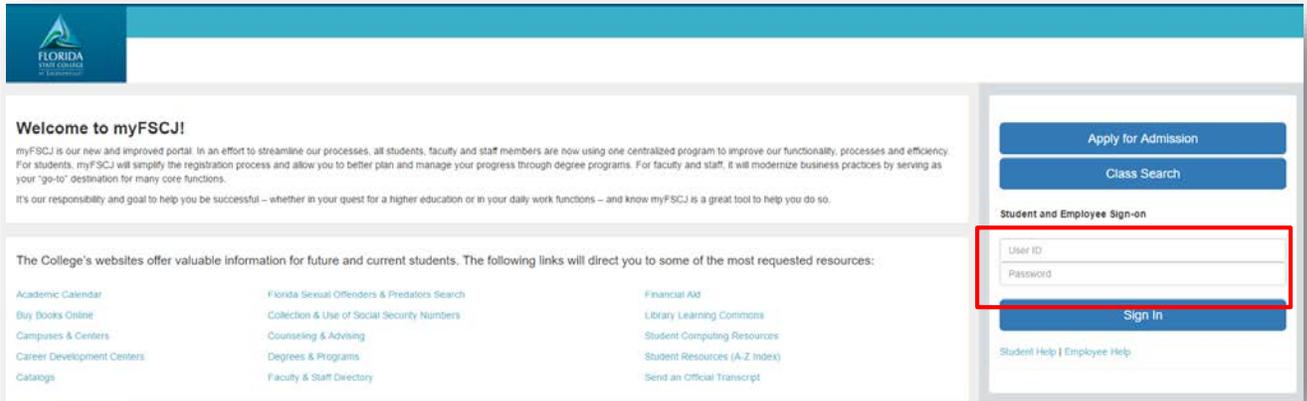
My Historical Profile - Quick Guide

Navigation

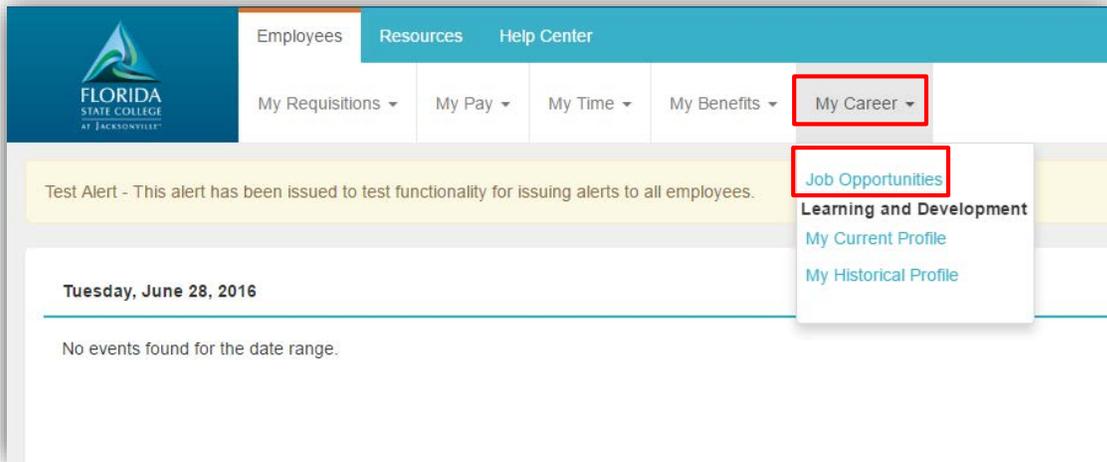
- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Career dropdown
- Choose the My Historical link
- Currently includes location, enhancements to come

Job Search – Detailed Guide

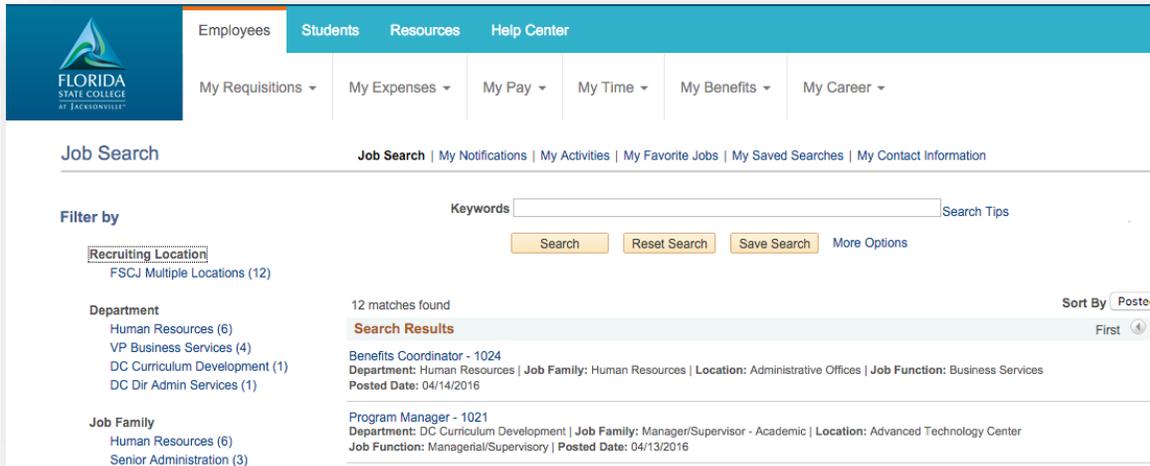
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Career dropdown and choose the Job Opportunities link.



