Quick Reference:  
Creating a Job Opening (Requisition)  

**STEP 1**  
**Sign In** using your Novell User ID and Password.

**STEP 2**  
**Navigate** to Main Menu > Recruiting > Create Job Opening.
Important Information:

“Standard Requisition” defaults into the Job Opening Type field and “CLMSN” defaults into the Business Unit. These fields should not be altered.

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.

STEP 3
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.) Click continue.
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.
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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.

**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.

**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.
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.

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.)

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

STEP 14A
Click the CU Online Screening hyperlink.
From the Screening page, click the Interview Team tab at the top of the page to continue.

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

**STEP 15B**
Check “OHR Recruiters.” Click OK.

**STEP 15C**
Check “Primary” to establish the primary recruiter for the job opening.
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**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.

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

**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 class to choose the interviewer's name from the drop-down list. **Click** Add Interviewer to add additional interviewers.

**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.
You will automatically be directed to the Posting Information page.

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

**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.

**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.
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.

**STEP 22**  
**Click** Save and Submit to send the job opening to Recruitment for approval.

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