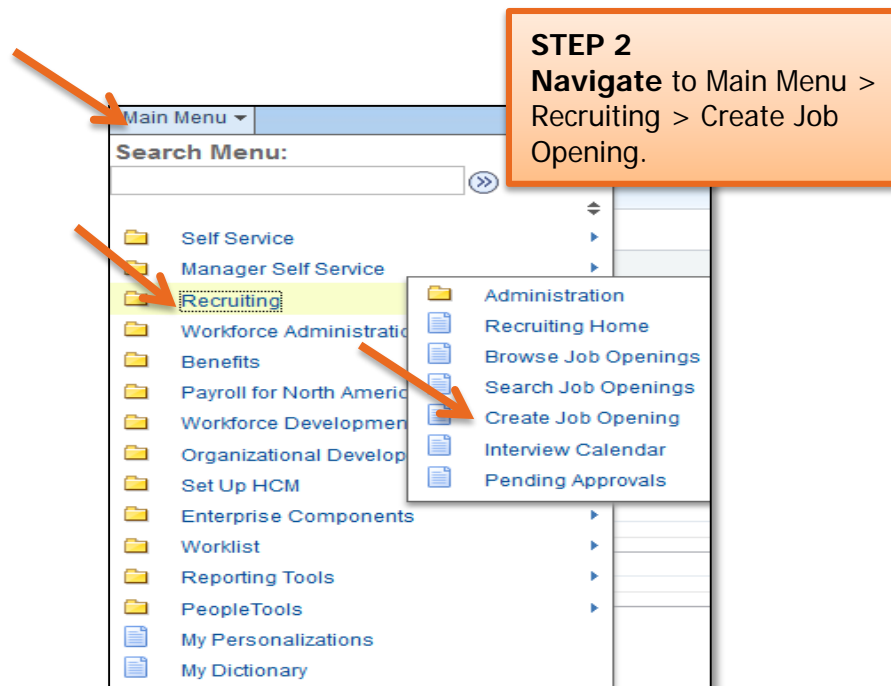


Quick Reference: Creating a Job Opening (Requisition)



Quick Reference: Creating a Job Opening (Requisition)

Important Information: "Standard Requisition" defaults into the Job Opening Type field and "CLMSN" defaults into the Business Unit. These fields should not be altered.

The screenshot shows the 'Primary Job Opening Information' form. The 'Job Details' section contains the following fields: Job Opening Type (Standard Requisition), *Business Unit (CLMSN), *Job Family, Department, Position Number, Job Code, *Recruiting Location, and *Job Posting Title. The 'Profile Details' section contains a 'Job Profile' table with columns for Profile ID and View Profile. A 'Continue' button is located at the bottom right. An orange callout box labeled 'STEP 3' contains instructions: 'Choose the appropriate employee type from the Job Family options.', 'Enter the 8-digit position number, including the leading zeros. (This will populate the Job Code and Job Posting Title fields.)', and 'Click continue.' Arrows point from the callout box to the Job Family, Position Number, and Continue fields.

Job Details	
Job Opening Type	Standard Requisition
*Business Unit	CLMSN
*Job Family	
Department	
Position Number	
Job Code	
*Recruiting Location	
*Job Posting Title	

Profile Details	
Job Profile	
Profile ID	View Profile
	View Profile

Continue

Important Information:

- The Job Profile is the position description associated with the position number. PeopleSoft will populate sections of the job opening with the information contained in the job profile. If the job profile is not accurate, please contact your Classification and Compensation analyst.
- Faculty positions do not have job profiles.

Quick Reference: Creating a Job Opening (Requisition)

Important Information: The position information (posting title, job title, position number, business unit and job family) will default in based on the position number entered on the previous page.

You can now "Save as Draft" and go back later to finish, if needed.

STEP 4
Verify that the job opening information displays the correct position information. Verify the position number.

