Create a Job Opening (Request to Fill)

1. Click the **Recruit and Reappoint** link.
2. Click the **Create Job Opening/Reappoint** link.
3. Enter the desired information into the **Position Number** field.
   Enter "00023438".
4. Click the **Continue** button.
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**.
6. Enter the desired information into the **Desired Start Date** field.
   Enter "09/01/2009".
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
8. Click the **Salary/Staffing** link.
9. Use the **Begin Date** field if this is a temporary position or if there is an ending date.
   Enter "09/01/2009".
10. Enter the desired information into the **End Date** field.
    Enter "02/28/2009".
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.
12. Enter the desired information into the **Job Opening Salary** field. Enter "25000.00".
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.

14. Click the Hiring Team link.

15. Click the Add Team to Recruiters link.

16. Click the Select option for the Recruiter that is assigned to your unit.

17. Click the OK button.

18. Click the Primary option for your assigned Recruiter.

19. Click the Name button to search for a Hiring Manager.

20. Enter the desired information into the Name field.

Enter "Abigail Johnson".

21. Click the Look Up button.

22. Click Abigail Johnson in the Name column.

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.

24. Click an entry in the Requisition ID column.

25. Click the Maximize button to view the complete transaction.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>26.</td>
<td>Users can review submitted information to gain further insight into the intent of the hire request. Once finished with the review, the user can close the internet browser window and be returned to the original Job Opening window.</td>
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<tr>
<td>27.</td>
<td>Click the Close button.</td>
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<tr>
<td>28.</td>
<td>Click the Save &amp; Submit button.</td>
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<tr>
<td>29.</td>
<td>Click the Home link.</td>
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<tr>
<td>30.</td>
<td><strong>End of Procedure.</strong></td>
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