In the Job Search link Type in keywords, then click search or select the posted job title listed under Search Results



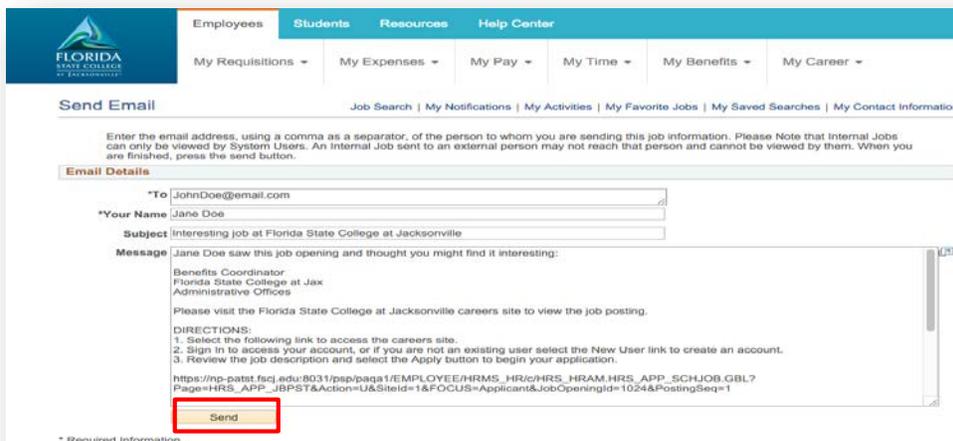
After reviewing the job details, click either

Apply

- Complete Steps 1-6 to attach your resume, cover letter, answer employment preference, qualifications, and referral questions
- Click on Submit Application
- Your job application has been successfully submitted

Email to friend

- Enter recipients email address, click on Send



Refer a friend
Attach your friend's resume, then click on Continue

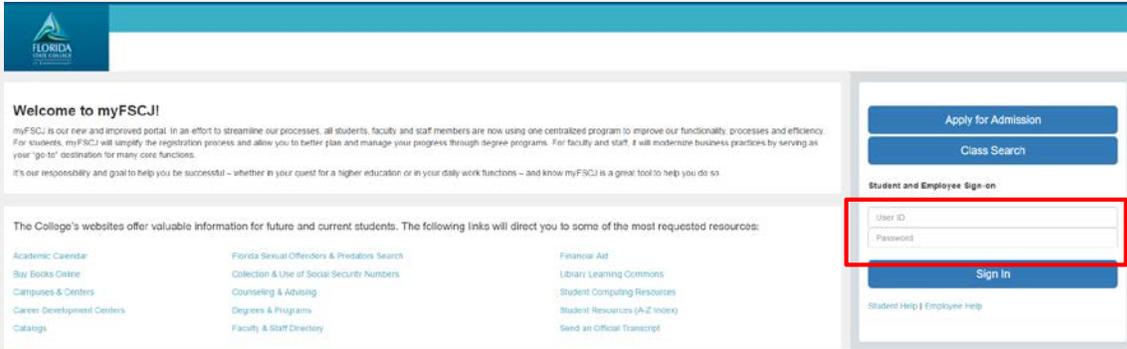
The screenshot shows the 'Refer Friend - Resume' page. At the top, there is a navigation bar with 'Employees', 'Students', 'Resources', and 'Help Center'. Below this is a secondary navigation bar with 'My Requisitions', 'My Expenses', 'My Pay', 'My Time', 'My Benefits', and 'My Career'. The main content area is titled 'Refer Friend - Resume' and indicates the user is applying for 'Benefits Coordinator'. It asks the user to provide a friend's resume and offers two options: 'Attach Friend's Resume' and 'Copy & Paste Resume'. At the bottom, there is a 'Continue' button highlighted with a red box and a 'Return to Previous Page' link.

