



## 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**.

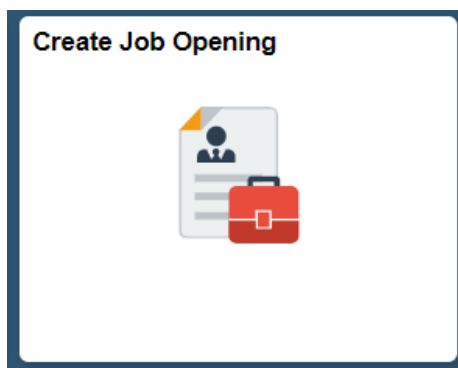
## Instructions

**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

[Recruiting Home](#)

**Job Details** ?

Job Opening Type

Standard Requisition

\*Business Unit

30000

Columbus State University

Position Number

10000010

Professor

Department

1100103

Management & Marketing

Job Code

200X00

Professor

\*Recruiting Location

1254

Columbus State University

\*Job Posting Title

Professor

Continue



<b>Job Opening Type</b>	<ul style="list-style-type: none"><li>- Standard Requisition is the default value and cannot be changed by managers</li><li>- Standard Requisitions are job openings attached to a specific position</li><li>- If a Continuous Job Openings are not linked to positions. They can only be created by Human Resources.</li></ul>
<b>Business Unit</b>	<ul style="list-style-type: none"><li>- Users default business unit (institution) will appear</li></ul>
<b>Position Number</b>	<ul style="list-style-type: none"><li>- Enter the position number that you are creating the job opening to fill.</li><li>- 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.</li></ul>
<b>Recruiting Location</b>	<ul style="list-style-type: none"><li>- Select the appropriate campus</li></ul>
<b>Job Posting Title</b>	<ul style="list-style-type: none"><li>- If a valid position number was selected, the position title will default in this field. Managers may change the title if necessary</li></ul>

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



## 2. Job Details Page

### Job Opening

[Save and Submit](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW  
Job Posting Title Professor  
Job Code 200X00 (Professor)  
Position Number 10000010 (Professor)

Status 005 Draft  
Business Unit 30000 (Columbus State University)  
Department 1100103 (Management & Marketing)  
Primary Recruiting Location 1254 (Columbus State University)

[Job Details](#) | [Questionnaire](#) | [Job Posting](#) | [Hiring Team](#)

#### Opening Information ?

\*Template ID 2014 Resume Required

Job Opening Type Standard Requisition

Created By

Created 12/02/2019

\*Openings to Fill Limited Number of Openings

Target Openings 1

Available Openings 1

Establishment ID 300 Columbus State University

Business Unit 30000 Columbus State University

Position Number 10000010 Professor

Company 300 Columbus State University

Job Code 200X00 Professor

Department 1100103 Management & Marketing

Status Code 005 Draft

Status Reason

\*Status Date 12/02/2019

Desired Start Date

Encumbrance Date

Projected Fill Date

Date Authorized

Referral Program ID

Recruitment Contact

#### Locations ?

*Location	Location Description	Primary Location	
300	Columbus State University	<input checked="" type="checkbox"/>	

[Add Location](#)

#### Recruiting Locations ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
1254	Columbus State University	<input checked="" type="checkbox"/>		

[Add Recruiting Location](#)

#### Employees Being Replaced

*Employee ID	Name	
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**Employees Being Replaced**

*Employee ID	Name
1	

[Add Employee](#)

**Additional Job Specifications** [?](#) [Find](#) | [View All](#) First [1 of 1](#) Last

**Staffing Information** [?](#)

Region  [?](#)

Schedule Type

Regular/Temporary

Begin Date  [?](#)

End Date  [?](#)

Shift

Hours

Work Period

Travel Percentage

**Salary Information** [?](#)

Salary Admin Plan  [?](#)

From Grade  [?](#)

From Step  [?](#)

To Grade  [?](#)

To Step  [?](#)

Salary Range From  (Default From Job Code)

Salary Range To  (Default From Job Code)

Pay Frequency

Currency

**Justification Statement** [?](#)

There are no items for the Justification Statement section. Please add one if required.

[Add Justification Statement](#)

[Save and Submit](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#) [Top of Page](#)

Position-specific details are shown in the banner at the top of the page.

