Creating a Job Opening

- Sign into PeopleSoft.
- Click Recruiting.
- Click Create New Job Opening.
- Job Opening Type: Select Standard Requisition from the drop down menu.

Choose the Job Family (Custodian, Faculty, IT, Staff, Unclassified, Unknown).
• Enter the 8-digit Position Number.
• Click the Tab key on your keyboard and the Job Code and Posting Title will populate.
• If you are using a different posting title, such as an internal title, you can change it by removing the title that defaults in and typing the new one.
• Click Continue.
Job Opening:

- The Job Creator’s information and the Job Opening Information section default in.
- The Status code will remain Draft until the job opening information is submitted.
- Please complete the section regarding the name of the employee being replaced at the bottom of the page.
Posting Sections:

- Click on Posting Sections.
- Select the required Highest Education Level from the drop down menu.
- Click the magnify icon to add required licenses or certificates.
- Click on Add Job Postings to enter or select the postings sections.
Posting Information:

- Select whether the posting will be External, Internal or Internal and External.
- Select a Description Type from the drop down menu.
- Select a Description ID from the drop down menu.
- After the Description ID is entered, the Description will default in or you may enter a description.
- Click Add Posting Descriptions to add the next Description Type.

*The following Description Types are required for staff posting: Pos Desc, Pay/Hours, Qualifications, JL (Job Location), AD (Application Deadline), KSA (Knowledge, Skills and Abilities), and Closing

*Optional Description Types include:
  - AC (Additional Comments)- these come from section 3 & 4 on the front of the position description and the comments section from the back.
  - Special Requirements- should include statements regarding certifications, licenses, etc. that are required within X amount of time.
  - CT (Competency Testing)- should be added if any type of skills test will be given.

Scroll down to see Job Posting Destination information.
Job Posting Destinations (where the posting will appear):

- Click on the drop down menu for Destination and select Internet.
- Click on the drop down menu for Posting Type and select Internal.
- Enter the Post Date.
- Enter the Remove Date (closing date—cannot be less than 5 business days).

- Complete Job Posting Destination steps again, choosing Internet and External.
- Once you are done entering all sections, click on Preview to see a copy of the job opening including closing date.
• Once you click Preview, the Job Opening will appear.
• Click Return to Previous Page to go back to Posting Information.

• If all Posting Information is correct, click OK to continue. The system takes you back to the Postings Sections page.

• Click Interview Team to continue.
• Recruiters Section- Click on Add Team.

• Select OHR Recruiters and click OK.

• The names of the Recruiters default in. Select one of the Recruiters as the Primary Recruiter.

• Hiring Manager section- Click on Add Hiring Managers.
• Click on the magnify glass icon to search for the Hiring Manager by Name or EmplID. Click Add Hiring Managers again to add another Hiring Manager. There may be multiple hiring managers; however, one must be selected as Primary.

• Interviewers section- Click Add Interviewers to continue.

• Click on the magnify glass icon to search for the name of your interviewer by Name or EmplID. Click Add Interviewers again to add another interviewer. One person should be selected as the Primary interviewer. This person will be expected to complete the interview evaluations.

• Interested Party section- Click on Add Team

• Select Access & Equity and click OK.
- Click on the Screening link to continue.

- Screening Questions- Click on Load from Question Sets.

- Scroll to the bottom and select Default Question Set.
- Click OK.
• Click on Save & Submit.

The Job Opening will be in a pending status. The next steps are required by Hiring Managers and Recruiters.