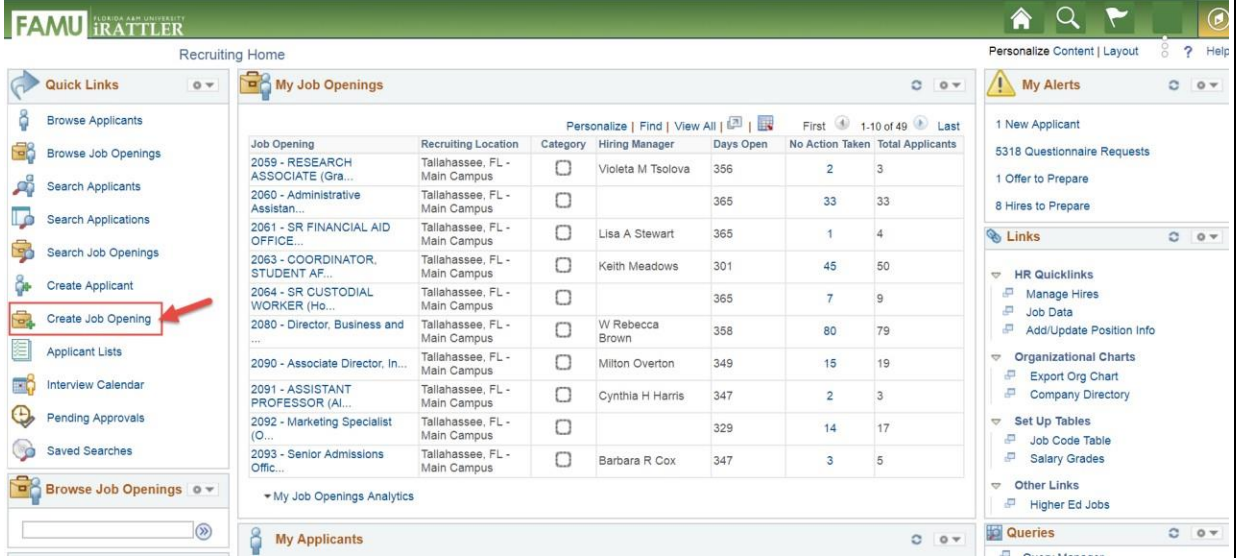




Create Job Opening Process

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.	<p>Click on Create Job Opening</p>  <p>Primary Job Opening Information</p> <p>Recruiting Home</p> <p>Job Details</p> <p>Job Opening Type: Standard Requisition</p> <p>*Business Unit: FAM01 FAMU Business Unit</p> <p>*Job Family: [Search]</p> <p>Department: [Search]</p> <p>*Position Number: [Search]</p> <p>Job Code: [Search]</p> <p>*Recruiting Location: [Search]</p> <p>*Job Posting Title: [Text Field]</p> <p>Continue</p>
5.	Click on magnifying glass for the Job Family field to view and select Job Family



Create Job Opening Process

	<div style="border: 1px solid gray; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid gray; padding-bottom: 5px;"> Look Up Job Family × </div> <div style="text-align: right; padding-right: 10px;"> Help </div> <div style="margin-top: 10px;"> <p>Search by: Job Family ▾ begins with </p> </div> <div style="margin-top: 10px;"> Search Cancel Advanced Lookup </div> <div style="margin-top: 10px;"> <p>Search Results</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> View 100 ◀ ◀ 1-6 of 6 ▾ ▶ ▶ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Job Family</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td style="color: #0070C0;">A&P</td> <td>Administrative & Professional</td> </tr> <tr> <td style="color: #0070C0;">FAC</td> <td>Faculty</td> </tr> <tr> <td style="color: #0070C0;">LEO</td> <td>Law Enforcement Officers</td> </tr> <tr> <td style="color: #0070C0;">NON</td> <td>None Employee</td> </tr> <tr> <td style="color: #0070C0;">OPS</td> <td>Other Personal Services</td> </tr> <tr> <td style="color: #0070C0;">USPS</td> <td>Univ Support System Personnel</td> </tr> </tbody> </table> </div> </div>	Job Family	Description	A&P	Administrative & Professional	FAC	Faculty	LEO	Law Enforcement Officers	NON	None Employee	OPS	Other Personal Services	USPS	Univ Support System Personnel
Job Family	Description														
A&P	Administrative & Professional														
FAC	Faculty														
LEO	Law Enforcement Officers														
NON	None Employee														
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USPS	Univ Support System Personnel														
6.	Type in position number or click on magnifying glass for position number field to view and select from a listing of Positions.														
7.	Retype job posting title by removing caps.														



