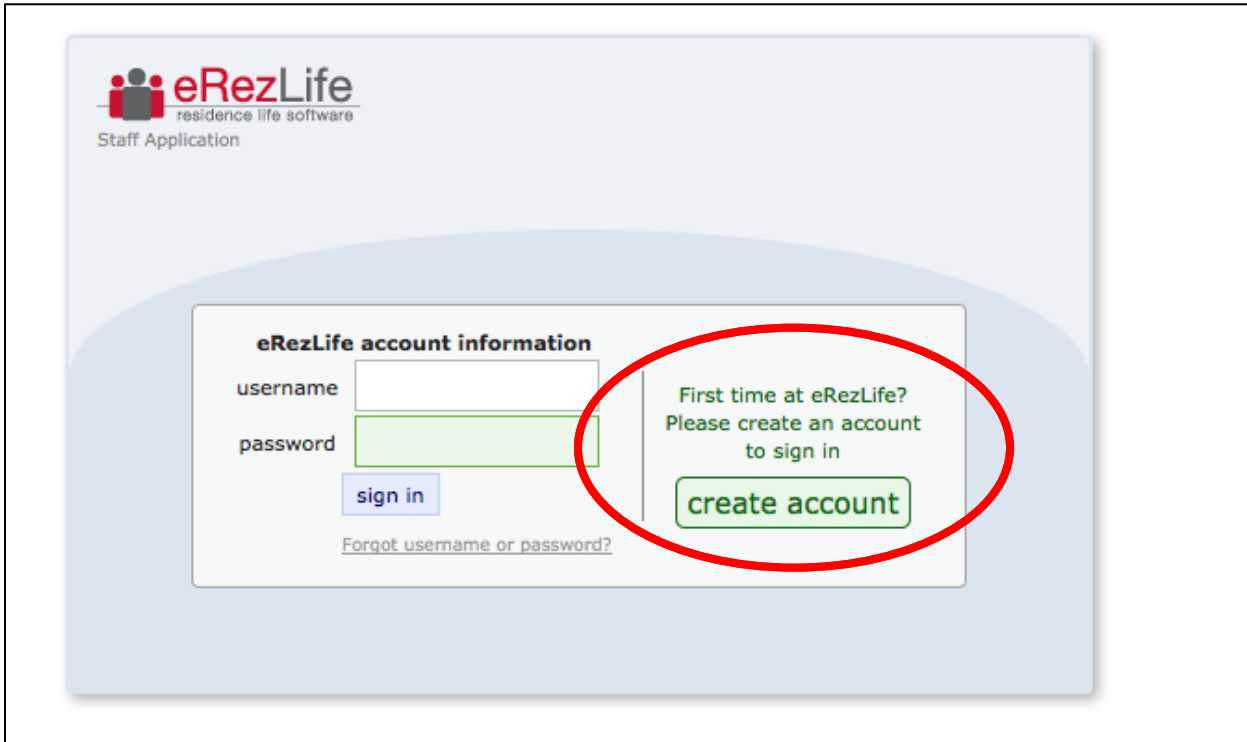
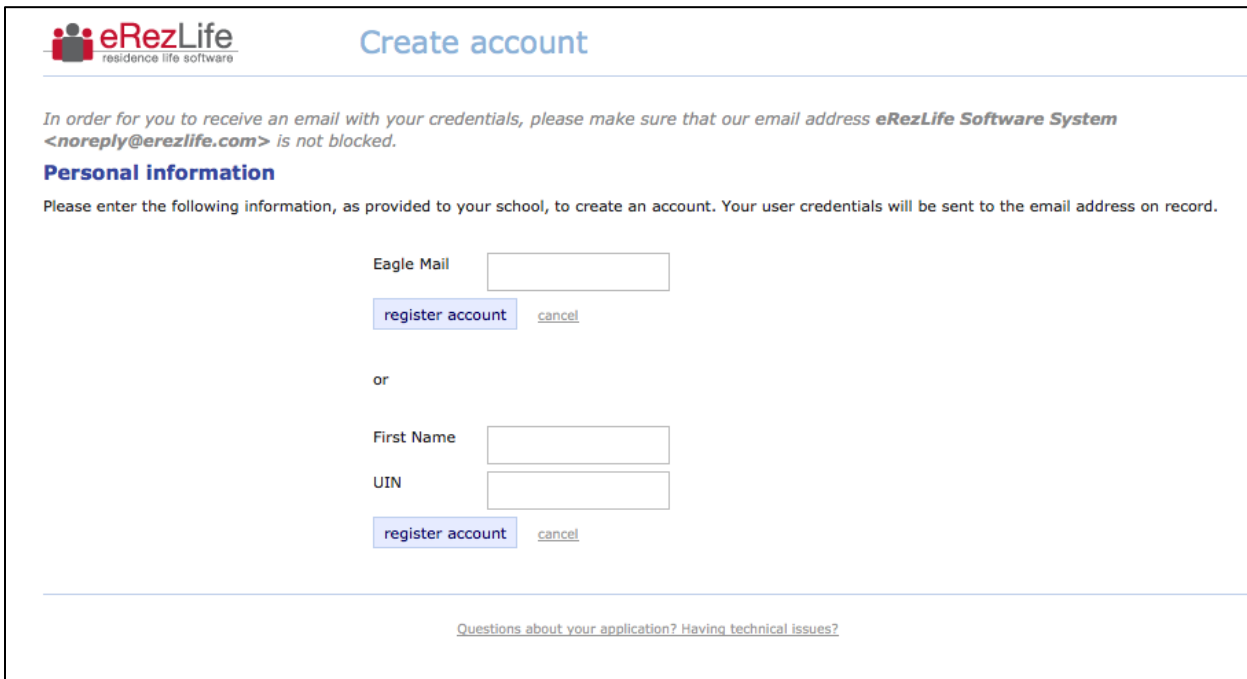


