

# ***Adjunct Instructor Employment Process***

Congratulations on your offer to become an adjunct instructor at Florida State College at Jacksonville! Now that an offer has been extended to you, Human Resources must start the hiring process.

Human Resource's adjunct hiring process consists of three parts:

- 1) Pre Hire Process**
- 2) Onboarding Process**
- 3) HR Meeting**

## **Pre Hire Process:**

In this first step, Human Resources will review your credentialing documents submitted by the hiring manager and verify that they align with our current instructional guidelines. Concurrently, we will inform you of all the necessary background checks and other information that needs to be completed before you can begin teaching.

- Human Resources will send an email informing you of all the necessary background checks that need to be completed.
- If you have not already provided, you must order ALL official transcripts from every college you have attended and forward these documents to us still in their official state. The correct address is:

Florida State College at Jacksonville  
Human Resources  
501 West State St.  
Jacksonville, Fl. 32202  
Attn: Mark Lynn

- All Pre Hire requirements must be met prior to completing the Onboarding Process.

## **Onboarding Process:**

In this step, Human Resources will have you complete your "new hire paperwork" through a website called NEOGOV. You will receive an employee notification from "[donotreply@neogov.com](mailto:donotreply@neogov.com)" containing an activation link. When you click on the link, you will be asked to create an account that will allow you to complete the necessary paperwork. Please complete this before your meeting with HR.

## **HR Meeting:**

HR will schedule a meeting with you in person since you have successfully completed all other parts of your hiring process.

- Applicants living more than 100 miles from the FSCJ HR Office in downtown Jacksonville may be sent the new hire paperwork through email to print out and complete on their own. However,



they must utilize the services of a Notary Public for I-9 and Social Security Card verification. Please note that FSCJ Human Resources does not reimburse for the external notary services. Once you have completed the new hire paperwork, you must send the **original** and notarized documents through the mail to our Human Resources office. Please send using this address:

Florida State College at Jacksonville  
Human Resources  
501 West State St.  
Jacksonville, Fl. 32202  
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- Once a date and time are agreed upon, Human Resources will send you a confirmation email and let you know the documents needed at the meeting for employment verification purposes.
- Please allow 10-15 minutes to complete the final paperwork.

**What happens after all hiring processes are complete...**

Your manager will provide you with your account information to login our employee portal and be notified about being scheduled for upcoming classes.

Thank you for choosing to work with Florida State College at Jacksonville.

Looking forward to working with you!