Overview/Description
This document provides step-by-step instructions on Creating a Job Opening.

Prerequisite(s)
Job Openings can be created by Managers, Recruiters, and Recruiting Administrators.

Instructions
Navigate to Manager Self Service (MSS) to access the “Create Job Opening” tile or Browse Job Openings (or Search Job Openings) to Manage Applicants.

Navigation
Navigator > Recruiting > Create Job Opening

1. The Create Job Opening page can be reached by clicking on the Create Job Opening tile or using the above navigation.

a. Primary Job Opening Information

Primary Job Opening Information
| **Job Opening Type** | - Standard Requisition is the default value and cannot be changed by managers  
- Standard Requisitions are job openings attached to a specific position  
- If a Continuous Job Openings are not linked to positions. They can only be created by Human Resources. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td>- Users default business unit (institution) will appear</td>
</tr>
</tbody>
</table>
| **Position Number**  | - Enter the position number that you are creating the job opening to fill.  
- Consult HR or Budget Office if you are unsure of the correct position number. This is important because if entered incorrectly, you will have to start the process over again. |
| **Recruiting Location** | - Select the appropriate campus |
| **Job Posting Title** | - If a valid position number was selected, the position title will default in this field. Managers may change the title if necessary |

**Note:** Certain fields are greyed out. Both managers and recruiters will not be able to interact with them.
2. **Job Details Page**

![Image of Job Details Page](image-url)
Position-specific details are shown in the banner at the top of the page.

**Openings to fill**
- If you will be filling a finite number of vacancies, then select **Limited Number of Openings**
- If you do not have pre-determined number of vacancies, select **Unlimited Number of Openings**

**Target Openings**
- Use the Target Openings field to indicate how many people can be hired for this job opening.

**Available Openings**
- The Available Openings field initially matches the Target Openings field.
- As applicants are hired, the system adjusts the number of available openings to show how many spots are still open.
<table>
<thead>
<tr>
<th>Department</th>
<th>• Defaults from position selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status (Code)</td>
<td>• This will always be draft – Only after Approval will job we in ‘Open’ status</td>
</tr>
<tr>
<td>Status Reason</td>
<td>• Select the reason for filling the vacancy:</td>
</tr>
<tr>
<td></td>
<td>o Job Posting Reopened</td>
</tr>
<tr>
<td></td>
<td>o New Position</td>
</tr>
<tr>
<td></td>
<td>o Position Vacated</td>
</tr>
<tr>
<td></td>
<td>o Temporary Assignment</td>
</tr>
<tr>
<td>Desired Start Date</td>
<td>• What is the anticipated start date for this employee(s)</td>
</tr>
<tr>
<td>Employees Being Replaced (Optional)</td>
<td>• You may enter or search for the employee being replaced</td>
</tr>
</tbody>
</table>

3. Questionnaire Tab

   a. Once you have completed the Job Details tab, click on the Questionnaire Tab.
   b. All Job Openings must have the standard question set. These questions will automatically populate on the Questionnaire tab.

4. Additional Screening Questions

   a. Questions not included in the standard set can be added by selecting the “Add Screening Questions” button and choosing the applicable question from the list provided.
   b. To add an individual Screening Question, click on the magnifying glass icon.
   c. If there is a question you would like to add to your Job Posting that is not already on the list, Managers should contact Human Resources.
Recruiter Notes

Screening

Recruiters (HR) can assign point values to Screening Questions and Applicant answers to questions can be used to eliminate them from the Applicant pool.

Online Screening is in effect as Applicants apply to Job Openings. Questions slated for online screening can disqualify Applicants from your search and place them in “Reject” list. Online screening, including prescreening, applies this requirement instantly; there is no opportunity for a human to review screening results before applying them.

Manual Screening occurs once the Applicant pool has been established and the Job Posting is closed. Recruiters will manually run a process to rank applicants based on their answers to selected questions.

Refer to Appendix-Screening Questions for additional information on administering Applicant screening.

5. Add Job Posting

Once you have completed the Questionnaire tab, click on the Job Posting Tab

Job Postings are the advertisements that candidates view before applying to positions.

a. External Postings: Postings exposed to the world-wide web; candidates can be from anywhere
b. Internal Postings: Only current USG employees can apply
c. Start by clicking on the “Add Job Postings” button
NOTE

If this position is associated with a Non-Person (job) Profile, the Job Summary, Job Duties and Responsibilities, Required Qualifications, and Preferred Qualifications fields will populate on the Job Posting. Users have the ability to edit those fields and determine their visibility.

6. Job Posting Description Page
Once you have verified that the correct **Posting Title** is displayed, selected a **Description Type**, and selected **Visibility**, add field text to be displayed.

a. **Posting Title**: Advertised title

b. **Description Type**: About Us, Conditions of Employment, Job Summary, Responsibilities, Qualifications, etc.

c. **Visibility**: Internal, External, or both

d. **Add Posting Description**: Add an additional field

e. **Delete Posting Description**: Remove current field
7. **Add Posting Destinations**

   ![Image of Posting Destinations](image1.png)

   a. Select appropriate **Posting Destination** to house advertisements and length of time to be posted. Each institution will be listed as a **Posting Destination** or **Posting Destinations**. Select the appropriate institution when determining the **Posting Destination**. Most postings will be both internal and external.

   b. **Relative Open Date** - When would you like the **Job Posting** to be visible to Applicants.

   c. **Managers** can select that postings be visible/open immediately following approval.

   d. **Post Date** - The date the **Job Posting** will be posted.

   e. **Remove Date** - When should the **Job Posting** no longer be visible to Applicants.
8. Preview Job Postings Destinations

a. Click the "Preview" button to see how the Job Posting will appear to applicants

b. Click the "OK" button to complete the Job Posting

9. Hiring Team

a. Once you have completed the Job Posting, click on "Hiring Team" to proceed further.

b. Hiring Team Page
### Recruiters
- Who in Human Resources should be responsible for shepherding this job opening?

### Hiring Manager - REQUIRED
- Who is the hiring manager for this position?

### Search Committee
- Who will need access to review applications?
- Not Required

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### 10. Approvals

a. Each Institution has created determined approval paths for transactions submitted in HCM

b. Once the **Job Opening** has been approved, it will be posted