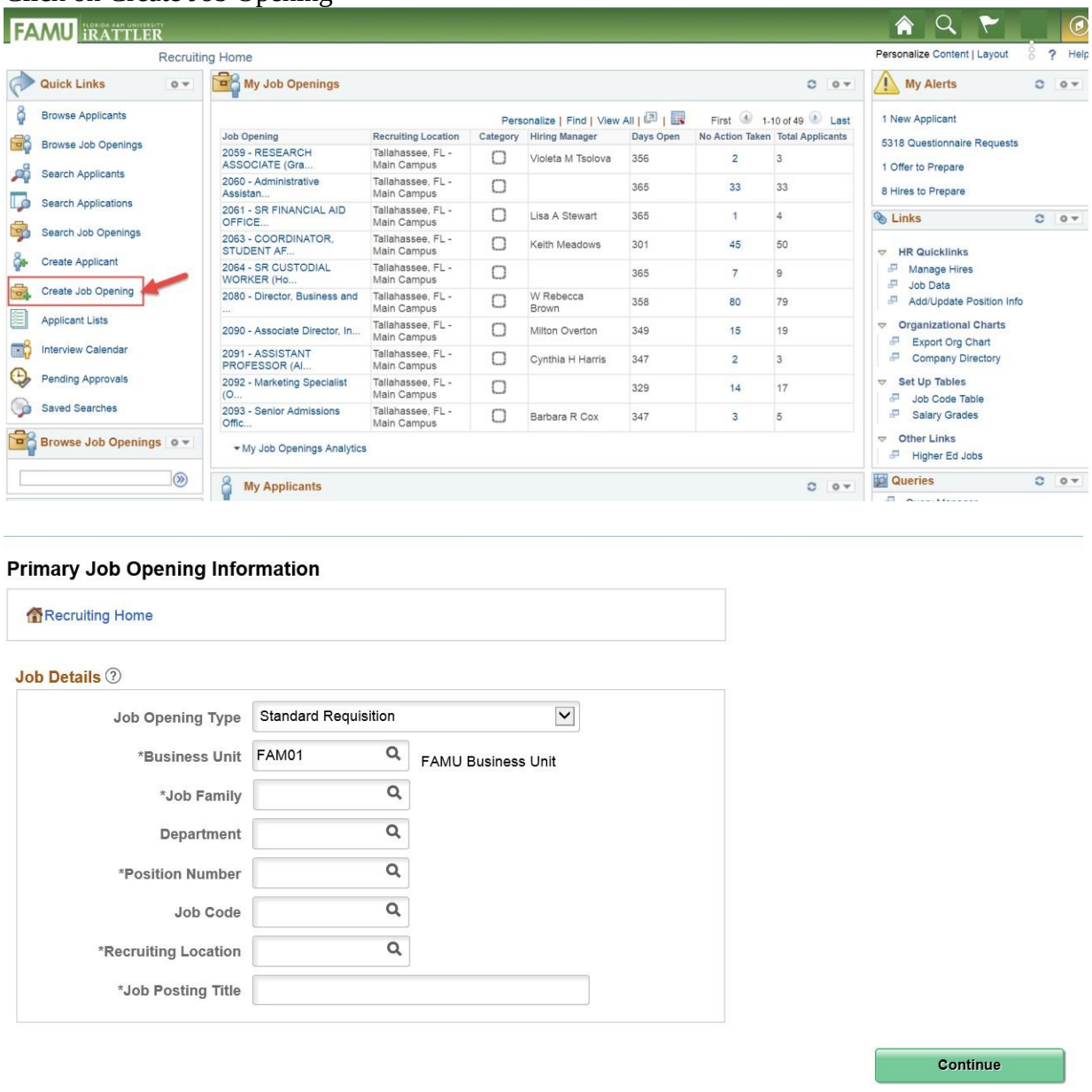
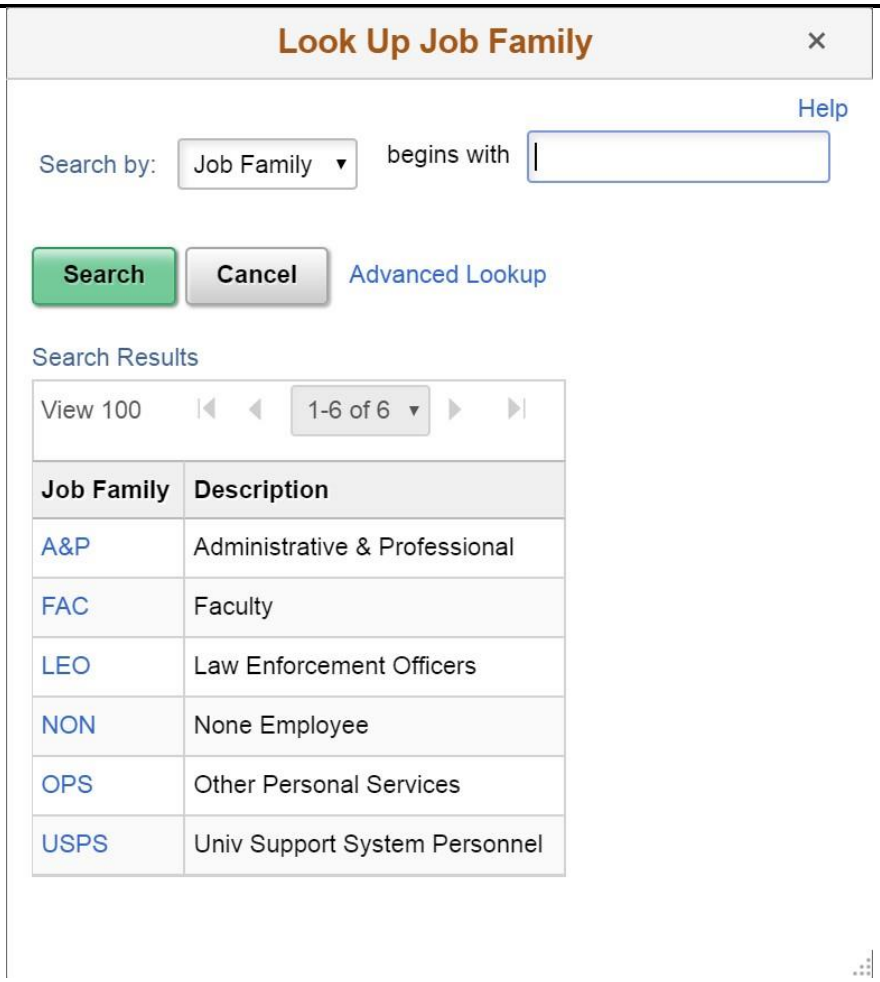
# Create Job Opening Process

| STEP | ACTION |
|---|---|
| 1. | Department Resource - Signs on to PeopleSoft |
| 2. | **Clicks on Manager Self Service Tile from the HCM Homepage** |
| 3. | **Click on Recruiting Home Tile** |
| 4. | Click on Create Job Opening  |
| 5. | Click on magnifying glass for the Job Family field to view and select Job Family |

## Create Job Opening Process

<table>
<tr><td></td><td> 
</td></tr>
<tr><td>6.</td><td>Type in position number or click on magnifying glass for position number field to view and select from a listing of Positions.</td></tr>
<tr><td>7.</td><td>Retype job posting title by removing caps.</td></tr>
</table>

