Create a Job Opening (Request to Fill)

1. Click the **Recruiting and Reappoint** link.

2. Click the **Create Job Opening/Reappoint** link.

3. Enter the desired information into the **Position Number** field. Enter a valid value e.g. "00000058".

4. Press [Tab] to move out of the Position Number field.

5. Basic information about this position is displayed. Verify that this is the position you want.

   Click the **Continue** button.

6. The **Job Opening - Job Information page** will display.

   Verify that the following information is correct: **Date Opened, Target Openings, Available Openings and Position Number**.

   Notice that there are several links showing. Each represents a page of the Job Opening, and you will use two more in this process: **Salary/Staffing** and **Hiring Team**.

7. More information, and input fields, are farther down the page.

   Press the left mouse button over the scrollbar and drag the mouse down until you can see the rest of the page.

8. Enter the desired information into the **Desired Start Date** field. Enter a valid value e.g. "02/01/2008".

9. Now you need to identify the Recruiter for this job opening.

   Click the button to the right of the **Recruitment Contact** field.

10. A list of Recruiters will be displayed.

    NOTE: When creating a new job opening, it is important that you select a RECRUITING item from this list, rather than a Reappointment item.

    Click the **Recruiting - Andrea Wray** list item.
11. Skip the section labeled Employee Being Reappointed to Position. That is not used for this process.  

   Click the Salary/Staffing link.

12. In the **Begin Date** field, enter a valid value e.g. "02/01/2008".  

13. Use the **End Date** field if this is a temporary position or if there is an ending date.  

   For this exercise, enter a valid value e.g. "11/30/2008".  

14. NOTE: The Job Opening Salary cannot exceed the Budgeted Salary Amount. If the Budgeted Salary Amount is zero, you must contact the Budget Department before proceeding.

15. Enter the desired information into the **Job Opening Salary** field. Enter a valid value e.g. "32000".

16. Press [Tab] to leave this input field.

17. Click the **Hiring Team** link.

18. Recruiting activities are handled by a Team with a Primary Recruiter and a backup. You will need to "attach" the Team here.  

   Click the **Add Team to Recruiters** button.

19. Select the Team by clicking on the checkbox for the Recruiter you selected as the Recruiting Contact.  

   Click the **Select** box for Andrea Wray.

20. Click the **OK** button.

21. Andrea Wray is the Primary member of this Team.  

   Click the **Primary** checkbox.

22. The Hiring Manager is the starting point of the approvals routing. Both the Job Opening (Request to Fill) and the Job Offer (Personnel Recommendation) will be routed to the supervisor of the Hiring Manager entered here. The supervisor is defined as the position to which the Hiring Manager's position reports."  

   Click the **Name Lookup** button.
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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>23.</td>
<td>For this example, the hiring manager is H Wemyss. Click on H Wemyss in the <strong>Name</strong> column.</td>
</tr>
<tr>
<td>24.</td>
<td>You can also specify one or more additional Interviewers for this Job Opening. An Interviewer can only be someone in a position that is above the position being filled. Click the <strong>Name Lookup</strong> button to see a list of potential interviewers.</td>
</tr>
<tr>
<td>25.</td>
<td>View the Search Results list. Click on Mary Yeoman in the <strong>Name</strong> column.</td>
</tr>
<tr>
<td>26.</td>
<td>You have completed this request for a Job Opening. Click the <strong>Save &amp; Submit</strong> button.</td>
</tr>
<tr>
<td>27.</td>
<td>All Approvers will be notified via e-mail or a Worklist prompt that they need to review and approve this Request.</td>
</tr>
<tr>
<td>28.</td>
<td>Use the right-hand vertical scrollbar to move back to the top of the page. Click the <strong>Home</strong> link.</td>
</tr>
<tr>
<td>29.</td>
<td>Congratulations! You have completed the Create a Job Opening process. <strong>End of Procedure.</strong></td>
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