Summer Staff Application Process Screenshots

From the link on the OHRL webpage, you will be brought to the homepage of the application.



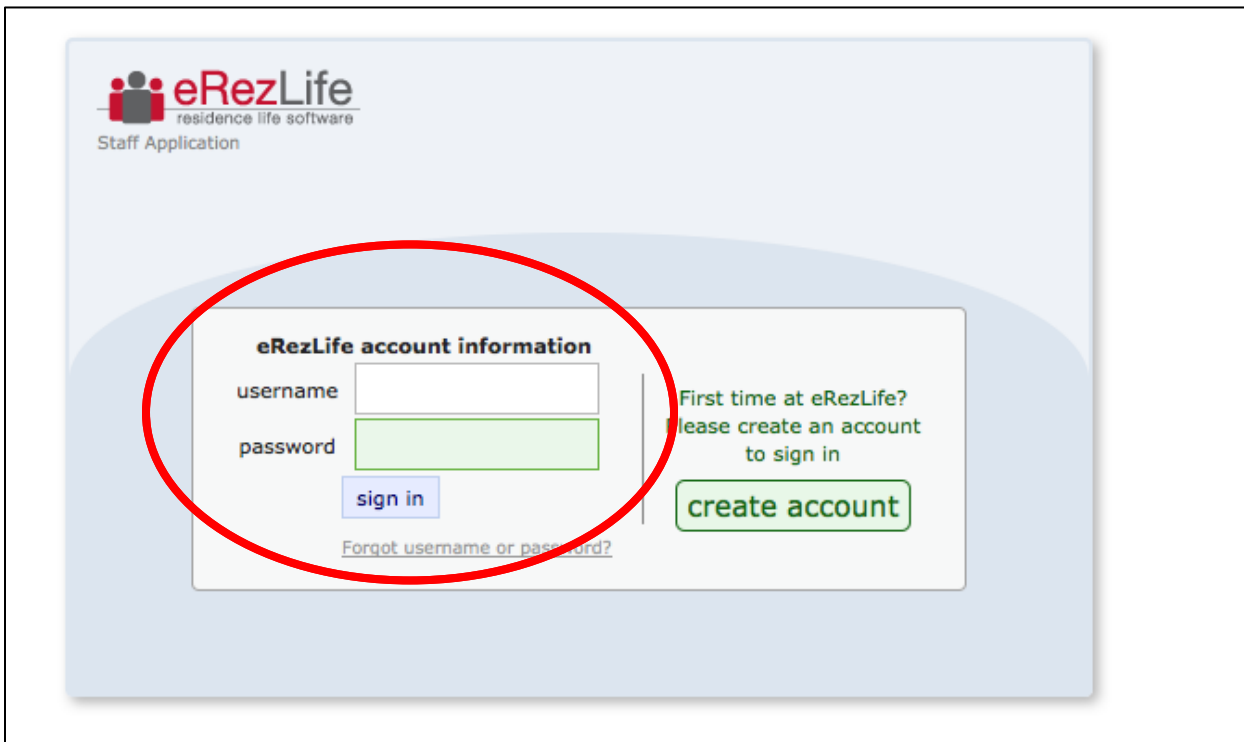
If this is the first time accessing the site, you click "Create Account."