Create Job Opening Process

	<p>Primary Job Opening Information</p> <p>Recruiting Home</p> <p>Job Details ?</p> <p>Job Opening Type: Standard Requisition</p> <p>*Business Unit: FAM01 (FAMU Business Unit)</p> <p>*Job Family: USPS (Univ Support System Personnel)</p> <p>Department: 350700 (Administrative Support & Human)</p> <p>*Position Number: 17158000 (ACCOUNTANT)</p> <p>Job Code: 1427 (ACCOUNTANT)</p> <p>*Recruiting Location: 1001 (Tallahassee, FL - Main Campus)</p> <p>*Job Posting Title: Accountant</p> <p>Continue</p>
8.	<p>Job Information</p>
9.	<p>Click on Continue</p> <p>Job Opening</p> <p>Save and Submit Save as Draft Recruiting Home Notification Start Over</p> <p>Job Opening ID: NEW Job Posting Title: Accountant Job Code: 1427 (ACCOUNTANT) Position Number: 17158000 (ACCOUNTANT) Primary Recruiting Location: 1001 (Tallahassee, FL - Main Campus)</p> <p>Status: 005 Draft Business Unit: FAM01 (FAMU Business Unit) Department: 350700 (Administrative Support & Human) Job Family: USPS (Univ Support System Personnel)</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p> <p>Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page</p>
10.	<p>Hiring Team</p>
11.	<p>Click on the Hiring Team tab</p>



Create Job Opening Process

	<p>Job Opening Help</p> <p>Save and Submit Save as Draft Recruiting Home Notification Start Over</p> <p>Job Opening ID NEW Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus)</p> <p>Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel)</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p> <p>Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page</p> <hr/> <p>Job Opening Help</p> <p>Save and Submit Save as Draft Recruiting Home Notification Start Over</p> <p>Job Opening ID NEW Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus)</p> <p>Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel)</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p>
12.	<p>Click on Add Recruiter Team</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p> <p>Assignments ?</p> <p>Recruiters ?</p> <p>No Recruiters have been added to this Job Opening</p> <p>Add Recruiter Team</p>
13.	<p>Check the box under Select for the HR Recruiting Team</p>



Create Job Opening Process

	<p>Add Team</p> <p>Team</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Team ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1001</td> <td>HR Recruiting Team</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Team ID	Description	<input checked="" type="checkbox"/>	1001	HR Recruiting Team
Select	Team ID	Description					
<input checked="" type="checkbox"/>	1001	HR Recruiting Team					
14.	Click OK						
15.	<p>Select Makayla Webb as primary recruiter</p> <p>Recruiters ?</p> <table border="1"> <thead> <tr> <th>*Name</th> <th>Recruiter ID</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td>Makayla J Webb</td> <td>[REDACTED]</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Recruiter"/> <input type="button" value="Add Recruiter Team"/></p>	*Name	Recruiter ID	Primary	Makayla J Webb	[REDACTED]	<input checked="" type="checkbox"/>
*Name	Recruiter ID	Primary					
Makayla J Webb	[REDACTED]	<input checked="" type="checkbox"/>					
16.	<p>Click on Add Hiring Manager</p> <p>Hiring Manager ?</p> <p>No Hiring Managers have been added to this Job Opening</p> <p><input type="button" value="Add Hiring Manager"/></p> <p>Hiring Managers ?</p> <table border="1"> <thead> <tr> <th>*Name</th> <th>Manager ID</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Hiring Manager"/></p>	*Name	Manager ID	Primary			<input type="checkbox"/>
*Name	Manager ID	Primary					
		<input type="checkbox"/>					
17.	Click on magnifying glass to lookup manager						





Create Job Opening Process

Look Up Manager ID ×

[Help](#)

Empl ID

 First Name

 Last Name

Display Name

[Basic Lookup](#)

Look Up Manager ID ×


[Help](#)

Empl ID

First Name Ann

Last Name Bryl

Display Name

 [Basic Lookup](#)