STEP 5
Verify that the recruiting location matches the department's address. (Click the magnifying glass and select the correct address if the location is not correct.) Enter the previous employee's ID number if refilling a position.

Quick Reference: Creating a Job Opening (Requisition)

The screenshot shows the 'Additional Job Specifications' form. The 'Staffing Information' section includes fields for Region (USA), Schedule Type (Full-Time), Regular/Temporary (Regular), Begin Date, End Date, Shift (Not Applicable), Hours (37.50), Work Period (CU Weekly), and Travel Percentage (Never or rarely). The 'Salary Information' section includes Salary Admin Plan (CSP), From Grade (08), From Step, To Grade, To Step, Salary Range From (57,299.000000), Salary Range To (106,012.000000), Pay Frequency (Year), and Currency (US Dollar). A callout box on the right provides instructions for Step 6.

STEP 6
Verify or select the Schedule Type, Regular/Temporary, Hours, Salary Grade and Salary Range (see below).
Enter the Travel Percentage.

Salary Range Information: The salary range for classified positions will be the state band. This should automatically populate into the "Salary Range From" and "Salary Range To" fields. The salary grade and range for unclassified faculty positions should be left blank.

The screenshot shows the 'Tiger Talent Request ID' section. It contains a message: 'There are no items for the Tiger Talent Request ID section. Please add one if required.' Below this is a button labeled 'Add Tiger Talent Request ID'. A callout box on the right provides instructions for Step 7, with an arrow pointing to the 'Add Tiger Talent Request ID' button. The bottom of the page has navigation links: 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', 'Start Over', and 'Top of Page'.

STEP 7
Enter the Tiger Talent Request ID using the Tiger Talent transaction's reference number.

Important Information: If the Tiger Talent request was for multiple positions, one requisition per type of job needs to be entered (e.g., one for house moms, one for grounds workers etc.). Faculty positions should be left blank.

If you are hiring for a classified or administrative unclassified position, click the Requirements tab at the top of the page to continue. If you are hiring for a faculty position, move to **Step 15**. The Requirements and Screening sections are not available for faculty positions.

Quick Reference: Creating a Job Opening (Requisition)

STEP 8
Select the Highest Education Level from the drop-down box (if not already defaulted in).
Enter the required minimum years of work experience.

Additional Job Specifications	
Work Experience & Education	
*Highest Education Level	
G-Bachelor's Level Degree	Years of Work Experience: 16.0

Add Work Experience and Education

Important Information: If posting for a classified position, the required education level and years of work experience are based on state-specific requirements and are the same for all positions in the same job code. The required education level and minimum years of experience are located on the position description.

STEP 9
Add required certificates by selecting the Add Certifications button. (Licenses and certifications are listed on the position description in Tiger Talent.)

Profile ID	Certifications
00003520	Professional in HR
00003520	Project Mgmt Professional

Add Certifications

Important Information: Some certifications will be pre-populated from the position profile. If the certifications are not accurate, they should be removed by clicking the trash can icon.

STEP 10
Enter the area of study beside each type of educational degree if the position specifies required educational degrees.

Profile ID	Education Degree	Area of Study (Major)
00003520	Bachelor's Degree 1	
00003520	Master's Degree 1	
00003520	Doctoral / Professional Degree 1	