You can either enter your eagle mail address or your first name and UIN to start the process.

You will receive an e-mail to your EagleMail account with your username and a link to create a password.

You will return to the homepage and login:



You will be brought to a homepage. Your options are on the left side



Job Overview: When you have any job offers, pending tasks, or upcoming deadlines, they will be listed on this page. This includes incomplete applications/applications that have not been submitted.

My Job Profile: Information about you that is connected to your application. You can set a new password here or change addresses and phone numbers. **YOU MUST COMPLETE THIS SECTION FIRST, INCLUDING THE "DEMOGRAPHICS FORM" QUESTIONS. Failing to complete this section may result in your application being removed from the process.**

Job Postings: The location you will find the summer job posting to begin the application process.

My Job Profile:



Application & info ▼

Jobs

- Job overview
- My job profile**
- Job postings

My profile

Personal information

First Name*

Last Name*

UIN*

Gender* female male

Date of Birth* 

Phone*

Address*

City* fort myers

Zip Code* 33965

Home Country* United States ▼

State/Province* FL ▼

School* College of Education ▼

Major* Elementary Education (B.A.) ▼

Account information

Username

[+] change email/password

Job Postings:


Please note: the deadlines listed in the screenshot below are for demonstration purposes, only. Each position will have it's own deadline displayed within the application portal.

The screenshot shows a web interface for job postings. On the left is a blue sidebar with a menu: 'Application & info' (with a dropdown arrow), 'Jobs', 'Job overview', 'My job profile', 'Job postings' (highlighted with a red bar), and 'OHRL Desk Assistant'. The main content area is titled 'Job postings (5)'. It lists three job postings, each with a title, a description, and an application deadline. The first listing is 'OHRL Summer Conference Assistant' with a deadline of March 21, 2014. The second is 'OHRL Summer Maintenance Assistance' with a deadline of March 28, 2014. The third is 'OHRL Summer Orientation Assistant' with a deadline of March 21, 2014. Each listing includes a '[more]' link for additional details.

Job postings (5)


[OHRL Summer Conference Assistant](#)

1. Conference Assistant: The Conference Assistant (CA) position is a live-in position responsible for assisting the Office of Housing and Residence Life with preparation and delivery of conference accommodations services. The CA position is a part-time, student leadership opportunity. The duties co... [\[more\]](#)

Application deadline 


[OHRL Summer Maintenance Assistance](#)

This position's initial duties will include providing daily assistance to the Maintenance Staff restoring all apartment style residence halls units to look as good as new. Depending on the area of assignment MA will be assisting in trades such as plumbing, carpentry, painting, and minor AC mainte... [\[more\]](#)

Application deadline 

[OHRL Summer Orientation Assistant](#)

Orientation Assistant: The Orientation Assistant (OA) position is a live-in position responsible for assisting the Office of Housing and Residence Life with preparation and delivery of Orientation accommodations services. The OA position is a part-time, student leadership opportunity. The duties co... [\[more\]](#)

Application deadline 

To read more about the job, click "More"

To continue the application process, click the title of the position that you would like to submit an application.

This page provides more information about the position, including links to additional documents or websites that may be helpful or have more information about the position. The location openings are an estimate of the number of people that will be hired for this position. This number is subject to change based on the needs of the office.

