Research Job Opening Status

Concept

Job Aid and Business Process

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
This business process allows you to search for your department’s existing job openings by job opening name, ID and other search criteria. By doing so, you can determine the status of a job opening (e.g. pending, open, cancelled, closed, denied), see job details, and better manage the recruitment activities surrounding the job, such as tracking where the job opening is in the Approval process.

Assumptions
¬ You have a need to determine the status of a job opening that has been established.
¬ You are an integral part of the Hiring Department, and can utilize this feature to help manage the recruitment.

Responsibility/Role
¬ Managers, Recruiters

Flow Chart
Checking the status of a job opening can occur at any time during the Howard Hiring Process. The following diagram describes the high level steps in the Howard Hiring Process.

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**Required Field(s)**

Search criteria on Find Job Openings Search to identify Job Openings

**Output - Results**

Finding desired Job Opening information

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**Additional Information**

None
Procedure

To research the status of a job opening, use the Find Job Openings pages. This process allows you to search for job openings based on specific information.

Let's look up the status of a Job Opening.

Home > Recruiting and Reappoint > Find Job Openings

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Find Job Openings page. Click the Recruiting and Reappoint link.</td>
</tr>
</tbody>
</table>

[Image of PeopleSoft interface showing the Find Job Openings page]
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<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Find Job Openings</strong> link.</td>
</tr>
</tbody>
</table>
3. The *Find Job Openings* search page displays.

You can search using any field or combination of fields on this page.

In this example, you know the Job Opening ID, but you do not know the status.

Click the **Status** list.
<table>
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<tr>
<td>4.</td>
<td>Choose the blank space at the top of the list to see job openings regardless of Status.</td>
</tr>
</tbody>
</table>
5. At least one field must be populated to enable a search. If you were looking for all job openings at the University, you would use the Business Unit field.

In this example, you are looking for a specific Job Opening.

Click in the **Job Opening ID** field.

6. Enter the desired information into the **Job Opening ID** field. Enter "1215".

7. Click the **Search** button.

8. If you had searched on a different parameter, such as a specific Status, you might see a long list of Job Openings.

In this example, you want to know the status of a specific Job Opening. Each Job Opening has a unique number, so the list contains only one item.

Click on **Administrative Assistant I** in the **Job Opening** column.
Step | Action
--- | ---
9. | Note that several pieces of information are automatically populated on this page, such as the Date Opened. The system automatically uses the current date as the "creation date".

To see the Approval status of this Job Opening, click on the Approvals link.

10. | The Job Approvals section displays.

The name and workflow status of each approver displays.

Notice that the Status box for the Hiring Manager is green, and marked with "Approved." The next Approval box is for the Recruiter Group; it is grey and still shows a Status of "Pending."

11. | You could use the other links, such as Salary/Staffing, to review details about this Job Opening.

Click the Home link to return to your main PeopleSoft menu.
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</table>
| 12.  | Congratulations! You have completed the Find a Job Opening business process.  
*End of Procedure.* |