Create Job Opening Process

	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Look Up Manager ID × </div> <div style="text-align: right; margin-top: 5px;"> Help </div> <div style="margin-top: 10px;"> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name <input type="text" value="begins with"/> <input type="text" value="Ann"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text" value="Bry"/></p> <p>Display Name <input type="text" value="begins with"/> <input type="text"/></p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="display: flex; gap: 10px;"> Search Clear Cancel </div> <div style="text-align: right;"> Basic Lookup </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; color: #0070C0;">Search Results</div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> View 100 ◀ ◀ 1-1 of 1 ▶ ▶ </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Empl ID</th> <th style="width: 20%;">First Name</th> <th style="width: 20%;">Last Name</th> <th style="width: 45%;">Display Name</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"></td> <td>Ann Marie</td> <td>Bryan</td> <td>Ann Marie A Bryan</td> </tr> </tbody> </table> </div> </div>	Empl ID	First Name	Last Name	Display Name		Ann Marie	Bryan	Ann Marie A Bryan		
Empl ID	First Name	Last Name	Display Name								
	Ann Marie	Bryan	Ann Marie A Bryan								
<p>18.</p>	<p>Look up Manager Enter EMPL ID if known Or Type in Manager’s First Name, or Type in Manager’s Last Name and click Search</p> <div style="margin-top: 10px;"> <p>Hiring Managers ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 50%;">*Name</th> <th style="width: 15%;">Manager ID</th> <th style="width: 15%;">Primary</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Ann Marie A Bryan"/> <input type="button" value="Q"/></td> <td style="background-color: #e0e0e0;"></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="button" value="🗑"/></td> </tr> </tbody> </table> <div style="margin-top: 5px; text-align: center;"> Add Hiring Manager </div> </div>	*Name	Manager ID	Primary			<input type="text" value="Ann Marie A Bryan"/> <input type="button" value="Q"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑"/>
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<p>19.</p>	<p>Scroll to bottom of page Click on “Save as Draft”</p>										



Create Job Opening Process

	<p>Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page</p> <p>Please Note that prior to Saving as draft the Job Opening ID is set to “NEW”</p> <p>Job Opening</p> <p>Save and Submit Save as Draft Recruiting Home Notification Start Over</p> <p>Job Opening ID NEW Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus)</p> <p>Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel)</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p>
20.	<p>Job Postings</p>
21.	<p>Select Job Postings tab</p> <p>Job Opening</p> <p>Save and Submit Save as Draft Recruiting Home Notification Print Job Opening</p> <p>Job Opening ID 2438 Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus)</p> <p>Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel)</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p>



Create Job Opening Process

	<p> Job Opening ID 2438 Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus) </p> <p> Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel) </p> <p> <input type="button" value="Job Information"/> <input type="button" value="Hiring Team"/> <input type="button" value="Screening"/> <input checked="" type="button" value="Job Postings"/> <input type="button" value="Qualifications"/> </p> <p> Job Postings ? No job postings exist for this job opening. </p> <p> <input type="button" value="Add Job Posting"/> </p> <p> <input type="button" value="Save and Submit"/> <input type="button" value="Save as Draft"/> Recruiting Home Notification Print Job Opening </p>																				
22.	Click on Add Job Posting																				
23.	<p>Click on Description Type Select appropriate template based on the Description Type. The following description type(s) must be included in each job opening with the appropriate template value:</p> <table border="0"> <thead> <tr> <th><u>Description Type</u></th> <th><u>Template</u></th> </tr> </thead> <tbody> <tr> <td>Position Vacancy Announcement</td> <td>R1-Position Vacancy Announcement</td> </tr> <tr> <td>Responsibilities</td> <td>R2-Responsibilities</td> </tr> <tr> <td>Minimum Qualifications</td> <td>R3-Minimum Qualifications</td> </tr> <tr> <td>Recommended Competencies</td> <td>R4-Recommended Competencies</td> </tr> <tr> <td>Pay Plan</td> <td>R5-Choose appropriate Pay Plan</td> </tr> <tr> <td>How to Apply</td> <td>R6-How to Apply</td> </tr> <tr> <td>Conditions of Employment</td> <td>R7-Conditions of Employment</td> </tr> <tr> <td>Reasonable Accommodation</td> <td>R8-Reasonable Accommodation</td> </tr> <tr> <td>Equal Opportunity/Access</td> <td>R9-Equal Opportunity/Equal Access University</td> </tr> </tbody> </table> <p>***Note: You may add additional description types once the required descriptions have been entered.</p>	<u>Description Type</u>	<u>Template</u>	Position Vacancy Announcement	R1-Position Vacancy Announcement	Responsibilities	R2-Responsibilities	Minimum Qualifications	R3-Minimum Qualifications	Recommended Competencies	R4-Recommended Competencies	Pay Plan	R5-Choose appropriate Pay Plan	How to Apply	R6-How to Apply	Conditions of Employment	R7-Conditions of Employment	Reasonable Accommodation	R8-Reasonable Accommodation	Equal Opportunity/Access	R9-Equal Opportunity/Equal Access University
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Create Job Opening Process