The screenshot shows a job listing for 'OHRL Summer Conference Assistant'. The page has a blue sidebar on the left with 'Application & info' and 'Jobs' sections. The main content area includes the job title, dates (May 08, 2014), a detailed job description, dates of employment (May 8 - Aug. 6), an application deadline (Mar 21, 2014), location openings (15 Non-specific), additional resources (a link to a website), and contact information (Sue Thomas <SThomas@fqu.edu>). There are two green 'Apply now' buttons, one at the top right and one at the bottom right. Red arrows point from the 'Additional resources' link to the top 'Apply now' button, and from the bottom 'Apply now' button to the 'Additional resources' link.

Application & info ▾

Jobs

OHRL Summer Conference Assistant

Job dates: May 08, 2014

1. Conference Assistant: The Conference Assistant (CA) position is a live-in position responsible for assisting the Office of Housing and Residence Life with preparation and delivery of conference accommodations services. The CA position is a part-time, student leadership opportunity. The duties consist of, but not limited to: set up and break down of apartments, inventory of supplies and apartments utilized, administrative duties, customer service relations, and assistance with facilities issues. Average work hours per week: 20. This work is often fast-paced and sometimes challenging because summer attendee numbers are often large but accommodations are mostly short-term. CA's are expected to be flexible, deal successfully with change and reflect a customer-service attitude. Applicants MUST review complete position description (click PDF link below).

Dates of employment: May 8 - Aug. 6

Application deadline

Mar 21 2014

Location openings (15)

15 Non-specific

Additional resources

<http://www.fqu.edu/Housing/current/whatsnew.html>

Questions? Contact:
[Sue Thomas <SThomas@fqu.edu>](mailto:SThomas@fqu.edu)

Apply now

Apply now

When you are ready to begin the application, click "Apply Now"

The next screen is the beginning of the application questions.

Provide the information requested in the three categories listed on this page

The screenshot shows a web application interface. On the left is a blue sidebar menu with the following items: 'Application & info' (with a dropdown arrow), 'Jobs', 'Job overview', 'My job profile', 'Job postings', a separator line, 'OHRL Desk Assistant', and 'OHRL Summer Conference Assistant' (with a yellow warning triangle). The main content area has three tabs: 'overview', 'questions' (which is active and highlighted in blue), and 'submit'. In the top right corner, there is a circular icon with an exclamation mark and the text 'Incomplete'. Below the tabs, there are two links: 'expand all' and 'collapse all' on the left, and 'show all options' and 'hide all options' on the right. The main content area contains three expandable sections, each with a right-pointing arrow and a title: 'Summer Employment Status', 'Application Questions', and 'Terms for Employment'. At the bottom left of the main area, there are two buttons: 'save' (highlighted in blue) and 'cancel'. At the bottom right, there are two navigation links: '<< overview' and 'submit >>'. A red arrow points from the 'save' button to the 'submit >>' link.

Don't forget to click "Save" and then advance to the "submit" section.

Verify all sections are complete and accept terms of the application.

On the submission page, it will give you a snapshot of your application. Any yellow triangles indicate something has not been completed as required for the application.

Application & info ▾

Jobs

Job overview

My job profile

Job postings

—

OHRL Desk Assistant

OHRL Summer Conference Assistant ⚠

overview questions **submit**

Incomplete

Submit application

To submit your application, ensure that all items below have been completed. Once your application is submitted, it will be ready for processing. Note that the application submission deadline is **Mar 21, 2014** and you may update your application up until this date.

- ✓ I have filled out my profile and demographics information
- ⚠ All applicable job application [questions](#) have been answered

By pressing submit below, I understand that all statements and representations made by me on or in connection with my application for Summer Staff employment may be investigated by FGCU. I authorize FGCU to verify and receive all official academic information pertaining to employment history check, as well as other sources of information, listed or unlisted, regarding my background and hereby authorize and directed each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby agree to indemnify FGCU, and each of my prior employers, listed or unlisted, and each of the other sources of information contacted, and agree to hold them harmless from any claims arising from this authorization. I certify that to the best of my knowledge that the information given in this application is complete and accurate. I further understand that to make false statements within this application may result in the revoking of any employment gained from this application

All information provided and contained within this application is truthful and accurate to the best of my knowledge

Florida Gulf Coast University may contact my references

I understand that if chosen for a Summer position, I must successfully complete a criminal record check, which requires fingerprinting

I understand that if chosen for a Summer position, I will not be permitted to work another job (without prior approval of the Housing Administrators).