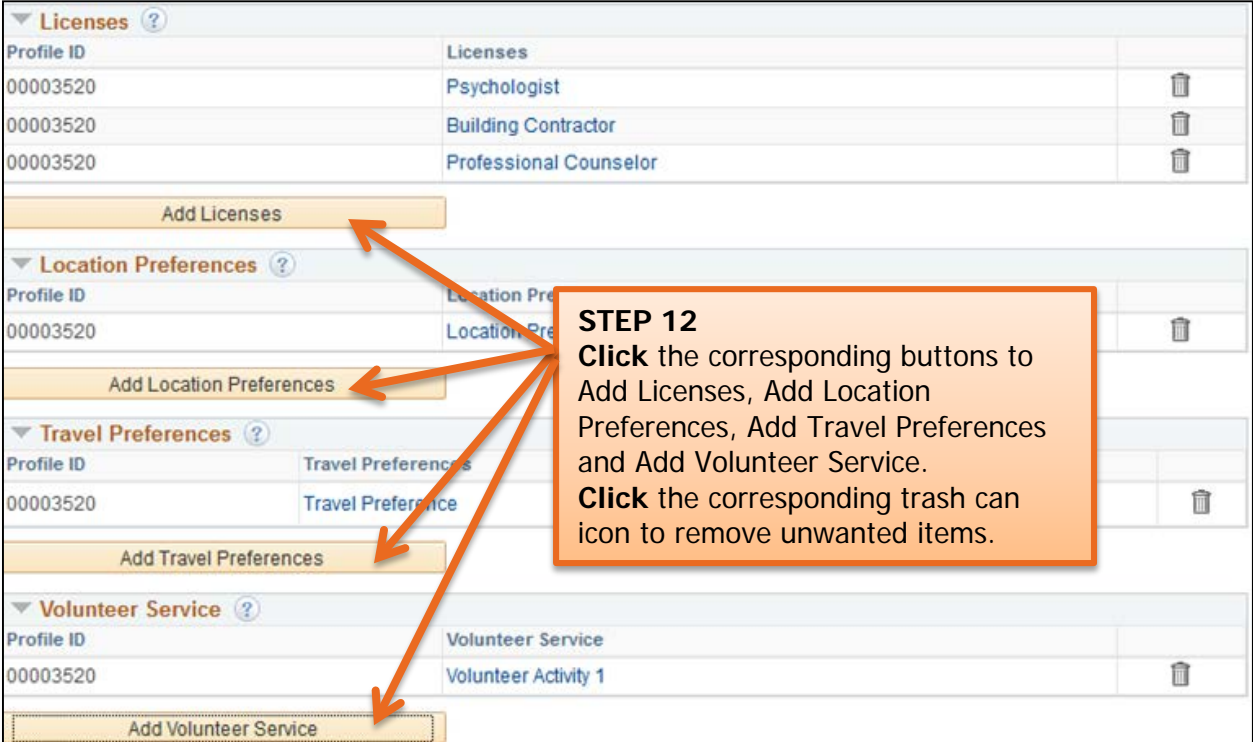
Add Education Degree

Quick Reference: Creating a Job Opening (Requisition)

STEP 11
Click the Add Job Related Skills button to add specific job-related skills. (Not all positions require job-related skills.)



STEP 12
Click the corresponding buttons to Add Licenses, Add Location Preferences, Add Travel Preferences and Add Volunteer Service. Click the corresponding trash can icon to remove unwanted items.



If you are hiring for a classified or administrative unclassified position, click the Screening tab at the top of the page to continue.

Quick Reference: Creating a Job Opening (Requisition)

Important Information: Screening questions are used to identify applicants who meet the minimum requirements as well as those who are legally eligible for employment. Screening questions differ based on job code.

STEP 13A

Verify that the nine standard screening questions are listed. (These questions will feed into the Applicant Screening requirements.)

Click Add Screening Question to add additional screening questions (see 13B).

The screenshot shows the 'Job Opening' interface with the 'Screening' tab selected. The 'Additional Job Specifications' section contains a table of screening questions:

*Question	Question Order	Action
Legally authorized to work?		View Answers
Default Student Loan		View Answers
Previous State Service		View Answers
Termination		Enter Evaluators
Experience		View Answers
Relatives		View Answers
Background Investigation		Enter Evaluators
18 Years of Age		View Answers

Below the table are two buttons: 'Add Screening Question' and 'Load from Question Set'. An orange arrow points from the callout box to the 'Add Screening Question' button.