<b>Openings to fill</b>	<ul style="list-style-type: none"><li>• If you will be filling a finite number of vacancies, then select <b>Limited Number of Openings</b></li><li>• If you do not have pre-determined number of vacancies, select <b>Unlimited Number of Openings</b></li></ul>
<b>Target Openings</b>	<ul style="list-style-type: none"><li>• Use the Target Openings field to indicate how many people can be hired for this job opening.</li></ul>
<b>Available Openings</b>	<ul style="list-style-type: none"><li>• The Available Openings field initially matches the Target Openings field.</li><li>• As applicants are hired, the system adjusts the number of available openings to show how many spots are still open.</li></ul>




<b>Department</b>	• Defaults from position selected
<b>Status (Code)</b>	• This will always be draft – Only after Approval will job be in 'Open' status
<b>Status Reason</b>	• Select the reason for filling the vacancy:  o Job Posting Reopened o New Position o Position Vacated o Temporary Assignment
<b>Desired Start Date</b>	• What is the anticipated start date for this employee(s)
<b>Employees Being Replaced (Optional)</b>	• You may enter or search for the employee being replaced

### 3. Questionnaire Tab

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

### 4. Additional Screening Questions

- 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.
- To add an individual **Screening Question**, click on the magnifying glass icon .
- 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.

**Applicant Screening** ?

Job Code 200X00 Professor

Max Total Points  ☒ Must Pass Previous Levels

Sequence	Screening Levels	
1	Online Screening	
2	Manual Screening	

[Add Screening Option](#)

[Save and Submit](#)

[Save as Draft](#)

[Recruiting Home](#)

[Notification](#)

[Print Job Opening](#)

[Top of Page](#)

**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 Details](#) [Questionnaire](#) [Job Posting](#) [Hiring Team](#)

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

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



[Job Details](#) [Questionnaire](#) [Job Posting](#) [Hiring Team](#)

**Job Postings** ?

No job postings exist for this job opening.

[Add Job Posting](#)

## 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

Posting Information

**Job Postings** ?

\*Posting Title Professor

**Job Descriptions** ?

\*Description Type

\*Visibility

\*Description

First 1 of 1 Last

Format Font Size B I U S

Add Posting Description Delete Posting Description

**Job Posting Destinations** ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)

Add Posting Destination

OK Cancel Preview



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.

The screenshot shows a web form titled "Job Descriptions" with a question mark icon. At the top, there is a field for "\*Posting Title" with the value "Professor". Below this, there are two dropdown menus: "\*Description Type" and "\*Visibility". The "\*Description Type" dropdown is open, showing a list of options: Job Summary, Special Applicant Instructions, Responsibilities, Required Qualifications, Preferred Qualifications, Proposed Salary, Required Documents to Attach, Optional Documents to Attach, Knowledge, Skills, & Abilities, Apply Before Date, About Us, Location, Contact Information, Conditions of Employment, and Equal Employment Opportunity. To the left of the dropdowns is a toolbar with icons for undo, redo, print, delete, and copy. To the right is a "Format" button and a "Font" dropdown.

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

The screenshot shows the same "Job Descriptions" form. The "\*Description Type" dropdown is now closed, and the "\*Visibility" dropdown is open. The "\*Visibility" dropdown shows three options: External Only, Internal Only, and Internal and External. The toolbar and "Format" button are still visible.

- d. **Add Posting Description:** Add an additional field
- e. **Delete Posting Description:** Remove current field





## 7. Add Posting Destinations

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Atlanta Metro Jobs					
Augusta University Jobs					
Clayton State Jobs					
Coastal Georgia Jobs					
Columbus State Jobs					
Georgia College Jobs					
Georgia Gwinnett Jobs					
Georgia Highlands Jobs					
Georgia Southern Jobs					
Georgia Southwestern Jobs					
Georgia Tech Jobs					
Kennesaw State University Jobs					
Our Website					
South GA State College Careers					
University System Office Jobs					
Valdosta State Jobs					

- 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
- Relative Open Date** - When would you like the **Job Posting** to be visible to Applicants
- Managers** can select that postings be visible/open immediately following approval
- Post Date**- The date the **Job Posting** will be posted
- 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

The screenshot shows a table titled "Job Posting Destinations" with the following columns: \*Destination, \*Posting Type, Relative Open Date, Post Date, Remove Date, and Posting Duration (Days). There are two rows of data, both for "Columbus State Jobs". The first row has "Internal Posting" and a duration of 30 days. The second row has "External Posting". Below the table is an "Add Posting Destination" button. At the bottom are three buttons: "OK", "Cancel", and "Preview". A red arrow points to the "Preview" button.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Columbus State Jobs	Internal Posting	0 - On Approval Date	12/02/2019	01/01/2020	30
Columbus State Jobs	External Posting	0 - On Approval Date	12/02/2019	01/01/2020	

Buttons: Add Posting Destination, OK, Cancel, Preview

- b. Click the “**OK**” button to complete the **Job Posting**

The screenshot shows three buttons: "OK", "Cancel", and "Preview". A red arrow points to the "OK" button.