[<< questions](#)

submit

Click the link for each yellow triangle to be taken back to the section that requires attention.

Once you've completed each section correctly, it will look like this:

Application & info ▼

Jobs

Job overview

My job profile

Job postings

—

OHRL Desk Assistant

OHRL Summer Conference Assistant ▲

overview questions submit

Incomplete

Submit application

To submit your application, ensure that all items below have been completed. Once your application is submitted, it will be ready for processing. Note that the application submission deadline is **Mar 21, 2014** and you may update your application up until this date.

- ✓ I have filled out my profile and demographics information
- ✓ All applicable job application questions have been answered

By pressing submit below, I understand that all statements and representations made by me on or in connection with my application for Summer Staff employment may be investigated by FGCU. I authorize FGCU to verify and receive all official academic information pertaining to employment history check, as well as other sources of information, listed or unlisted, regarding my background and hereby authorize and directed each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby agree to indemnify FGCU, and each of my prior employers, listed or unlisted, and each of the other sources of information contacted, and agree to hold them harmless from any claims arising from this authorization. I certify that to the best of my knowledge that the information given in this application is complete and accurate. I further understand that to make false statements within this application may result in the revoking of any employment gained from this application

All information provided and contained within this application is truthful and accurate to the best of my knowledge

Florida Gulf Coast University may contact my references

I understand that if chosen for a Summer position, I must successfully complete a criminal record check, which requires fingerprinting

I understand that if chosen for a Summer position, I will not be permitted to work another job (without prior approval of the Housing Administrators).

<< questions

submit

Below this section is the submission agreement. Read each statement and then check the box agreeing to the terms of the application.

When ready to submit, click the "Submit" button.

If you've applied to more than one active job, it will ask you to Rank them. These rankings are taken into consideration when multiple summer positions have applications submitted. (Click and drag to rearrange order)

Job preferences

Rank the jobs for which you have applied. Higher is more preferred.

- OHRL Desk Assistant
first choice
- OHRL Summer Conference Assistant

close

save cancel

The following screen will be displayed, confirming the application has been submitted.

Application & info ▾

Jobs

Job overview
My job profile
Job postings
—
OHRL Desk Assistant
OHRL Summer Conference Assistant

overview questions submit

submitted

Your application was submitted on Mar 04, 2014 11:20 am
Application deadline is Mar 21, 2014
[withdraw application](#)

OHRL Summer Conference Assistant

Job dates: May 08, 2014

1. Conference Assistant: The Conference Assistant (CA) position is a live-in position responsible for assisting the Office of Housing and Residence Life with preparation and delivery of conference accommodations services. The CA position is a part-time, student leadership opportunity. The duties consist of, but not limited to: set up and break down of apartments, inventory of supplies and apartments utilized, administrative duties, customer service relations, and assistance with facilities issues. Average work hours per week: 20. This work is often fast-paced and sometimes challenging because summer attendee numbers are often large but accommodations are mostly short-term. CA's are expected to be flexible, deal successfully with change and reflect a customer-service attitude. Applicants MUST review complete position description (click PDF link below).

Dates of employment: May 8 - Aug. 6

Application deadline

Mar 21 2014

Location openings (15)

15 Non-specific

Additional resources

<http://www.fgcu.edu/Housing/current/whatsnew.html>

Questions? Contact:
[Sue Thomas <SThomas@fgcu.edu>](mailto:SThomas@fgcu.edu)

[questions >>](#)

You may then return to the “Job Postings” to submit applications for another position, or you may logout of the software, as your application has been submitted.

Notes:

1. Should you choose to withdraw your application, you would use the “withdraw application” link found on the Overview section of the application

QUESTIONS?

OA/CA Questions: Sue Thomas, sthomas@fgcu.edu

MA Questions: Ron Dalton, rdalton@fgcu.edu

phone: (239) 590-1700