Complete Name, Address, Email Address and Phone sections of Refer Friend Contact Details, then click on Save and Submit

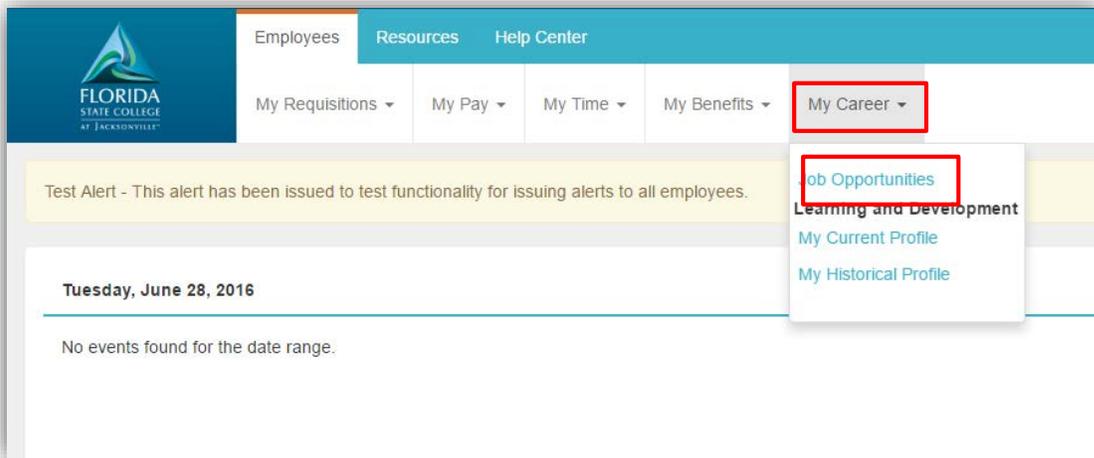
The screenshot shows the 'Refer Friend Contact Details' page. It includes sections for 'Name', 'Address', 'Email Address', and 'Phone'. The 'Name' section has fields for Name Prefix, First Name, Last Name, Middle Name, and Name Suffix. The 'Address' section has fields for Country, Address 1, Address 2, Address 3, City, State, Postal, and County. The 'Email Address' section has a table with columns for *Email Address, Primary, *Email Type, and Delete. The 'Phone' section has a table with columns for Phone Number, Extension, Primary, *Phone Type, and Delete. At the bottom, there is a 'Save and Submit' button highlighted with a red box, along with 'Cancel' and 'Return to Previous Page' links.

My Activities - Detailed Guide

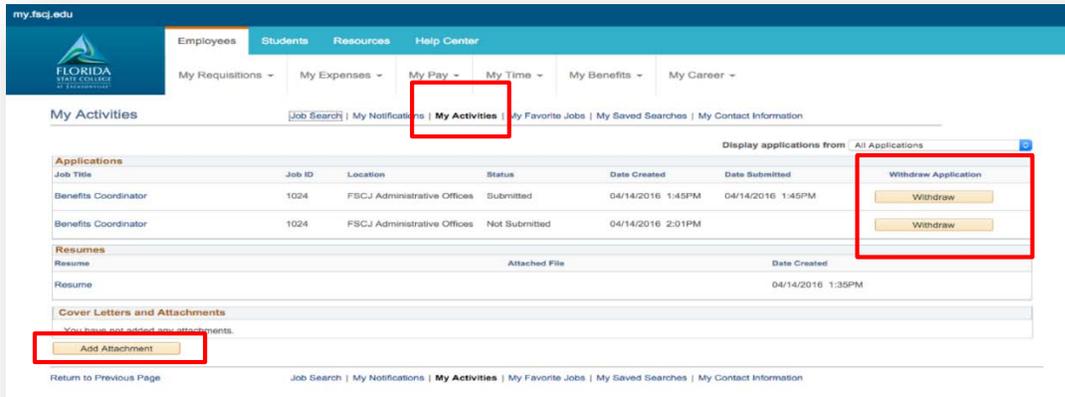
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Career dropdown and choose the Job Opportunities link.

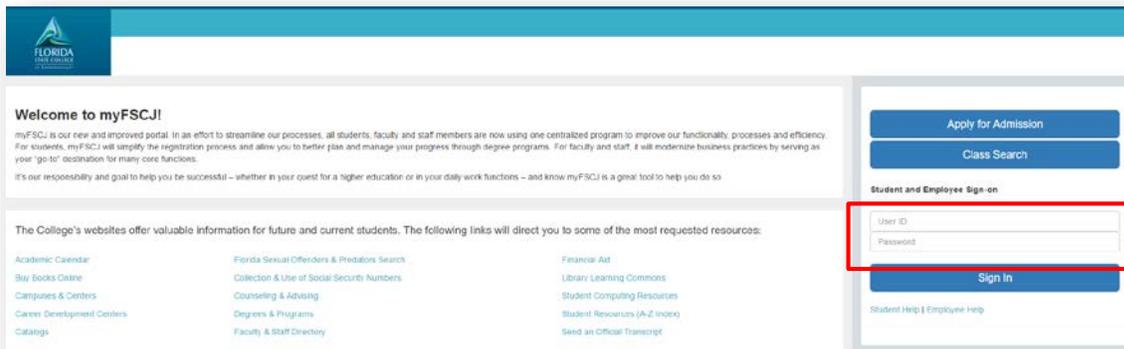


In the My Activities link, you will be able to view the status of your application, date create, submitted, and allow you the option to withdraw your application