	<p>Posting Information</p> <p>Job Postings ⓘ</p> <p>*Posting Title <input type="text" value="Accountant"/></p> <p>Job Descriptions ⓘ 1 of 1</p> <p>*Description Type <input type="text" value="Re-Advertisement"/> Template <input type="text"/></p> <p>*Visibility <input type="text" value="Position Vacancy Announcement"/></p> <p> <input type="checkbox"/> Re-Advertisement <input type="checkbox"/> Position Vacancy Announcement <input type="checkbox"/> Responsibilities <input type="checkbox"/> Minimum Qualifications <input type="checkbox"/> Recommended Competencies <input type="checkbox"/> Preferred Qualifications <input type="checkbox"/> Anticipated Salary Range <input type="checkbox"/> Licenses and Certifications <input type="checkbox"/> Pay Plan <input type="checkbox"/> Conditions of Employment <input type="checkbox"/> How To Apply </p> <p><input type="button" value="Add Posting"/> <input type="button" value="Add Posting D"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </p>	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relative Open Date	Post Date	Remove Date	Posting Duration (Days)						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
24.	Select Position Vacancy Announcement								



Create Job Opening Process

	<p>Posting Information</p> <p>Job Postings ?</p> <p>*Posting Title Accountant</p> <p>Job Descriptions ?</p> <p>*Description Type Position Vacancy Announcement</p> <p>*Visibility Internal and External</p> <p>Template R1-Position Vacancy Announcement</p> <p>FLORIDA A&M UNIVERSITY FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY</p> <p>Department/Recruiter may add unique wording for this job posting.</p> <p>Add Posting Description Delete Posting Description</p> <p>Job Posting Destinations ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p> <p>OK Cancel Preview</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)						
*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)								
<p>25.</p>	<p>Click on Visibility</p> <ul style="list-style-type: none"> External Only – Select if Posting only to External Applicants Internal Only – Select if Posting only to Internal Applicants Internal and External – Select if Posting only to both Internal and External Applicants <p>Job Descriptions ?</p> <p>*Description Type Position Vacancy Announcement</p> <p>*Visibility Internal and External</p> <p>External Only</p> <p>Internal Only</p> <p>Internal and External</p>												
<p>26.</p>	<p>Select Internal and External</p>												
<p>27.</p>	<p>Click on Template</p>												







Create Job Opening Process

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<p>28.</p>	<p>Repeat steps 22 – 27 until all posting descriptions has been added</p>												
<p>29.</p>	<p>Click on Destination</p> <p>Job Posting Destinations ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>OK Cancel Preview</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet					
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<p>30.</p>	<p>Select Internet</p>												
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<p>32.</p>	<p>Select a value of External Posting or Internal Posting</p> <p>Job Posting Destinations ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet	External Posting				
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Internet	External Posting												
<p>33.</p>	<p>Click on Relative Open Date</p>												



Create Job Opening Process

	<p>0 - On Approval Date </p> <p>1 - One day after approval</p> <p>10 - Ten days after approval</p> <p>2 - Two days after approval</p> <p>3 - Three days after approval</p> <p>4 - Four days after approval</p> <p>5 - Five days after approval</p> <p>6 - Six days after approval</p> <p>7 - Seven days after approval</p> <p>8 - Eight days after approval</p> <p>9 - Nine days after approval</p>																																																						
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19	20	21	22	23	24	25																																																	
26	27	28	29	30	31																																																		
<p>36.</p>	<p>Select a Date that the Job Opening should be removed from the Careers website</p> <p>Job Posting Destinations [?]</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> </tr> </tbody> </table> <p>Add Posting Destination</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet	External Posting	0 - On Approval Date	08/09/2018	08/17/2018	8																																										
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<p>37.</p>	<p>Optional: Can skip the Remove Date field and enter the number of days in the “Posting Duration” field.</p> <p>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.</p>																																																						