## Create Job Opening Process

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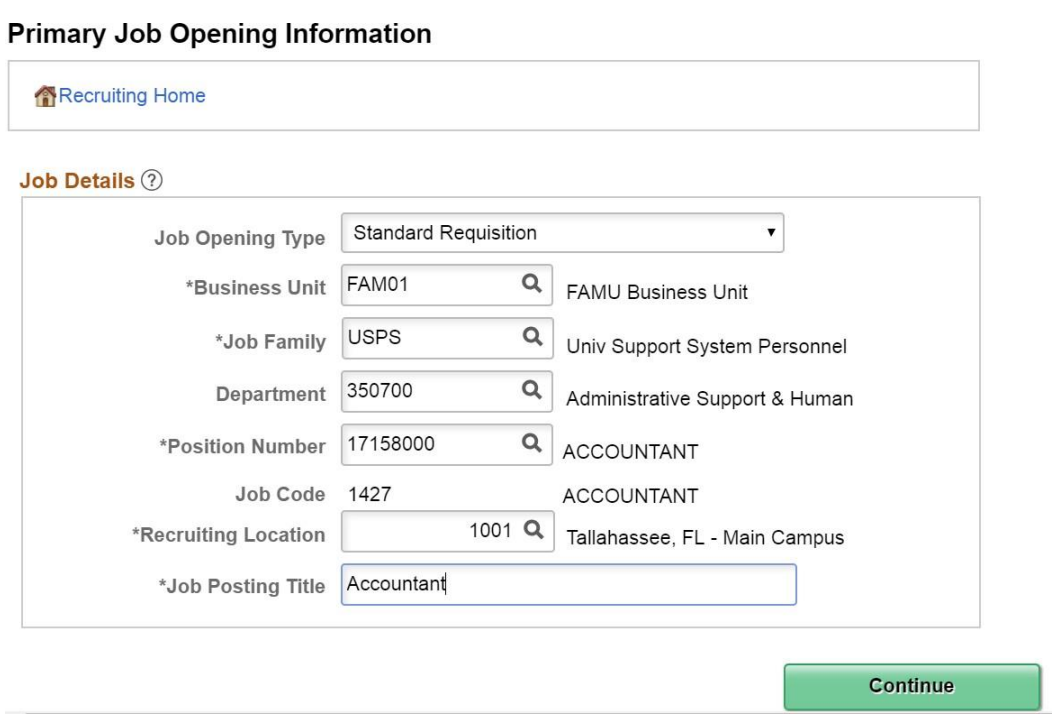
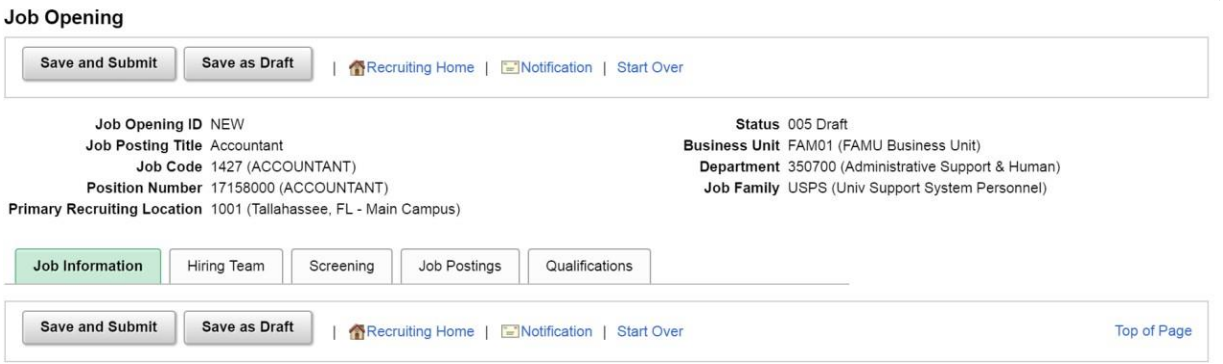
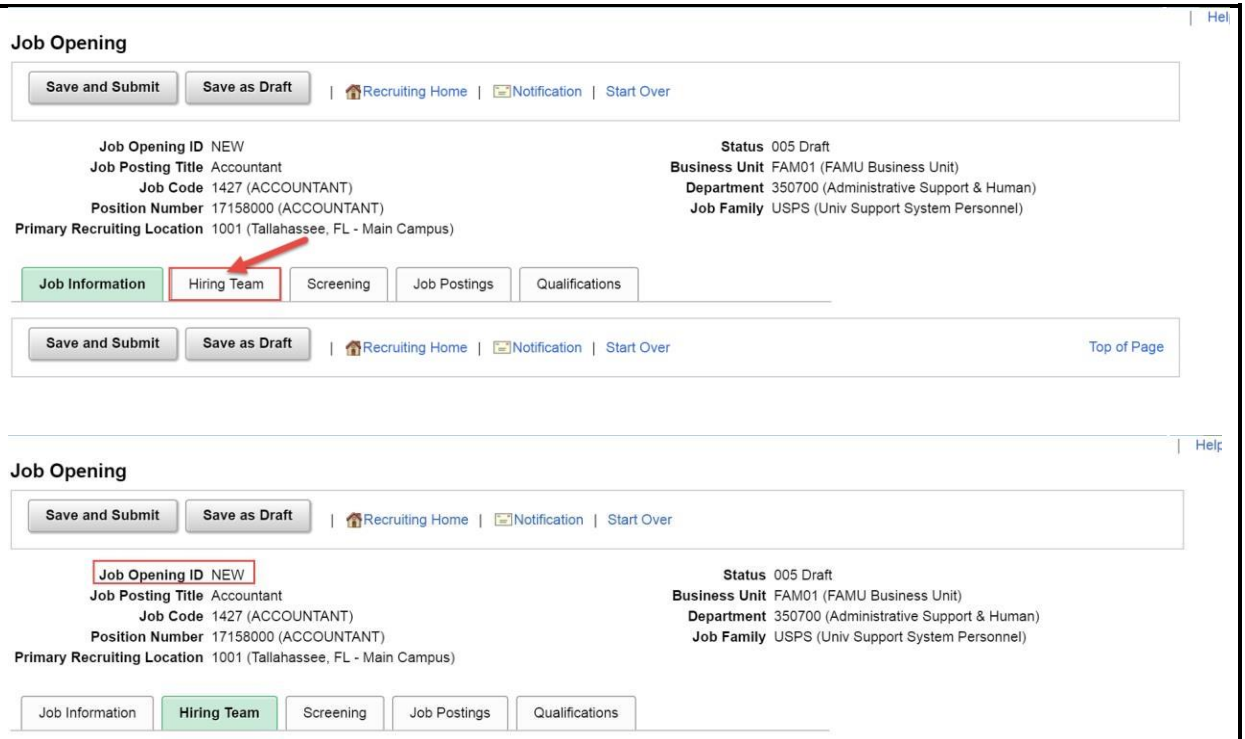
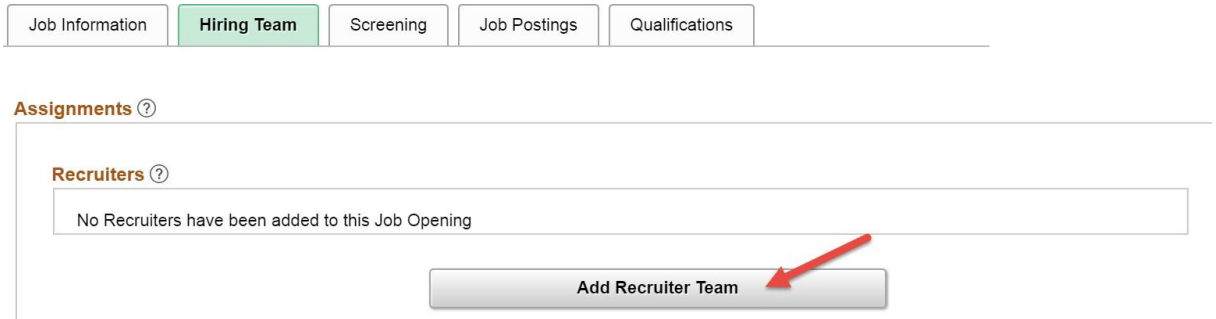
|---|---|
| |  |
| 8. | **Job Information** |
| 9. | Click on Continue<br>  |
| 10. | **Hiring Team** |
| 11. | Click on the Hiring Team tab |