The 'Applicant Screening' section shows the job code 'AG5500 Benefits Counselor II', 'Max Total Points' set to 0, and a checked box for 'Must Pass Previous Levels'. Below this is a table with one screening level:

Sequence	Screening Levels
1	CU Online Screening

At the bottom of the 'Applicant Screening' section is the 'Add Screening Option' button.

Quick Reference: Creating a Job Opening (Requisition)

Select Question Sets

Select	Question Set ID	Description
<input type="checkbox"/>	1087	Accountant/Fiscal Analyst I
<input checked="" type="checkbox"/>	1090	Accountant/Fiscal Analyst II
<input type="checkbox"/>	1092	Accountant/Fiscal Analyst III
<input type="checkbox"/>	1094	Accounting/Fiscal Manager I
<input type="checkbox"/>	1095	Accounting/Fiscal Manager II
<input type="checkbox"/>	1027	Acute Care Nurse Practitioner
<input type="checkbox"/>	1201	Administrative Assistant
<input checked="" type="checkbox"/>	1205	Administrative Coordinator I
<input type="checkbox"/>	1208	Administrative Coordinator II
<input type="checkbox"/>	1211	Administrative Manager I
<input type="checkbox"/>	1213	Administrative Manager II
<input type="checkbox"/>	1342	Ag Marketing Specialist I
<input type="checkbox"/>	1344	Ag Marketing Specialist II
<input type="checkbox"/>	1345	Ag Marketing Specialist III
<input type="checkbox"/>	1346	Ag Marketing Specialist IV

OK Cancel

STEP 13B
Check Screening Question Sets based on the job code or the job title. (Screening question sets are based on state job code requirements.)
Click OK.

Job Opening

Save and Submit Save as Draft Recruiting Home Notification Start Over

Job Opening ID NEW Status 005 Draft
 Job Posting Title Benefits Counselor II Business Unit CLMSN (CLMSN)
 Job Code AG5500 (Benefits Counselor II) Department 5337 (Human Resources)
 Position Number 00009241 (Benefits Counselor II) Job Family STA (Staff)
 Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details Requirements **Screening** Interview Team Posting Info

Additional Job Specifications

Screening Questions

*Question	Question Order	
Legally authorized to work?		View Answers
Default Student Loan		View Answers
Previous State Service		View Answers
Termination		Enter Evaluators
Experience		View Answers
Relatives		View Answers
Background Investigation		Enter Evaluators
18 Years of Age		View Answers

Add Screening Question Load from Question Set

Applicant Screening

Job Code AG5500 Benefits Counselor II
 Max Total Points 0 Must Pass Previous Levels

Sequence	Screening Levels
1	CU Online Screening

Add Screening Option

Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page

STEP 14A
Click the CU Online Screening hyperlink.

Quick Reference: Creating a Job Opening (Requisition)

STEP 14B
Indicate which questions are "Required" and which are to be "Use in Screening" by **checking** the corresponding boxes. **Click OK** to save changes. (You will return to the Screening page.)

Screening Type	Item	Edit Details	Use in Screening	Required	Points
General Requirement	RS Location : 186		<input type="checkbox"/>	<input type="checkbox"/>	0
Education & Experience	Education: G-Bachelor's Level Degree, 2 Years of		<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Administrative Coordinator I	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Legally authorized to work?	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Default Student Loan	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Previous State Service	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Experience	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Relatives	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: 18 Years of Age	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points

OK Cancel Apply

From the Screening page, click the Interview Team tab at the top of the page to continue.

Quick Reference: Creating a Job Opening (Requisition)

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Not

Job Opening ID NEW
Job Posting Title Benefits Counselor II
Job Code AG5500 (Benefits Counselor II)
Position Number 00009241 (Benefits Counselor II)
Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details | Requirements | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter | Add Recruiter Team

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager | Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer | Add Interviewer Team

Interested Parties ?

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

STEP 15A
Click Add Recruiter.
Select "OHR Recruiters" to select a Recruitment Team (see 15B).

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1	OHR Recruiters

OK | Cancel

STEP 15B
Check "OHR Recruiters."
Click OK.