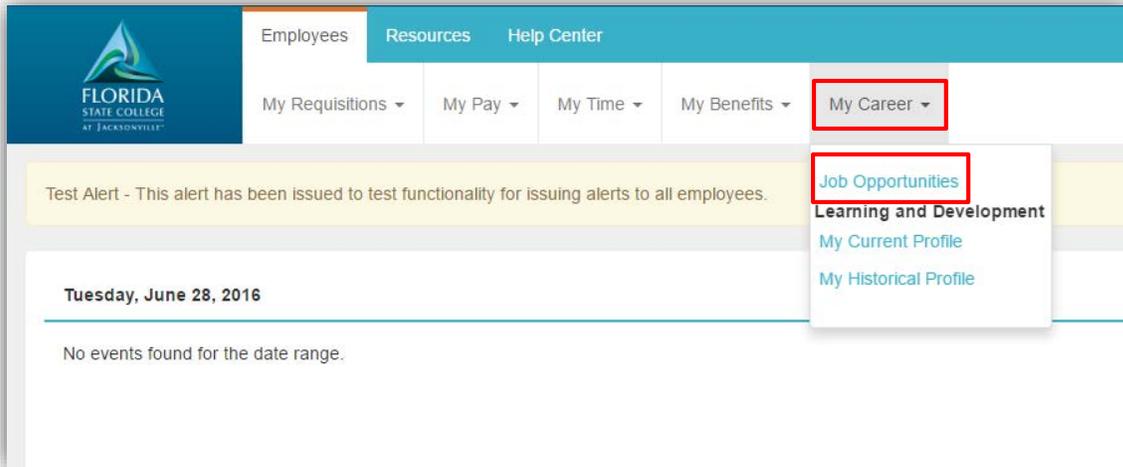


My Favorite Jobs – Detailed Guide

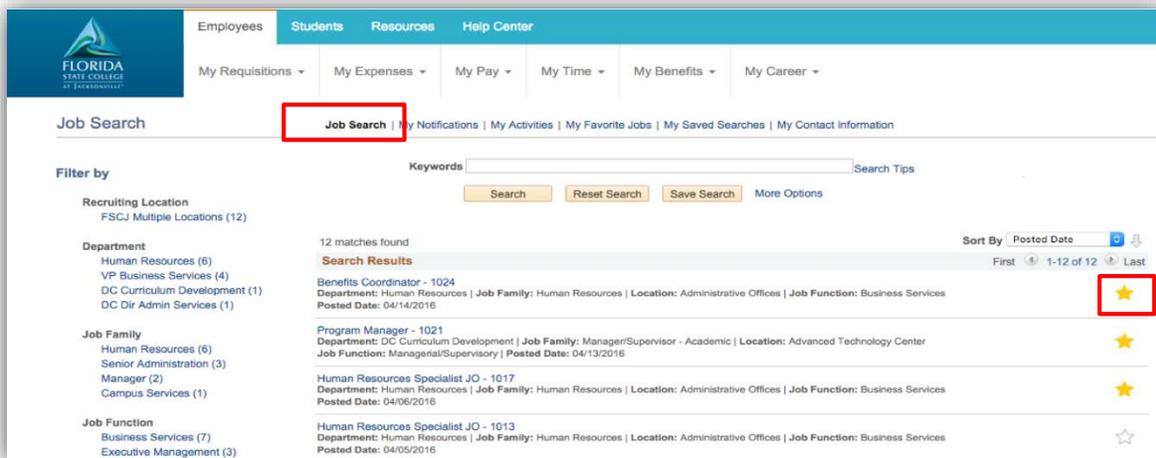
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Career dropdown and choose the Job Opportunities link.



In the Job Search link, you may click on the blank star to add the job title a favorite. The star will then be highlighted.