# Create Job Opening Process




12. Click on Add Recruiter Team




13. Check the box under Select for the HR Recruiting Team

## Create Job Opening Process

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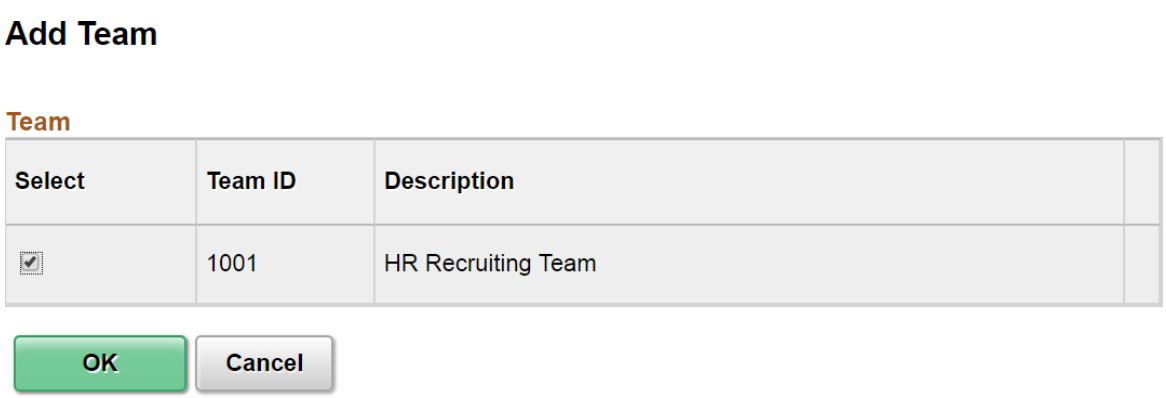
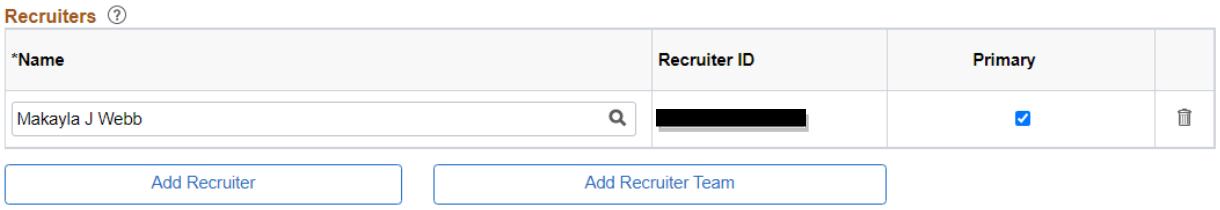
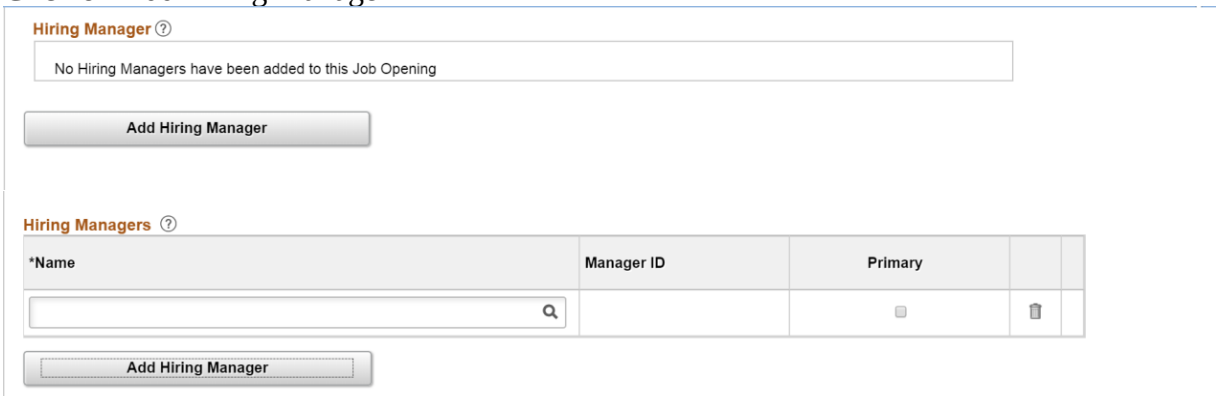
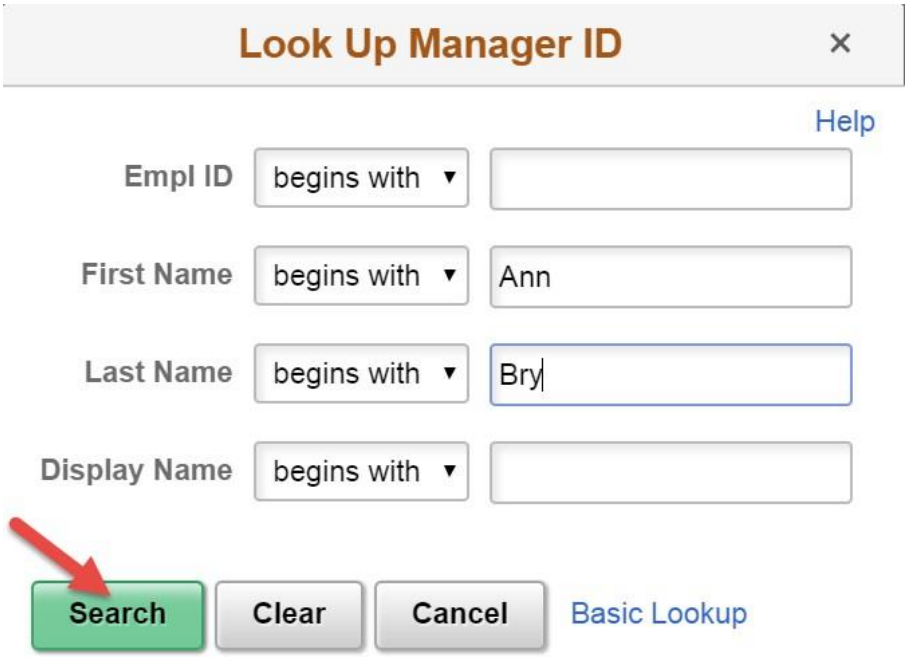
| |  |
| 14. | Click OK |
| 15. | Select Makayla Webb as primary recruiter<br>  |
| 16. | Click on Add Hiring Manager<br>  |
| 17. | Click on magnifying glass to lookup manager |