Job Details | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?

*Name			Primary	
William Fred Robinson Jr	012064	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joshua Brown	033045	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Pope	043867	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catherine Porrello	056431	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Recruiter | Add Recruiter Team

STEP 15C
Check "Primary" to establish the primary recruiter for the job opening.

Quick Reference: Creating a Job Opening (Requisition)

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title Benefits Counselor II | Business Unit CLMSN (CLMSN)
Job Code AG5500 (Benefits Counselor II) | Department 5337 (Human Resources)
Position Number 00009241 (Benefits Counselor II) | Job Family STA (Staff)
Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details | Requirements | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?
No Recruiters have been added to this Job Opening
Add Recruiter | Add Recruiter Team

Hiring Manager ?
No Hiring Managers have been added to this Job Opening
Add Hiring Manager | Add Hiring Manager Team

Interviewers ?
No Interviewers have been added to this Job Opening
Add Interviewer | Add Interviewer Team

Interested Parties ?
No Interested Parties have been added to this Job Opening
Add Interested Party | Add Interested Parties Team

STEP 16A
Click Add Hiring Manager to enter hiring managers.

STEP 16B
Enter the hiring manager's name.
Click Add Hiring Manager to add additional hiring managers. The system will display a list of matches. Select the desired name or click the magnifying glass to choose the hiring manager's name from the drop-down list.
Check "Primary" to establish the primary hiring manager.

Hiring Managers ?

*Name

Add Hiring Manager | Add Hiring Manager Team

Important Information: It is recommended that you list as hiring managers both the HR partner and the departmental administrative assistant handling the search for the position. This will give them access to applicant's resumes, CVs and applications. Designation as a hiring manager also allows them to schedule interviews and enter interview evaluations in PeopleSoft.

Quick Reference: Creating a Job Opening (Requisition)

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title Benefits Counselor II | Business Unit CLMSN (CLMSN)
Job Code AG5500 (Benefits Counselor II) | Department 5337 (Human Resources)
Position Number 00009241 (Benefits Counselor II) | Job Family STA (Staff)
Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details | Requirements | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager | Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer | Add Interviewer Team

Interested Parties ?

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

STEP 17A
Click Add Interviewer.

STEP 17B
Enter the Interviewer's name. As you are typing, the system will display a list of potential matches. Select the desired name or click the magnifying glass to choose the interviewer's name from the drop-down list.
Click Add Interviewer to add additional interviewers.

Interviewers ?

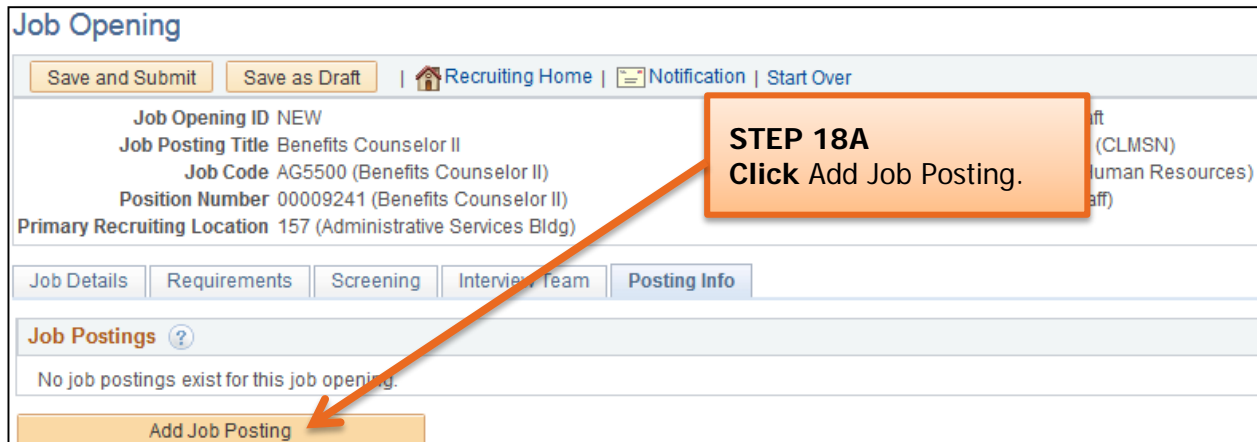
*Name

Add Interviewer | Add Interviewer Team

Important Information: Interviewers can view the applicant's information and have the ability to select the candidates to be interviewed. They do not have access to schedule interviews or enter interview evaluations.

