Create a Job Opening (Request to Fill)

Concept

Warning:
Do not allow a New Hire or Reappointment to begin work prior to the start date set or approved by the Department of Employment.

Purpose
There are a series of steps required to create a Job Opening. Creating an existing Job Opening occurs after you have located the position number. Creating a Job Opening will allow a Recruiter to efficiently post the position for external and/or internal application. Remember - You must have the position number in order to begin this process. If you have questions about how to obtain a position number, please see the UPK Lesson titled View Position Information.

The approval process also includes the following:
1. Recruiters should use and encourage others to use the attachments and comments sections as much as possible to communicate information about the positions.

Assumptions

- The position is approved and vacant in PeopleSoft.
- You have a funded position, as set up in PeopleSoft by the Budget Office.
- You have the position number.
- You have a copy of the position description to refer to when inputting information.
- You agree with the title and grade that are attached to the position.
- You agree with the budgeted salary amount that is attached to the position as a “not to exceed” amount.
- You are in consultation with the Recruiter during the entire job opening process. Including discussion about the applicant, you wish to offer the position.

If you have any questions contact the Recruiter for your department.

Responsibility/Role

- Managers, Recruiters
Procedure

In order to create a job opening for an existing position, a manager must know the PeopleSoft position number assigned to the vacancy. See the topic "View Position Information" for the steps to locate that information.

Once the position number is obtained, the manager may create a job opening to hire an employee. Creating the job opening will streamline the information so the Recruiter can efficiently post the position for external and/or internal review.

Let's create a Job Opening. Make sure you have the position number available before you start.

Home > Recruiting and Reappoint > Create Job Opening/Reappoint

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Recruit and Reappoint</strong> link.</td>
</tr>
</tbody>
</table>
### Business Process Document

Create a Job Opening (Request to Fill)

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**Step** | **Action**
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2. | Click the **Create Job Opening/Reappoint** link.

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Enter the desired information into the <strong>Position Number</strong> field. Enter &quot;<strong>00023438</strong>&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td>4.</td>
<td>Click the <strong>Continue</strong> button.</td>
</tr>
</tbody>
</table>

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Step | Action
--- | ---
5. | The Job Opening - Job Information page will display. Verify that the following is correct

*Date Opened Target Openings, Available Openings and Position Number.*

Notice that there are several links displayed. Each represents a page of the Job Opening, and you will use two more in this process: Salary/Staffing and Hiring Team.
Step | Action
--- | ---
6. | Enter the desired information into the **Desired Start Date** field.

Enter "09/01/2009".
Step 7. Click the **Non Posted** item in **Recruitment Contact** list.

**NOTE**: If the job opening is non-posted be sure to communicate the name of the appointee to your Recruiter.
### Step 8

Click the **Salary/Staffing** link.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click the <strong>Salary/Staffing</strong> link.</td>
</tr>
</tbody>
</table>

![Image of the Salary/Staffing link](image.png)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Use the <strong>Begin Date</strong> field if this is a temporary position or if there is an ending date. Enter &quot;09/01/2009&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the <strong>End Date</strong> field.</td>
</tr>
</tbody>
</table>

Enter "02/28/2009".
**Step 11.** NOTE: The Job Opening Salary cannot exceed the Budgeted Salary Account Amount. If the Budget Salary Account is zero, you must contact the Budget Department before proceeding.
## Step 12
Enter the desired information into the **Job Opening Salary** field. Enter "25000.00".
### Step 13

Note the Chartfield information that has defaulted in for the Position based on the Desired Start Date entered on the previous page. If the Desired Start Date is left blank, Chartfield information will not be displayed.

Per this example, this Position is split funded, 40% by the Department of IND COST: Medicine and 60% by the HU Score Program grant. Note also the end date for the grant funding source.

The Funding End Date field will be populated for positions where the funding is for a specific time period, e.g. grant funded or temporary wage positions.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Click the <strong>Hiring Team</strong> link.</td>
</tr>
</tbody>
</table>

**Hiring Team**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>Add Team to Recruiters</strong> link.</td>
</tr>
</tbody>
</table>

[Add Team to Recruiters]
Step | Action
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16. | Click the **Select** option for the Recruiter that is assigned to your unit.
### Step 17

**Action:** Click the **OK** button.

![Oracle User Interface](image-url)
18. Click the **Primary** option for your assigned Recruiter.
## Business Process Document

### Create a Job Opening (Request to Fill)

#### Step 19

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Name</strong> button to search for a Hiring Manager</td>
</tr>
</tbody>
</table>

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Last changed on: 6/11/2009 12:25 PM
Step | Action
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20. | Enter the desired information into the **Name** field.

Enter "Abigail Johnson".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
</tbody>
</table>

- **Look Up**
### Step 22
Click **Abigail Johnson** in the **Name** column.

### Step 23
Users with access to the Position Request page will be able to access any Position Request transactions that have been submitted for the Position used on the Job Opening by clicking the hyperlink that is the Requisition ID. This will open the transaction in a new internet browser window. Users who do not have access to submit or view Position Requests will be able to view the basic information displayed on this page but will not be able to access the transaction itself.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Click an entry in the <strong>Requisition ID</strong> column.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>100002222</td>
</tr>
<tr>
<td>Step</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>25.</td>
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<tr>
<td>26.</td>
</tr>
<tr>
<td>Step</td>
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<tr>
<td>------</td>
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<tr>
<td>27.</td>
</tr>
</tbody>
</table>
Step | Action
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28. | Click the **Save & Submit** button.

**Save & Submit**
Step | Action
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29. | Click the **Home** link.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>