## Create Job Opening Process



## Create Job Opening Process

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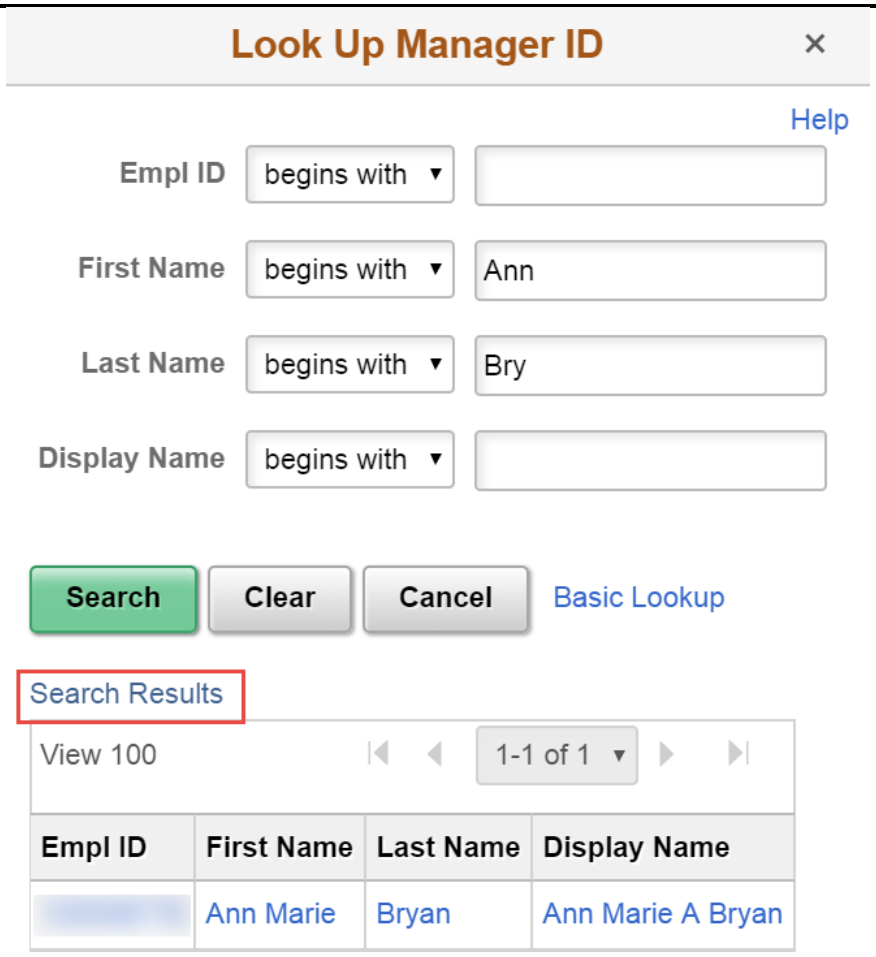
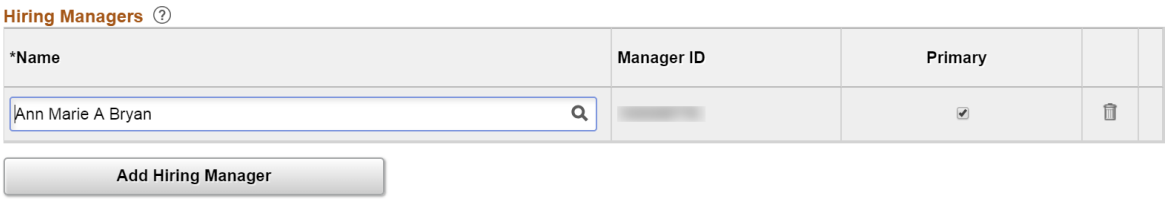
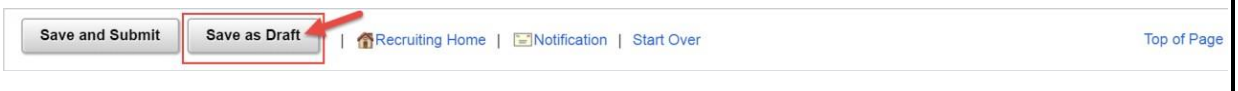
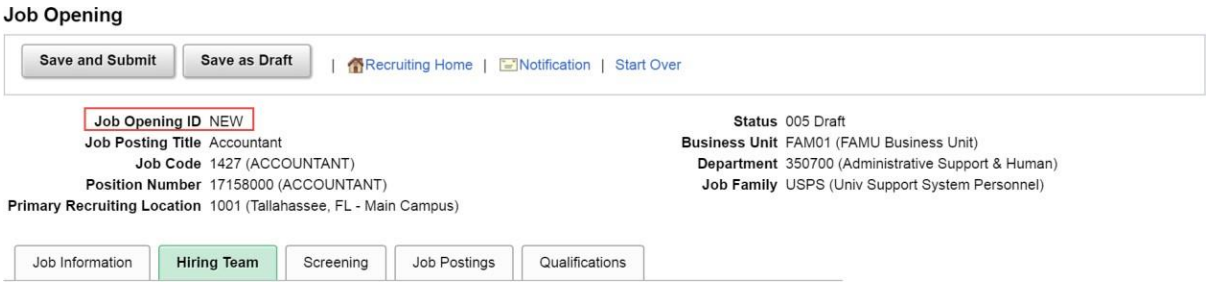
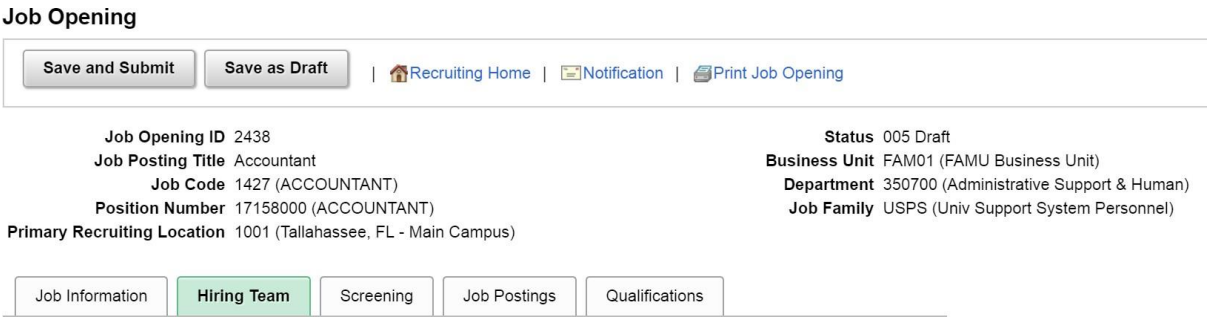
<tr><td></td><td> 
</td></tr>
<tr><td>18.</td><td>Look up Manager<br>Enter EMPL ID if known<br>Or Type in Manager’s First Name, or Type in Manager’s Last Name and click Search<br> 
</td></tr>
<tr><td>19.</td><td>Scroll to bottom of page<br>Click on “Save as Draft”</td></tr>
</table>

## Create Job Opening Process



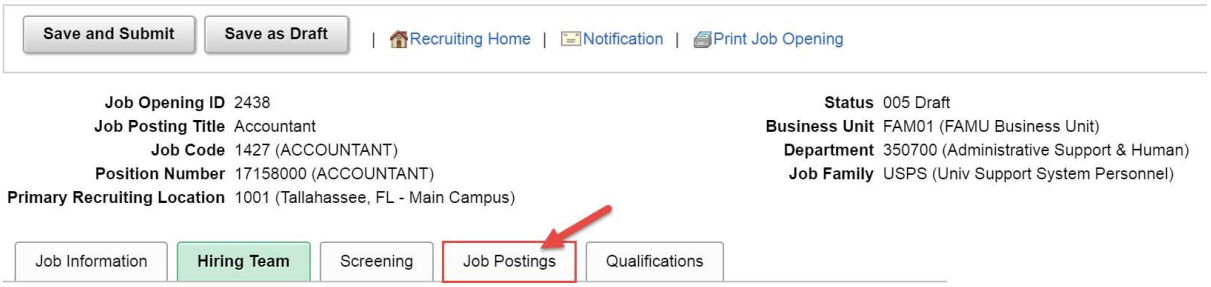

Please Note that prior to Saving as draft the Job Opening ID is set to "NEW"




20. **Job Postings**

21. Select Job Postings tab



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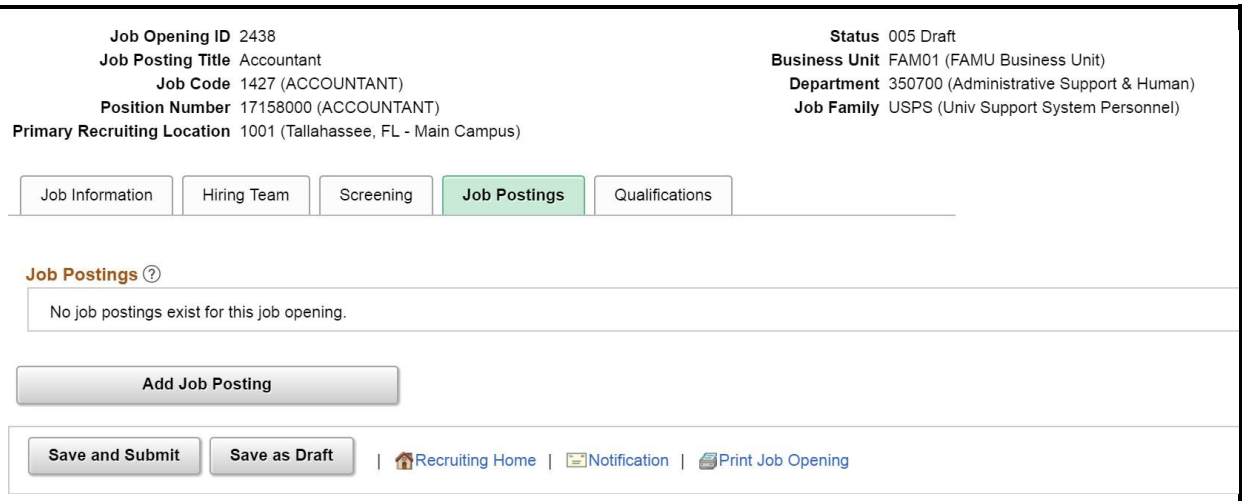
| |  |
| 22. | Click on Add Job Posting |
| 23. | Click on Description Type<br>Select appropriate template based on the Description Type.<br>The following description type(s) **must** be included in each job opening with the appropriate template value:<br><br>**Description Type** — **Template**<br>Position Vacancy Announcement — R1-Position Vacancy Announcement<br>Responsibilities — R2-Responsibilities<br>Minimum Qualifications — R3-Minimum Qualifications<br>Recommended Competencies — R4-Recommended Competencies<br>Pay Plan — R5-Choose appropriate Pay Plan<br>How to Apply — R6-How to Apply<br>Conditions of Employment — R7-Conditions of Employment<br>Reasonable Accommodation — R8-Reasonable Accommodation<br>Equal Opportunity/Access — R9-Equal Opportunity/Equal Access University<br><br>***Note: You may add additional description types once the required descriptions have been entered. |