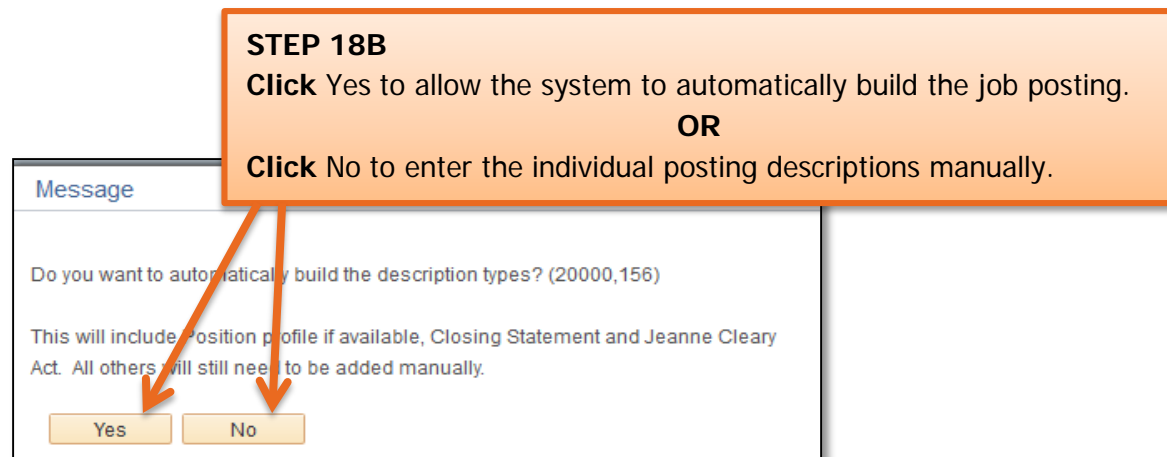
Click the Posting Info tab at the top of the page to continue.

Quick Reference: Creating a Job Opening (Requisition)



STEP 18A
Click Add Job Posting.

A pop-up message will appear asking if you want to use the position profile information to automatically build the posting sections.



STEP 18B
Click Yes to allow the system to automatically build the job posting.
OR
Click No to enter the individual posting descriptions manually.

Important Information: If using the job profile to populate the job opening, the job duties, preferred requirements, minimum requirements, responsibilities, physical requirements, work schedule, Jeanne Clery Act and closing statement will populate. The information populated into these sections should be verified and edited as appropriate. Any required posting descriptions that do not automatically populate will need to be added manually.

You will automatically be directed to the Posting Information page.

Quick Reference: Creating a Job Opening (Requisition)

Posting Description Information: *(Use this guide to ensure that all required posting descriptions have been entered. If you are manually entering the job postings, you can copy and paste from the position description or advertisement into each added posting.)*

Posting Description Types:

- Job Summary - Required for staff and faculty
- Job Duties – Required for staff and faculty
- Minimum Requirements – Required for staff and faculty
- Preferred Requirements – Optional but encouraged for staff and faculty
- Responsibilities (Supervisory, Budgetary, Depth of Knowledge) - Required for staff and optional for faculty
- Physical Requirements - Required for jobs with physical requirements
- Working Conditions - Required for job with Working Conditions
- Work Schedule – Automatically populates when Work Schedule is selected.
- Department Marketing Statement – Optional
- Job Location - Required for staff and faculty to denote on or off-campus location
- Benefits Information – Required for non-standard benefits – Preferred for all
- Additional Comments - Optional
- Application Deadline - Required for staff and faculty
- Closing Statement – Automatically populates when Closing Statement is selected.
- Jeanne Clery Act – Automatically populates when Closing Statement is selected.