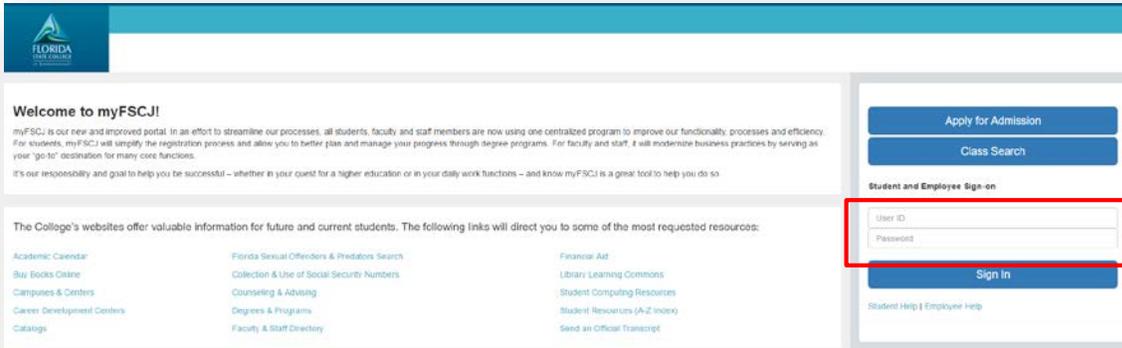
In the My Favorites Job link, you may Remove Selected Jobs or Refer a Friend by placing a check next to a job title.

The screenshot displays the 'My Favorite Jobs' page on the Florida State College at Jacksonville website. The page features a navigation bar with tabs for 'Employees', 'Students', 'Resources', and 'Help Center'. Below the navigation bar, there are links for 'My Requisitions', 'My Expenses', 'My Pay', 'My Time', 'My Benefits', and 'My Career'. The main content area is titled 'My Favorite Jobs' and includes a sub-navigation bar with links for 'Job Search', 'My Notifications', 'My Activities', 'My Favorite Jobs' (highlighted with a red box), 'My Saved Searches', and 'My Contact Information'. A table of job listings is shown, with columns for 'Job Title', 'Job ID', 'Location', 'Status', 'Job Family', 'Posted Date', and 'Saved Date'. The first two rows are checked, and a red arrow points to the 'Benefits Coordinator' job title. Below the table, there are two buttons: 'Remove Selected Jobs' (highlighted with a red box) and 'Refer a Friend'. The page footer includes a 'Return to Previous Page' link and a navigation bar with links for 'Job Search', 'My Notifications', 'My Activities', 'My Favorite Jobs' (highlighted), 'My Saved Searches', and 'My Contact Information'.

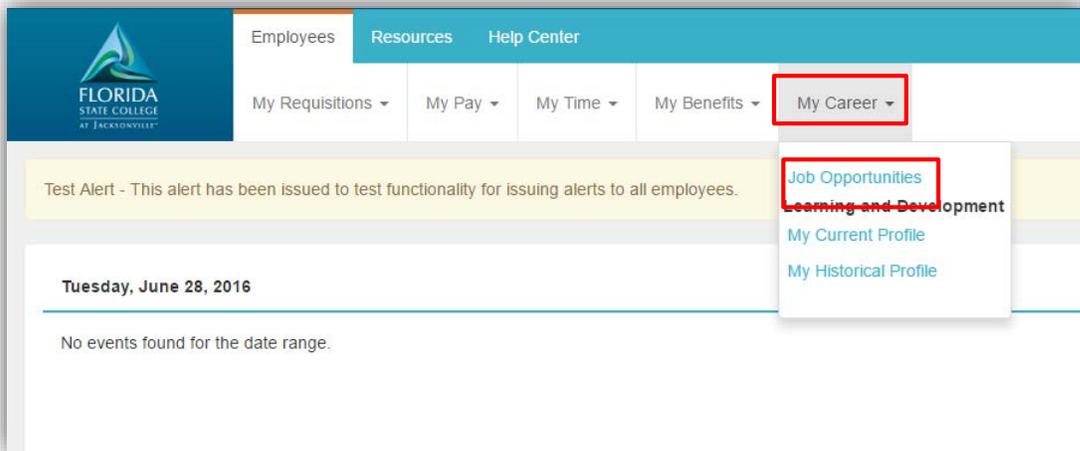
Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
<input checked="" type="checkbox"/> Benefits Coordinator	1024	Administrative Offices	Open	Human Resources	04/14/2016	04/15/2016
<input checked="" type="checkbox"/> Program Manager	1021	Advanced Technology Center	Open	Manager/Supervisor - Academic	04/13/2016	04/15/2016
<input type="checkbox"/> Human Resources Specialist JO	1017	Administrative Offices	Open	Human Resources	04/06/2016	04/15/2016
<input type="checkbox"/> Human Resources Coordinator	1010	Administrative Offices	Open	Human Resources	04/04/2016	04/15/2016
<input type="checkbox"/> Human Resources Specialist - INTERIM	1008	Administrative Offices	Open	Human Resources	04/04/2016	04/15/2016
<input type="checkbox"/> Program Coordinator	1006	Administrative Offices	Open	Manager/Supervisor - Academic	03/21/2016	04/15/2016