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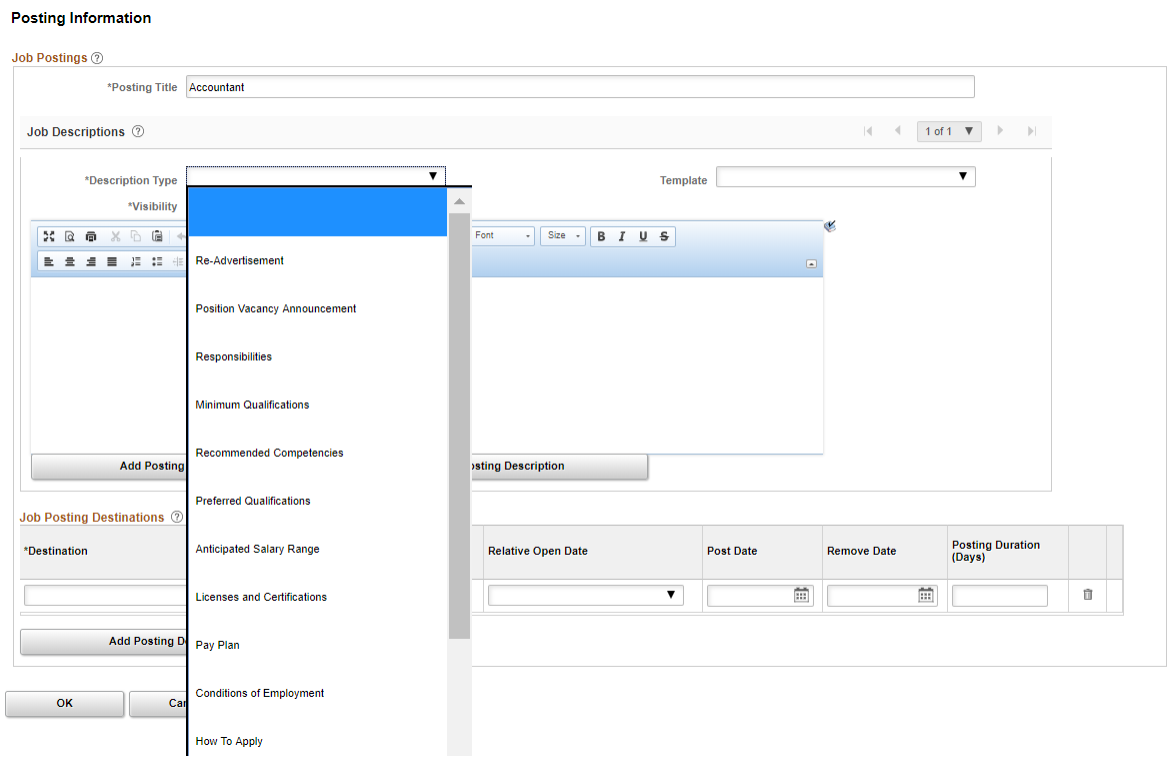
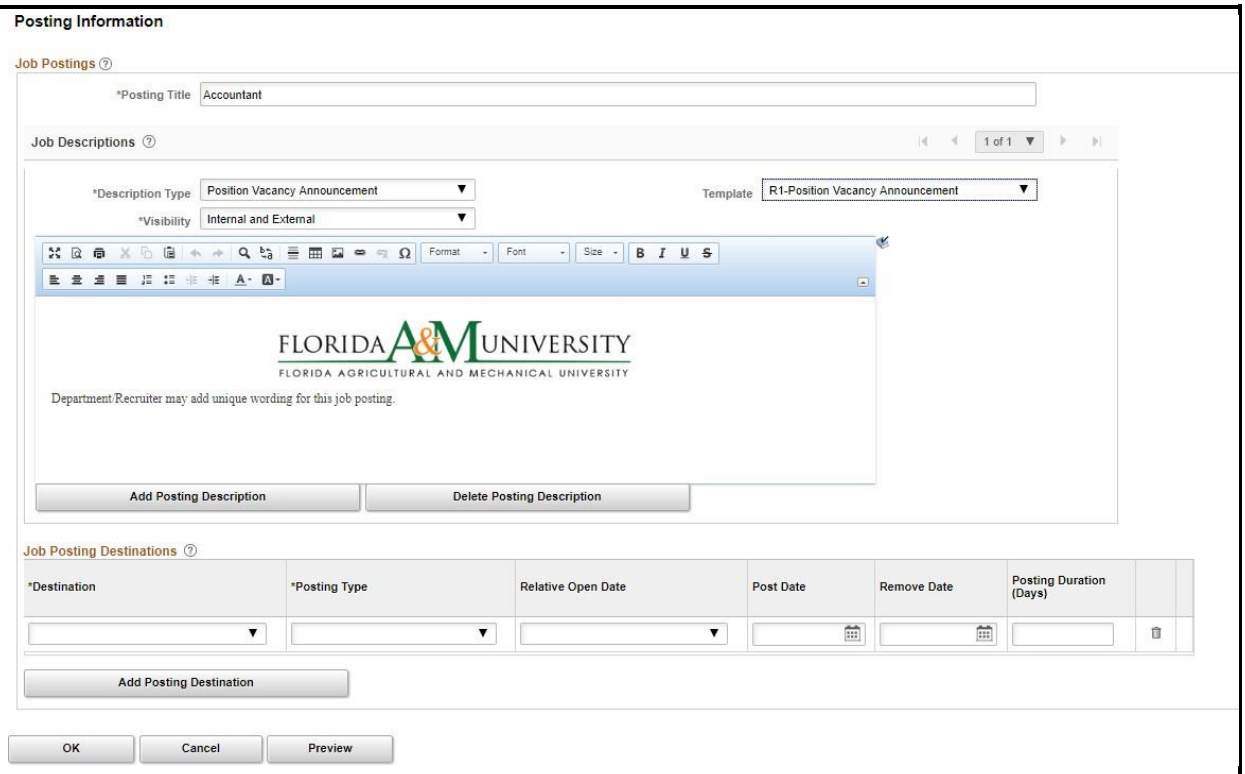
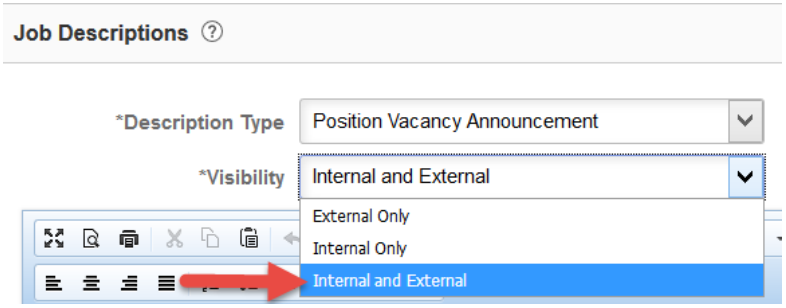
| |  |
| 24. | Select Position Vacancy Announcement |