Note: The order of the posting descriptions or job descriptions does not matter. The system will automatically place each finalized posting into the proper format.

Quick Reference: Creating a Job Opening (Requisition)

Posting Information

Job Postings ?

*Posting Title Benefits Counselor II

Job Descriptions ?

*Description Type

*Visibility

Add Posting Description Delete Posting Description

Job Posting Destinations ?

Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal Posting	0 - On Approval Date	11/30/2015		
Internet	External Posting	0 - On Approval Date	11/30/2015		

Add Posting Destination

OK Cancel Preview

STEP 19 (Manually adding a posting description)

Select the Description Type from the drop-down box.

Enter the required information (e.g., if you select "Job Duties" as the Description Type, enter the job duties associated with this position into the text box).

Click Add Posting Description to add additional posting descriptions.

Important Information: An application deadline is required on all job openings and must be added manually.

*Description Type APPLICATION DEADLINE:

*Visible Internal and External

Enter the application deadline here. |

Add Posting Description Delete Posting Description

STEP 20

Click the Description Type drop-down box and select "Application Deadline."

Click the Visibility drop-down box and select the type of recruitment you require for the position. Note that internal-only postings require prior approval.

Enter the application deadline information in the text box provided.

- For faculty positions, the application deadline is the "reviewed by" date in the advertisement.
- For classified and unclassified administrative positions, the application deadline is the closing date.

Quick Reference: Creating a Job Opening (Requisition)

Advertising Information: If an advertising package has been requested in Tiger Talent, the position will be posted to the requested sites by OHR's Recruitment unit.

STEP 21

Enter the Remove Date or the Posting Duration to denote the length of time you want the job to be posted. This step is required for both internal and external postings.

Click OK.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal Posting	0 - On Approval Date	09/09/2015		
Internet	External Posting	0 - On Approval Date	09/09/2015		

Buttons: Add Posting Destination, OK, Cancel, Preview

STEP 22

Click Save and Submit to send the job opening to Recruitment for approval.

Job Opening ID NEW
Job Posting Title Benefits Counselor II
Job Code AG5500 (Benefits Counselor II)
Position Number 00009241 (Benefits Counselor II)
Primary Recruiting Location 157 (Administrative Services Bldg)

Department 3337 (Human Resources)
Job Family STA (Staff)

Buttons: Save and Submit, Save as Draft, Recruiting Home, Notification, Start Over

Job Postings

Postings	Primary Posting Title
Benefits Counselor II	

Buttons: Add Job Posting, Save and Submit, Save as Draft, Recruiting Home, Notification, Start Over, Top of Page

Important Information: Clicking Save and Submit will take you back to the Job Details page.

Quick Reference: Creating a Job Opening (Requisition)

Important Information: The status located in the top right will now display a Job Opening ID number and the status Pending Approval. The Approvals tab allows you to view the status of the job opening throughout the approval process.

The screenshot displays the 'Approvals' tab for a job opening. At the top, the status is '006 Pending Approval', indicated by an orange arrow. The job details include: Job Opening ID 100021, Job Posting Title PeopleSoft Guru, Job Code AJ1200 (Information Tech Mgr II), Position Number 00003520 (Director of BS), Business Unit CLMSN (CLMSN), Department 5337 (Human Resources), and Job Family IT (IT). The 'Approvals' tab is highlighted with a red box. Below the tab, the 'Supervisor/Recruiter Grp Aprv' section shows 'Job Opening: Pending' and 'Route to Supervisor/Recruiter' with a 'Pending' status and 'Multiple Approvers Recruiter Group'. A 'Comments Text' field is also visible.