Creating a New Job Opening

**PATH:** Recruiting → Create New Job Opening

1. **JOB OPENING TYPE** is “Standard Requisition”.
2. Enter the 8-digit **POSITION NUMBER** to open.
   - Click the magnifying glass to search for existing positions. You can only post positions that reside within your department access. The **Job Code** field will populate automatically.
3. Click **CONTINUE**.
4. Do not modify the **TEMPLATE ID**, **JOB OPENING TYPE**, **CREATED BY**, **OPENINGS TO FILL**, **TARGET OPENINGS**, and **AVAILABLE OPENINGS**.
5. Choose the main campus on which the job resides as the **RECRUITING LOCATION**.
   - Click the magnifying glass to choose from a list of locations.
6. Indicate the **STATUS REASON** for posting the job – either because it’s a new position, or an existing position that is vacated.
7. If necessary, modify the **PROJECTED FILL DATE** to indicate when the position needs to be filled.
   - This will not impact the end of a posting; the posting will remain active until you fill it or ask for it to be removed.
8. Always choose **SEND REJECTION EMAILS**.
9. Select whether you would like to display the salary range or “TBD”.
10. Click the **AUTHORIZATION** link.
11. Add your HR **RECRUITER**, at least one **HIRING MANAGER**, and the **AUTHORIZER** for your department. Optionally, add any **RESUME RECEIVERS**.
   - Click the magnifying glass to search for existing positions. You can only post positions that reside within your department access. The **Job Code** field will populate automatically.
12. Click the **JOB POSTING** link.
13. Optionally, confirm the job title and posting description by clicking the title.
14. Click the **POSITION DESCRIPTION** link.
15. Confirm that the Position Description is correct.
   - **To make changes, click the **Edit** link in the “Job Summary” box, make your changes, and click **Save**. Close the window when complete.**
16. Click **FUNDING INFORMATION** to confirm the chartstring/grant that will fund this position.
   - Funding changes can be entered by FASIS administration users on the Position Funding page.
17. Click the **SAVE & SUBMIT** button.
   - A Job ID will be assigned and listed in the top right of the resulting screen.

Viewing Resumes

**PATH:** Recruiting → Review Job Openings/Applicants

1. If necessary, modify the **DISPLAY** filters and click the green refresh icon to see job openings.
2. Click a Job Opening title to view candidates.
3. View basic applicant details in the grid. To view the electronic **RESUME**, attached **APPLICATION**, or **COVER LETTER**, click the desired icon for that candidate.
   - **Remember to allow pop-up windows or hold the Ctrl key on your keyboard while clicking.**
   - **Notes:**
     - You may sort the list by clicking any column heading.
     - Use the **DISPLAY** drop-down box to filter your view to a particular applicant status.
     - Resumes/applications must be printed individually.
     - Only the “Primary” Hiring Manager will receive email notices of new resumes. Other Hiring Managers and all Resume Receivers must regularly check the opening.
     - You may review the Job Opening information by clicking the **JOB OPENING DETAILS** tab.

Changing a Status

**All applicants must be addressed with a status change:**

1. On the applicant list (see above), use the **TAKE ACTION** drop-down to assign a person as Rejected, Interviewed, or Offered.

   **When Rejecting** an applicant, be careful to choose the most specific Reason for rejection.

   When marking an applicant for Interview, ignore the details on the Interview screen. This will not be sent to the applicant; all arrangements must be made offline.

   When marking an applicant for Offer, be sure to choose your preferred Start Date, Salary, and provide any other notes for your Recruiter. It is recommended to also notify your recruiter about the pending offer.

   **Remember:** You cannot extend the offer until your Recruiter has notified you.
Updating a Position Description

PATH: Recruiting → Position Description

1. Enter the POSITION NUMBER you would like to modify.
2. Click the EDIT link in the Job Summary box.
3. Edit any detail of the Position Description as necessary.
4. Click SAVE.
5. The description is now updated and, if necessary, your HR Recruiter will update the Posting Description that appears on the jobs website.

Note: The Position Description can be updated at any time and does not have to be in conjunction with posting a job opening.

Approving a Job Opening

Approvers will receive an automatic email when a job opening is awaiting their approval.

1. Click the link in the email (or go direct to Self Service and log in).
2. Choose the WORKLIST link in the upper right corner of the screen.
3. Select the link in your worklist that corresponds to the job opening you wish to approve.
4. Review the Job Opening details.
5. Click the POSITION DESCRIPTION link to view the description.
6. Click the APPROVALS link.
7. Add any comments into the COMMENTS box, particularly if you will be denying the opening.
8. Choose the APPROVE or DENY button as appropriate.

If Approved, an email will be sent to your HR Recruiter for review and final authorization. If Denied, the Data Coordinator will be notified.