## Create Job Opening Process

<table>
<tr><td></td><td> 
</td></tr>
<tr><td>25.</td><td>Click on Visibility<ul><li>External Only – Select if Posting only to External Applicants</li><li>Internal Only – Select if Posting only to Internal Applicants</li><li>Internal and External – Select if Posting only to both Internal and External Applicants</li></ul> 
</td></tr>
<tr><td>26.</td><td>Select Internal and External</td></tr>
<tr><td>27.</td><td>Click on Template</td></tr>
</table>

# Create Job Opening Process

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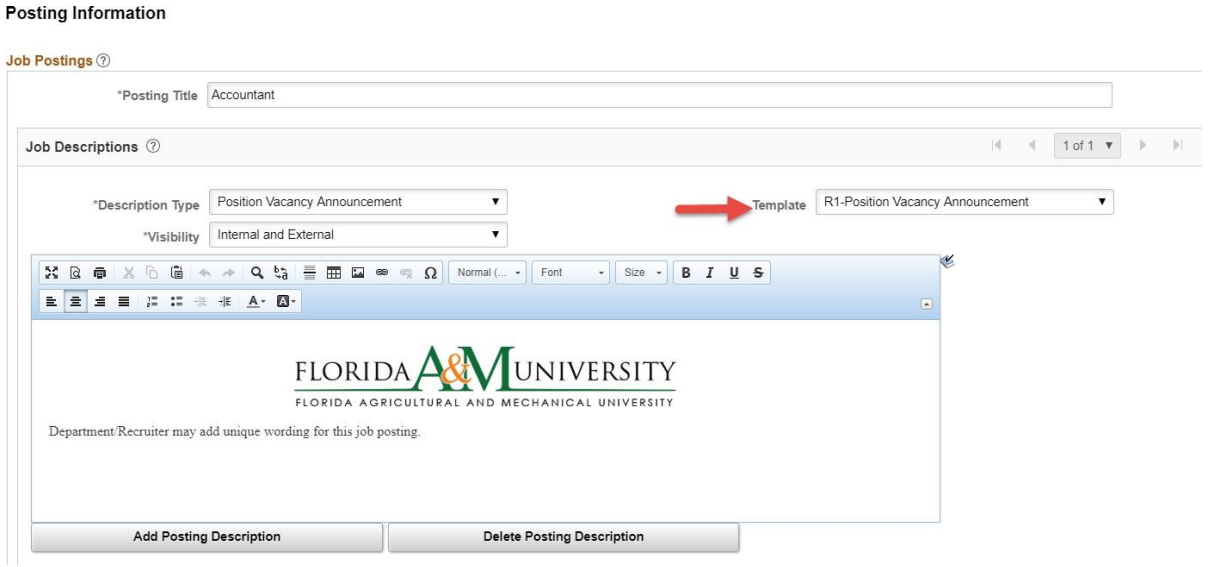
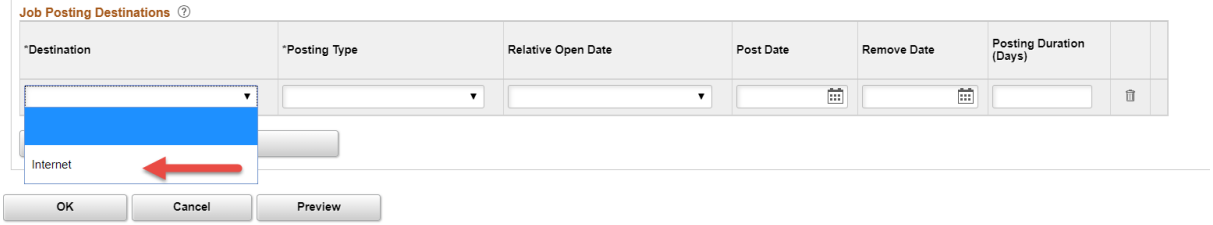
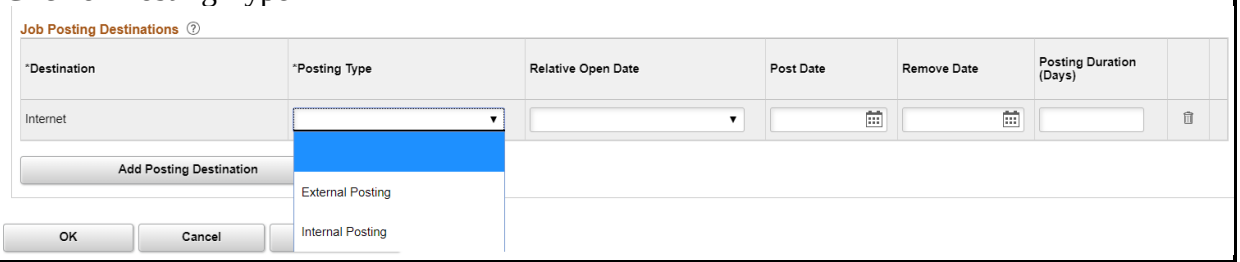
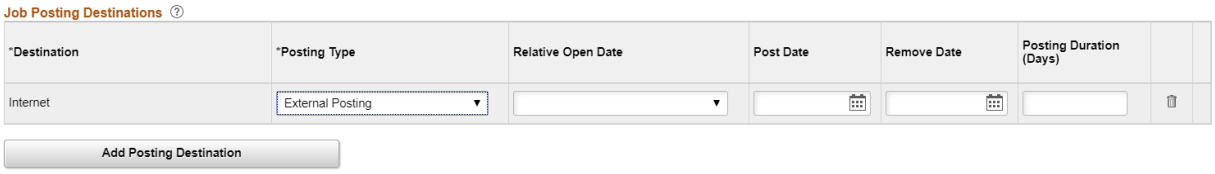
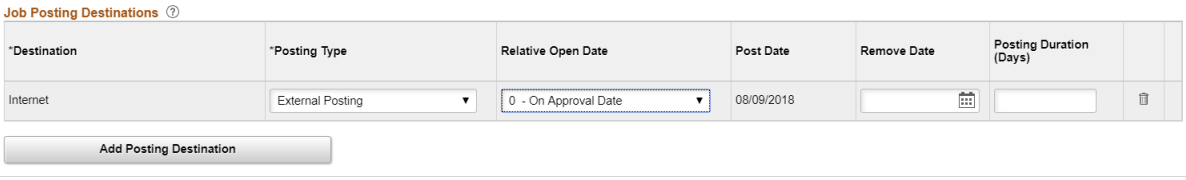
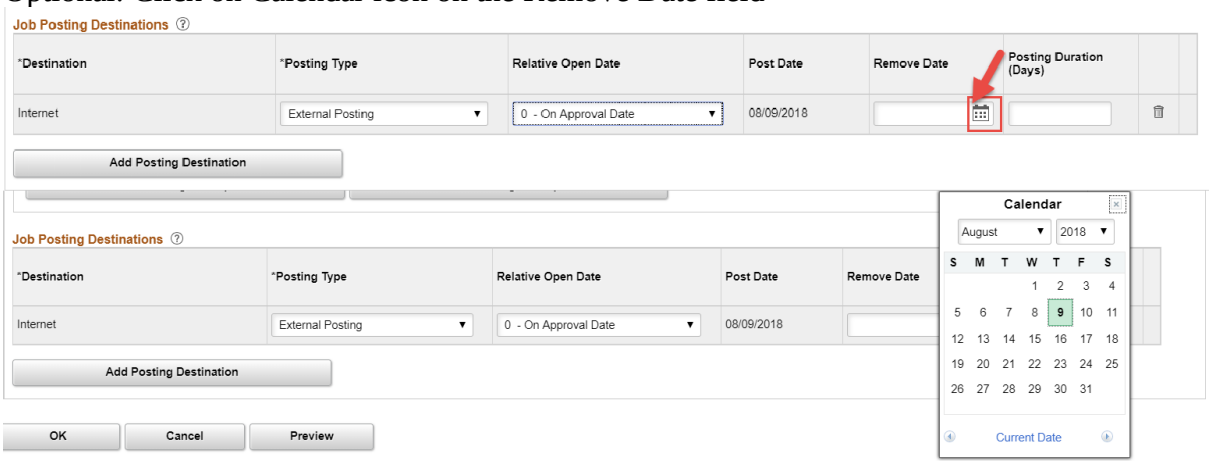
| |  |
| 28. | Repeat steps 22 – 27 until all posting descriptions has been added |
| 29. | Click on Destination<br>  |
| 30. | Select Internet |
| 31. | Click on Posting Type<br>  |
| 32. | Select a value of External Posting or Internal Posting<br>  |
| 33. | Click on Relative Open Date |

