## Research Job Opening Status

1. Begin by navigating to the *Find Job Openings* page.

   Click the **Recruiting and Reappoint** link.

2. Click the **Find Job Openings** link.

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.

4. Choose the blank space at the top of the list to see job openings regardless of Status.

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 a valid value e.g. "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.
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.

12. **Congratulations! You have completed the Find a Job Opening business process.**

    **End of Procedure.**