My Saved Searches – Detailed Guide

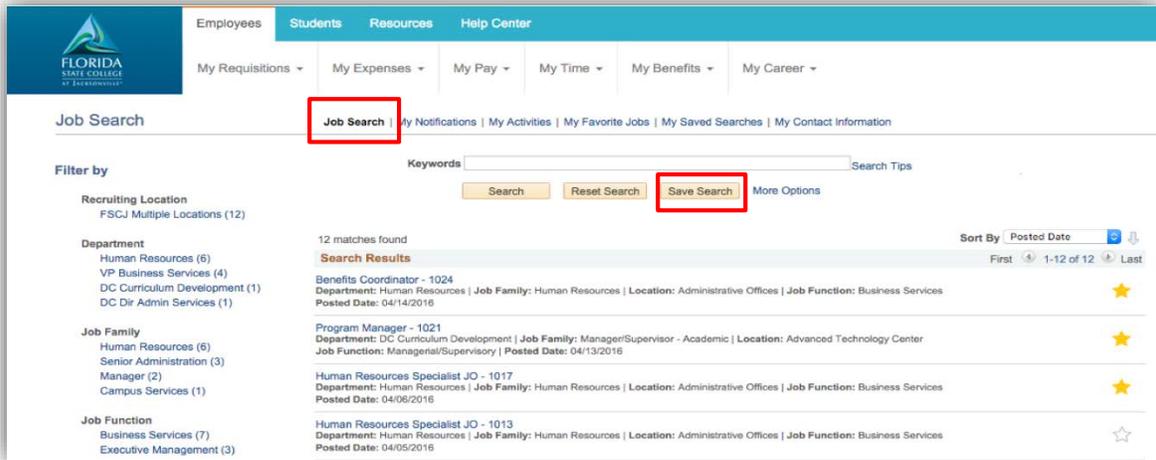
Log into MyFSCJ using your FSCJ logon ID and password



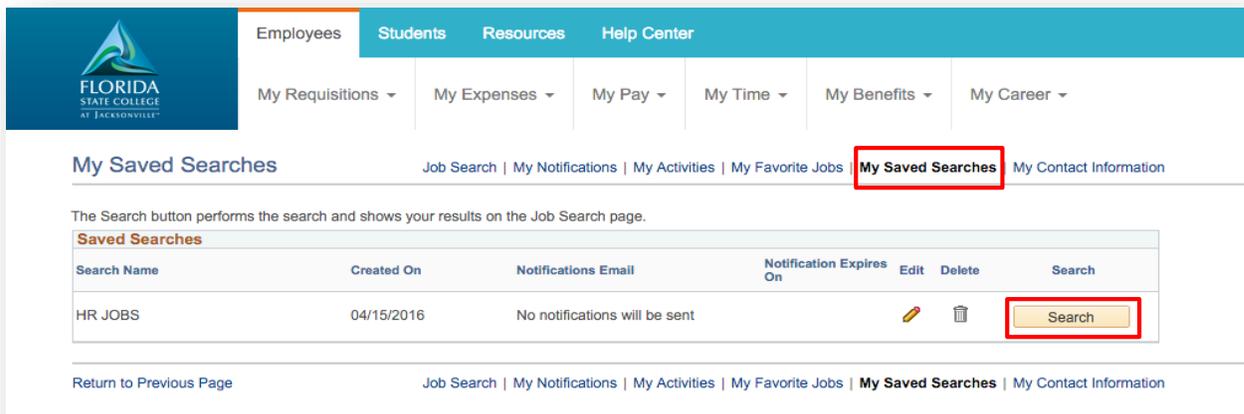
Select the My Career dropdown and choose the Job Opportunities link.



In the Job Search link, you may enter a key word, then click on Save Search

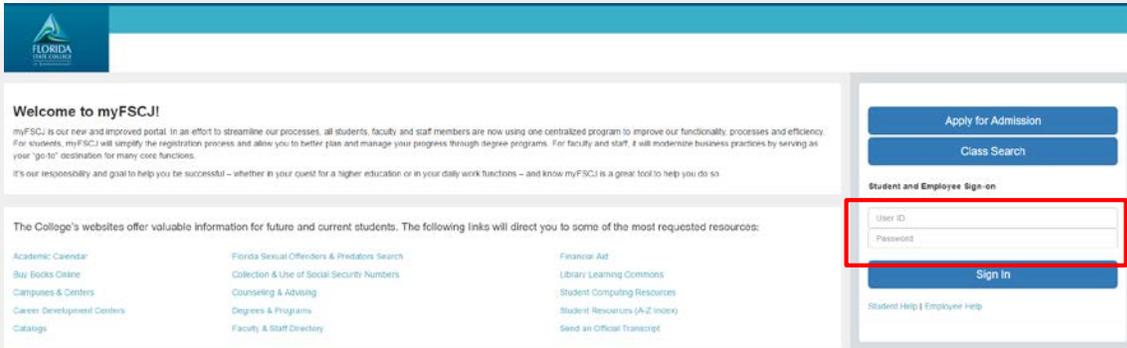


In the My Saved Searches link, the Search button performs the search and shows your results on the Job Search page