Create Job Opening Process

	<p>Job Posting Destinations ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> <td></td> </tr> <tr> <td>Internet</td> <td>Internal Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td></td> <td>8</td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)		Internet	External Posting	0 - On Approval Date	08/09/2018	08/17/2018	8		Internet	Internal Posting	0 - On Approval Date	08/09/2018		8	
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38.	Click on Add Posting Destination																					
39.	<p>Repeat steps 30-38 to Add Posting Destination for Internal Posting</p> <p>Job Posting Destinations ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> <td></td> </tr> <tr> <td>Internet</td> <td>Internal Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)		Internet	External Posting	0 - On Approval Date	08/09/2018	08/17/2018	8		Internet	Internal Posting	0 - On Approval Date	08/09/2018	08/17/2018	8	
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40.	<p>Click on Preview push button</p> <p>OK Cancel Preview</p>																					



Create Job Opening Process

	<p>Vacancy Announcement</p> <p>Job Title Accountant Job ID 2343 Location Tallahassee, FL - Main Campus Full/Part Time Full-Time Regular/Temporary Regular</p> <p>Return to Previous Page Switch to Internal View</p> <hr/> <p>Position Vacancy Announcement</p> <p></p> <p>DEPARTMENT/RECRUITER MAY ADD UNIQUE WORDING FOR THIS JOB POSTING.</p> <p>Return to Previous Page Switch to Internal View</p>
41.	<p>Optional: Click on Switch to Internal View link</p> <p>Vacancy Announcement</p> <p>Job Title Accountant Job ID 2343 Location Tallahassee, FL - Main Campus Full/Part Time Full-Time Regular/Temporary Regular</p> <p>Return to Previous Page Switch to External View</p> <hr/> <p>Position Vacancy Announcement</p> <p></p> <p>DEPARTMENT/RECRUITER MAY ADD UNIQUE WORDING FOR THIS JOB POSTING.</p> <p>Return to Previous Page Switch to External View</p>
42.	<p>Click Return to Previous Page</p>



Create Job Opening Process

	<p>Manage Job Opening</p> <p>Save Return Recruiting Home Search Job Openings Create New Clone Add Note No Category Print Job Opening</p> <p>Job Opening ID 2343 Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT)</p> <p>Status 006 Pending Approval Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel)</p> <p>Activity & Attachments Details</p> <p>Job Information Hiring Team Screening Job Postings Qualifications Approvals</p> <p>Job Postings ?</p> <table border="1"> <thead> <tr> <th>Postings</th> <th>Primary Posting Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>Accountant</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Job Posting</p> <p>Save Return Recruiting Home Search Job Openings Create New Clone Add Note No Category Print Job Opening</p>	Postings	Primary Posting Title		Accountant		
Postings	Primary Posting Title						
Accountant							
<p>43.</p>	<p>Click on OK</p> <p>OK Cancel Preview</p>						
<p>44.</p>	<p>Click on "Save as Draft"</p> <p>Job Opening ID 2343 Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus)</p> <p>Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support & Human) Job Family USPS (Univ Support System Personnel)</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p> <p>Job Postings ?</p> <table border="1"> <thead> <tr> <th>Postings</th> <th>Primary Posting Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>Accountant</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Job Posting</p> <p>Save and Submit Save as Draft Recruiting Home Notification Print Job Opening Top of Page</p>	Postings	Primary Posting Title		Accountant		
Postings	Primary Posting Title						
Accountant							
<p>45.</p>	<p>Scroll to bottom of page Click on the Save and Submit button</p>						



Create Job Opening Process

	<p>Job Information Hiring Team Screening Job Postings Qualifications</p> <p>Job Postings ?</p> <table border="1"> <thead> <tr> <th>Postings</th> <th>Primary Posting Title</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Accountant</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Job Posting</p> <p>Save and Submit Save as Draft Delete Recruiting Home Search Job Opening Notification Next Job Opening >> Top of Page</p>	Postings	Primary Posting Title			Accountant		<input checked="" type="checkbox"/>	
Postings	Primary Posting Title								
Accountant		<input checked="" type="checkbox"/>							
46.	<p>Click on Recruiting Home link</p> <p>Job Information Hiring Team Screening Job Postings Qualifications</p> <p>Job Postings ?</p> <table border="1"> <thead> <tr> <th>Postings</th> <th>Primary Posting Title</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Accountant</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Job Posting</p> <p>Save and Submit Save as Draft Delete Recruiting Home Search Job Opening Notification Next Job Opening >> Top of Page</p>	Postings	Primary Posting Title			Accountant		<input checked="" type="checkbox"/>	
Postings	Primary Posting Title								
Accountant		<input checked="" type="checkbox"/>							
47.	<p>End of Create Job Opening Process</p>								