## Create Job Opening Process

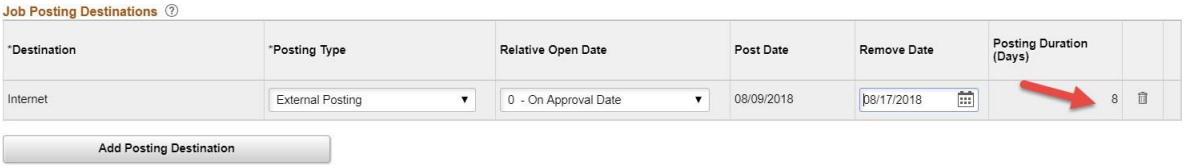
34. Select the value "0 - On Approval Date"




35. Optional: Click on Calendar icon on the Remove Date field



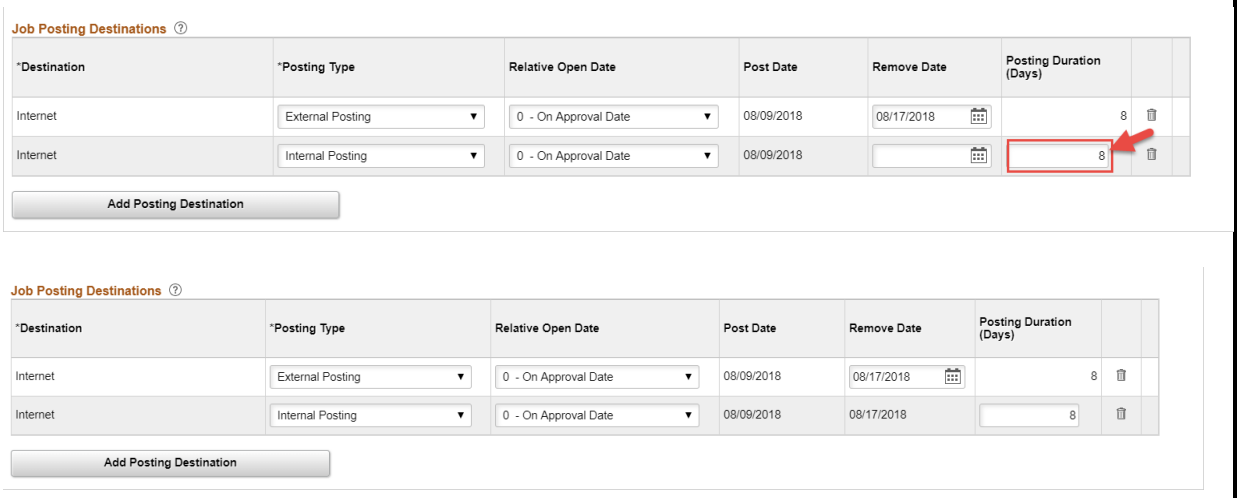

36. Select a Date that the Job Opening should be removed from the Careers website




37. Optional: Can skip the Remove Date field and enter the number of days in the "Posting Duration" field.

Position must be advertised for a minimum of seven calendar (7) days unless re-advertising a previous announcement. The posting duration days must reflect the number 8 in order to comply with advertising requirements.

## Create Job Opening Process

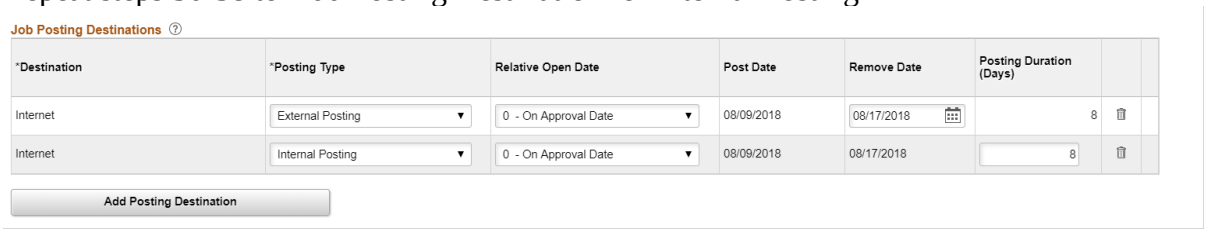






38. Click on Add Posting Destination

39. Repeat steps 30-38 to Add Posting Destination for Internal Posting




40. Click on Preview push button

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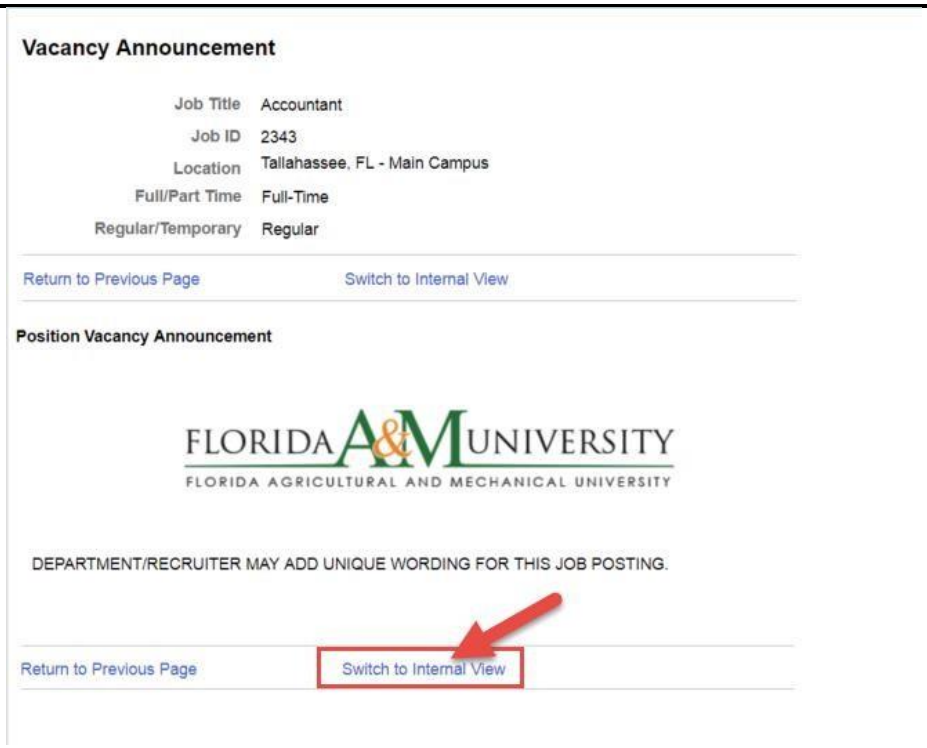
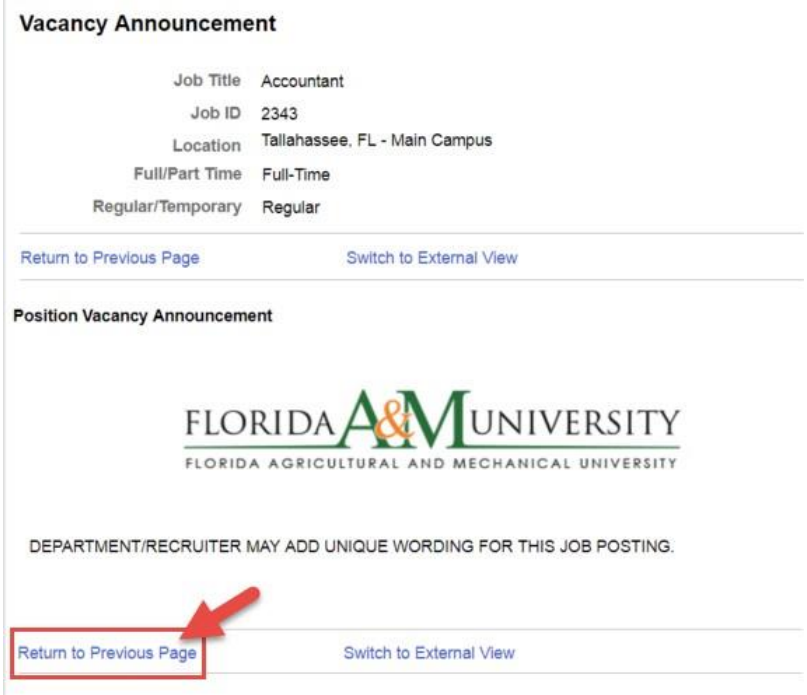
| |  |
| 41. | Optional: Click on Switch to Internal View link<br>  |
| 42. | Click Return to Previous Page |