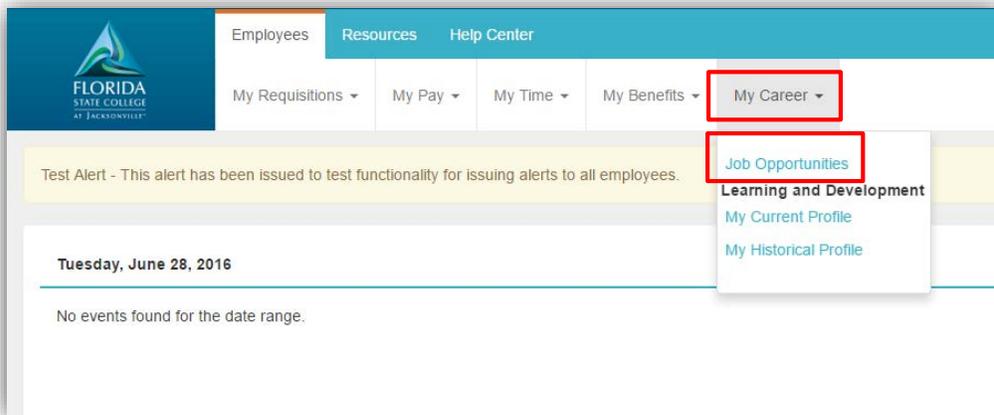


My Contact Information – Detailed Guide

Log into MyFSCJ_ using your FSCJ logon ID and password



Select the My Career dropdown and choose the Job Opportunities link.

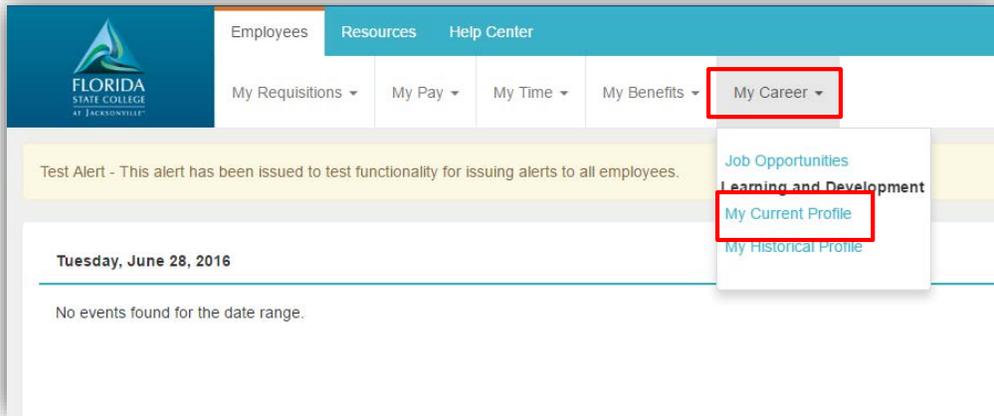


In the My Contact Information link, select a Preferred Contact Method from the drop down list, then click Save

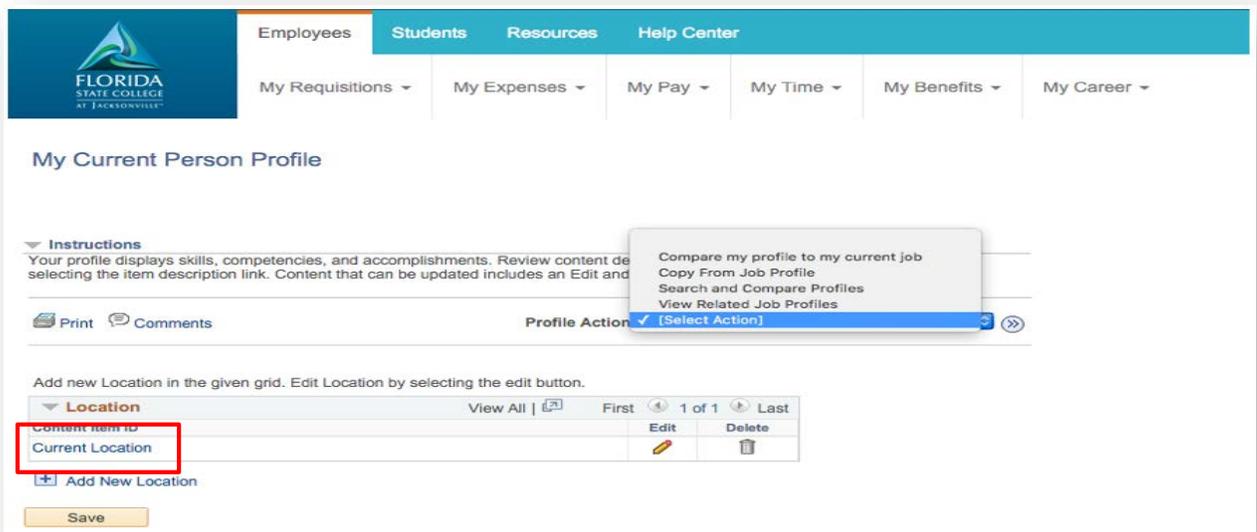
My Current Profile - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