Buttons: OK, Cancel, Preview

## 9. Hiring Team

- a. Once you have completed the **Job Posting**, click on “**Hiring Team**” to proceed further.

The screenshot shows the "Hiring Team" page. At the top are tabs: "Job Details", "Questionnaire", "Job Posting", and "Hiring Team" (which is selected and highlighted with a red box). Below the tabs is a table titled "Job Postings" with columns "Postings" and "Primary Posting Title". There is one row with "Professor" in the "Postings" column. Below the table is an "Add Job Posting" button. At the bottom are links: "Save and Submit", "Save as Draft", "Recruiting Home", "Notification", "Print Job Opening", and "Top of Page".

Buttons: Save and Submit, Save as Draft, Recruiting Home, Notification, Print Job Opening, Top of Page

- b. Hiring Team Page

The screenshot shows the "Hiring Team" page. At the top are tabs: "Job Details", "Questionnaire", "Job Posting", and "Hiring Team" (which is selected). Below the tabs is a section titled "Job Opening" with fields for "Job Opening ID", "Job Posting Title", "Job Code", "Position Number", "Status", "Business Unit", "Department", and "Primary Recruiting Location". Below this is a section titled "Assignments" with sub-sections for "Recruiters", "Hiring Manager", and "Search Committee Members". Each sub-section has a message stating that no members have been added and buttons to "Add" them. At the bottom are links: "Save and Submit", "Save as Draft", "Recruiting Home", "Notification", "Print Job Opening", and "Top of Page".

Buttons: Save and Submit, Save as Draft, Recruiting Home, Notification, Print Job Opening, Top of Page



<b>Recruiters</b>	<ul style="list-style-type: none"><li>○ Who in Human Resources should be responsible for shepharding this job opening?</li></ul>
<b>Hiring Manager-REQUIRED</b>	<ul style="list-style-type: none"><li>○ Who is the hiring manager for this position?</li></ul>
<b>Search Committee</b>	<ul style="list-style-type: none"><li>○ Who will need access to review applications?</li><li>○ Not Required</li></ul>

- c. Once you have completed all sections of a **Job Opening**, click on the “**Save and Submit**” button to submit the **Job Opening** for approval.

**NOTE: Use the “Save as Draft” button at any time to save work as you progress through the job posting**

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Print Job Opening

Job Opening ID 217799 | Status 005 Draft  
Job Posting Title Professor | Business Unit 30000 (Columbus State University)  
Job Code 200X00 (Professor) | Department 1100103 (Management & Marketing)  
Position Number 10000010 (Professor) | Primary Recruiting Location 1254 (Columbus State University)

Job Details | Questionnaire | Job Posting | Hiring Team

**Assignments** ?

**Recruiters** ?

*Name	Recruiter ID	Primary	
		<input checked="" type="checkbox"/>	

Add Recruiter | Add Recruiter Team

**Hiring Managers** ?

*Name	Manager ID	Primary	
		<input checked="" type="checkbox"/>	


Add Hiring Manager | Add Hiring Manager Team

**Search Committee Members** ?

No Search Committee Members have been added to this Job Opening

Add Search Committee | Add Search Committee Team

Save and Submit | Save as Draft | Recruiting Home | Notification | Print Job Opening | Top of Page



## 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



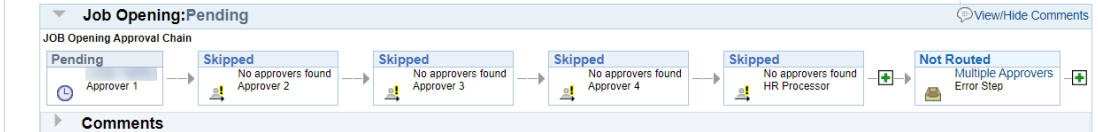
## Job Opening

<a href="#">Save</a>   <a href="#">Recruiting Home</a>   <a href="#">Clone</a>   <a href="#">Create New</a>   <a href="#">Print Job Opening</a>	
<b>Job Opening ID</b> 217799	<b>Status</b> 006 Pending Approval
<b>Job Posting Title</b> Professor	<b>Business Unit</b> 30000 (Columbus State University)
<b>Job Code</b> 200X00 (Professor)	<b>Department</b> 1100103 (Management & Marketing)
<b>Position Number</b> 10000010 (Professor)	<b>Primary Recruiting Location</b> 1254 (Columbus State University)

[Job Details](#) | [Questionnaire](#) | [Job Posting](#) | [Hiring Team](#) | [Approvals](#)

### Job Approvals

#### JOB Opening Approval Chain



#### Comments

Comments Text:

[Save](#) | [Recruiting Home](#) | [Clone](#) | [Create New](#) | [Print Job Opening](#) [Top of Page](#)