## Create Job Opening Process

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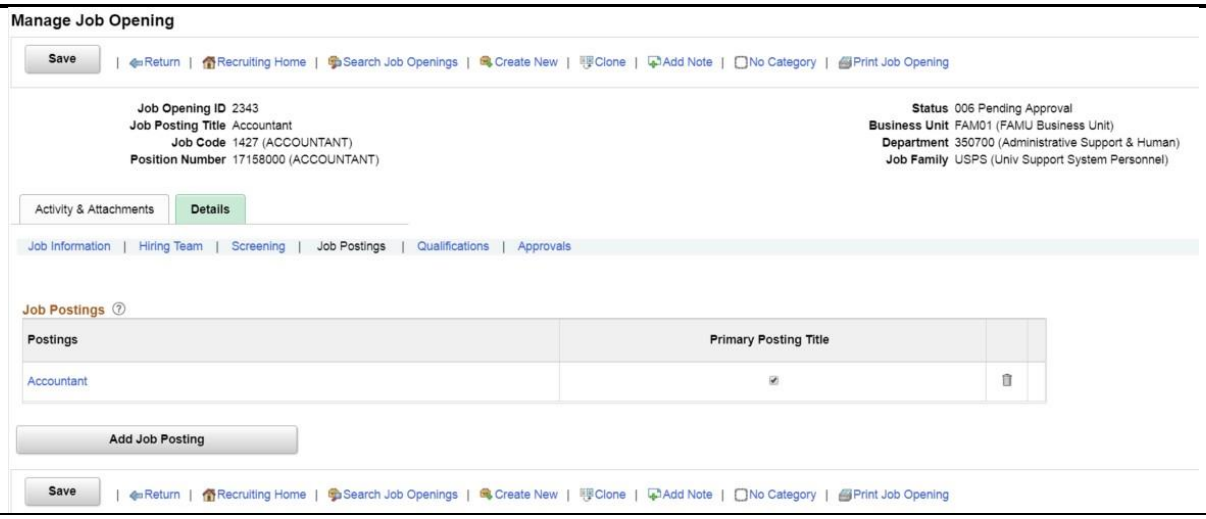
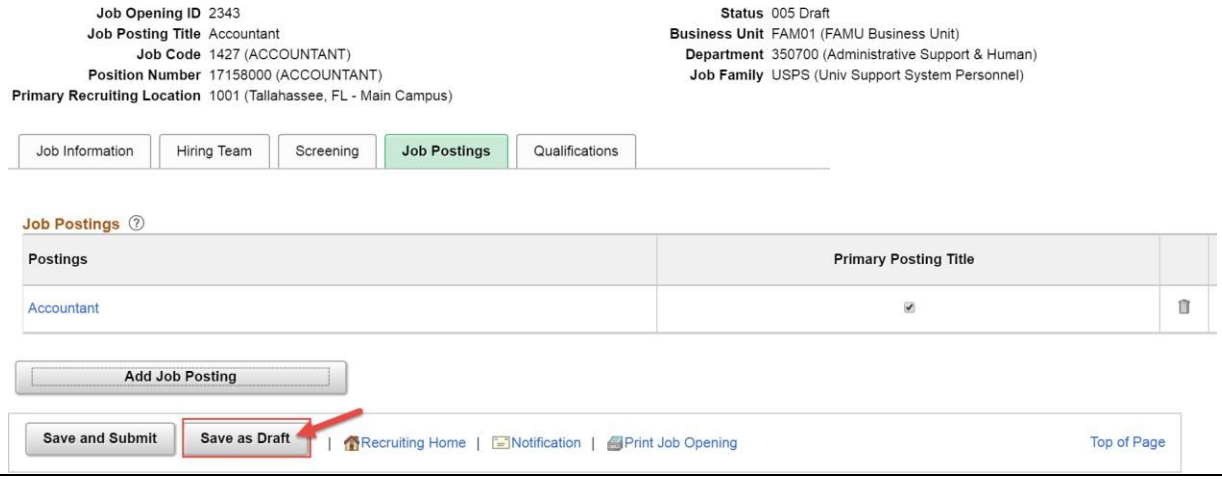
| |  |
| 43. | Click on OK<br> |
| 44. | Click on "Save as Draft"<br>  |
| 45. | Scroll to bottom of page<br>Click on the Save and Submit button |

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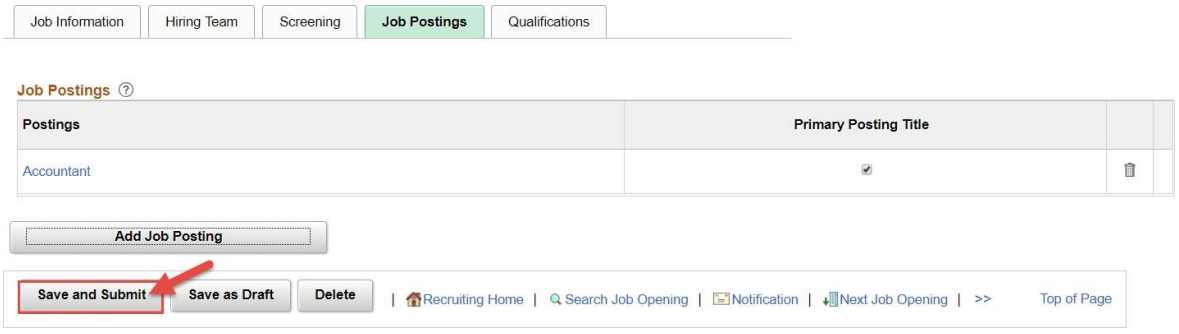
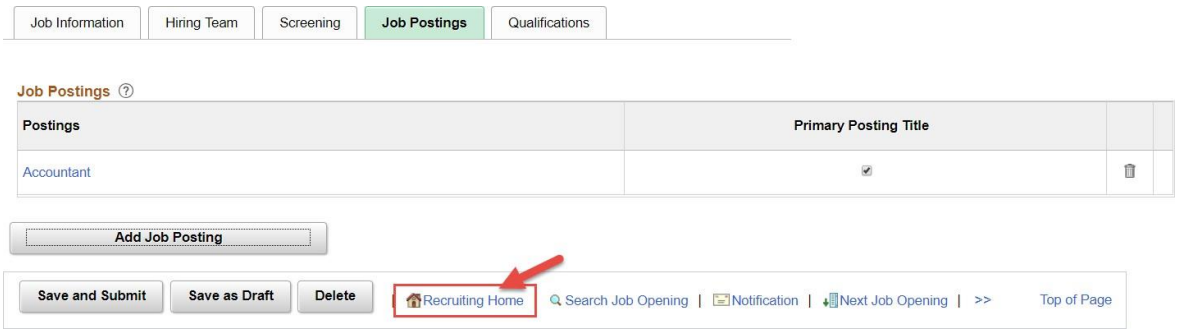
| |  |
| 46. | Click on Recruiting Home link<br>  |
| 47. | End of Create Job Opening Process |