Select the My Career dropdown and choose the My Current Profile link.

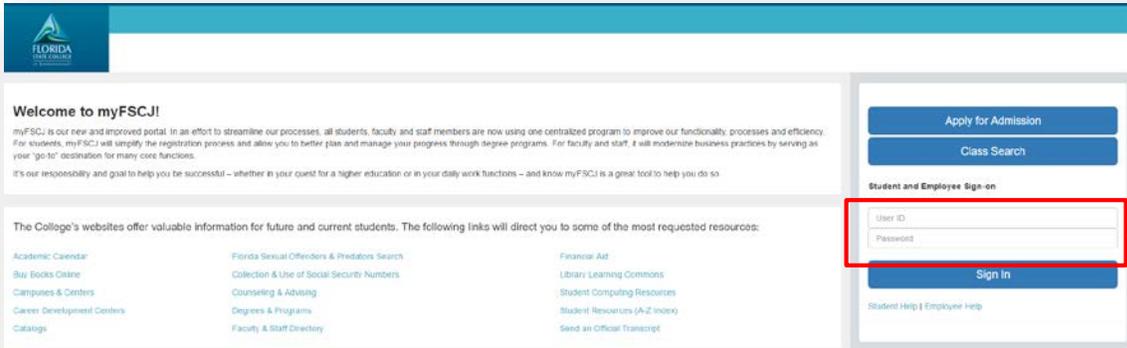


At this time, this page only displays Current Location. Enhancements to come.

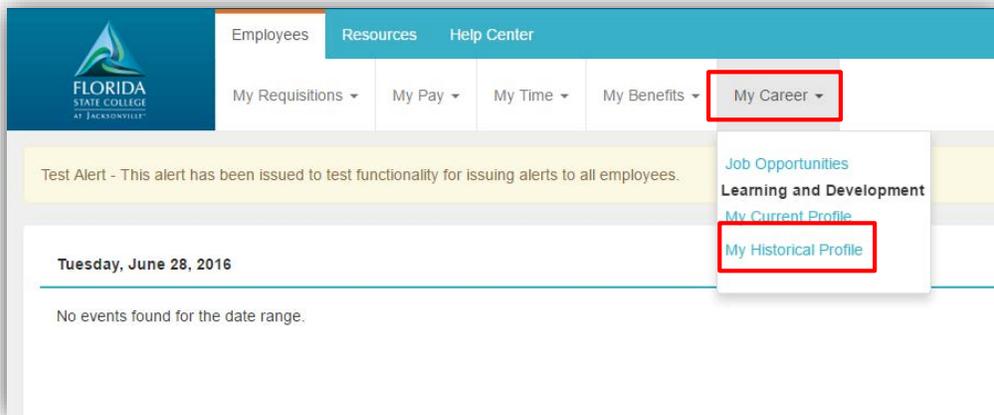


My Historical Profile – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



Select the My Career dropdown and choose the My Historical Profile link.



At this time, this page only displays Current Location. Enhancements to come.

FLORIDA STATE COLLEGE AT JACKSONVILLE

Employees | **Students** | Resources | Help Center

My Requisitions ▾ | My Expenses ▾ | My Pay ▾ | My Time ▾ | My Benefits ▾ | My Career ▾

My Historical Person Profile

Instructions
This profile displays your skills, competencies, and accomplishments as of the date **15 April 2016**. Review content detail by navigating through the individual tabs and selecting the item description. To view the profile effective as of another period, select the Profile Action "View As Of Another Date" followed by the Go button.

Print | Comments | Profile Actions [Select Action]

Select the Location link to view the item details.

Location | View All | First | 1 of 1 | Last

Content Item ID
Current Location