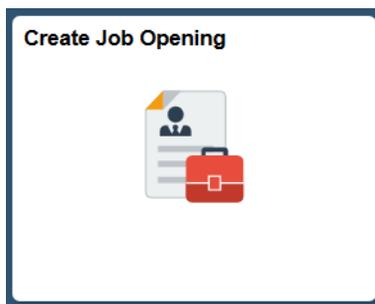


Chapter One

Creating a Job Opening

Job Openings can be created by managers, recruiters, and recruiting administrators. Job Openings are

1. To create a job opening, managers must login to OneUSG Connect and enter Manager Self Service.
2. Click on the “**Create Job Opening**” tile



Primary Job Opening Information

Job Opening Type

- Standard Requisition is the default value and cannot be changed by managers
- Standard Requisitions are job openings attached to a specific position
- If a Continuous Job Openings are not linked to positions. They can only be created by Human Resources.

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The screenshot displays the 'Primary Job Opening Information' form. At the top, there is a 'Recruiting Home' link. Below it is the 'Job Details' section, which includes the following fields and values:

Job Opening Type	Standard Requisition
*Business Unit	30000 Columbus State University
Position Number	10000010 Professor
Department	1100103 Management & Marketing
Job Code	200X00 Professor
*Recruiting Location	1254 Columbus State University
*Job Posting Title	Professor

Business Unit

- Users default business unit (institution) will appear

Position Number

- Enter the position number that you are creating the job opening to fill.
- Consult HR or Budget Office if you are unsure of the correct position number. This is important because if entered incorrectly, you will have to start the process over again.

Recruiting Location

- Select the appropriate campus

Job Posting Title

- If a valid position number was selected, the position title will default in this field. Managers may change the title if necessary

Note: Certain fields are greyed out. Both managers and recruiters will not be able to interact with them.

3. Once you have complete the "Job Details" section of the Primary Job Opening Information page, click on the [Continue] button.

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The screenshot shows the 'Job Opening' creation interface. At the top, there are navigation links: 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', and 'Start Over'. Below this is a banner area (A) containing job details: Job Opening ID (NEW), Job Posting Title (Professor), Job Code (200X00 (Professor)), Position Number (10000010 (Professor)), Status (005 Draft), Business Unit (30000 (Columbus State University)), Department (1100103 (Management & Marketing)), and Primary Recruiting Location (1254 (Columbus State University)).

Below the banner are tabs for 'Job Details', 'Questionnaire', 'Job Posting', and 'Hiring Team'. The 'Opening Information' section (B) includes: Job Opening Type (Standard Requisition), *Openings to Fill (Limited Number of Openings), Target Openings (1), and Available Openings (1). Below this are fields for Department (1100103), Status Code (005 Draft), Status Reason, and Status Date (12/26/2017). A 'Desired Start Date' field (H) is also present.

The 'Employees Being Replaced' section (I) has a table with columns for *Employee ID and Name, and an 'Add Employee' button below it.

At the bottom, there are navigation links: 'Save and Submit', 'Save as Draft', 'Recruiting Home', 'Notification', 'Start Over', and 'Top of Page'.

4. Job Details Page

A. Position-specific details are shown in the banner at the top of the page.

B. Openings to fill

- If you will be filling a finite number of vacancies, then select **Limited Number of Openings**
- If you do not have pre-determined number of vacancies, select **Unlimited Number of Openings**

C. Target Openings

- Use the Target Openings field to indicate how many people can be hired for this job opening.

D. Available Openings

- The Available Openings field initially matches the Target Openings field.
- As applicants are hired, the system adjusts the number of available openings to show how many spots are still open.

Creating a Job Opening

E. Department

- Defaults from position selected

F. Status (Code)

- This will always be draft – Only after Approval will job be in 'Open' status

G. Status Reason

- Select the reason for filling the vacancy:
 - Job Posting Reopened
 - New Position
 - Position Vacated
 - Temporary Assignment

H. Desired Start Date

- What is the anticipated start date for this employee(s)

I. Employees Being Replaced (Optional)

- You may enter or search for the employee being replaced

The screenshot shows a web form titled "Job Opening". At the top, there are navigation links: "Save and Submit", "Save as Draft", "Recruiting Home", "Notification", and "Start Over". The form contains the following fields and values:

- Job Opening ID: NEW
- Job Posting Title: Professor
- Job Code: 200XXXX (Professor)
- Position Number: 10000010 (Professor)
- Status: 005 Draft
- Business Unit: 30000 (Columbus State University)
- Department: 1100103 (Management & Marketing)
- Primary Recruiting Location: 1254 (Columbus State University)

Below these fields are tabs for "Job Details", "Questionnaire", "Job Posting", and "Hiring Team". The "Questionnaire" tab is selected and highlighted with a red arrow. The "Opening Information" section includes:

- Job Opening Type: Standard Requisition
- *Openings to Fill: Limited Number of Openings
- Target Openings: 1
- Available Openings: 1
- Department: 1100103 (Professor, Management & Marketing)
- Status Code: 005 Draft
- Status Reason: (dropdown menu)
- Status Date: 12/26/2017
- Desired Start Date: (calendar icon)

The "Employees Being Replaced" section has a table with columns for "Employee ID" and "Name". There is one row with "1" in the "Employee ID" column. Below the table is an "Add Employee" button.

At the bottom, there are navigation links: "Save and Submit", "Save as Draft", "Recruiting Home", "Notification", "Start Over", and "Top of Page".

- Once you have completed the Job Details tab, click on the **Questionnaire Tab**.

Creating a Job Opening

5. Questionnaire

Additional Job Specifications ? Find | View All First 1 of 1 Last

Screening Questions ?

*Question	Question Order	Action
Drug Screen and/or Physc Exam	1	View Answers
Background Check	2	View Answers
Current or Former USG Employee	12	Enter Evaluators
Retiree Yes or No	3	View Answers
State of Georgia Retiree?	4	View Answers
Domestic Partner or Relatives	14	Enter Evaluators
Currently enrolled in classes	5	View Answers
legally eligible for employmen	6	View Answers
Now or future sponsorship req?	7	View Answers
Discharged or forced to resign	13	Enter Evaluators
Goodstanding	8	View Answers
Org mbmrshp US or State Govern	11	Enter Evaluators
18 years of age or older	9	View Answers
Work Ready Certification	10	View Answers

Add Screening Question Load from Question Set

Applicant Screening ?

Job Code 461U00 Senior IT Application Support

Max Total Points Must Pass Previous Levels

Sequence	Screening Levels
1	Online Screening
2	Manual Screening

Add Screening Option

- All job openings must have the standard question set. These questions will automatically populate on the Questionnaire tab

6. Additional Screening Questions

- Questions not included in the standard set can be added by selecting the “Add Screening Questions” button and choosing the applicable question from the list provided.
- To add an individual screening question, click on the magnifying glass icon
- If there is a question you would like to add to your job posting that is not already on the list, Managers should contact Human Resources.

Creating a Job Opening

Recruiter Notes
Screening

Recruiters (HR) can assign point values to screening questions and applicant answers to questions can be used to eliminate them from the applicant pool.



Sequence	Screening Levels
1	Online Screening
2	Manual Screening

Online Screening is in effect as applicants apply to job openings. Questions slated for online screening can disqualify applicants from your search and place

them in “Reject” list. Online screening, including prescreening, applies this requirement instantly; there is no opportunity for a human to review screening results before applying them.

Manual Screening occurs once the applicant pool has been established and the job posting is closed. Recruiters will manually run a process to rank applicants based on their answers to selected questions.

Refer to **Appendix-Screening Questions** for additional information on administering applicant screening.

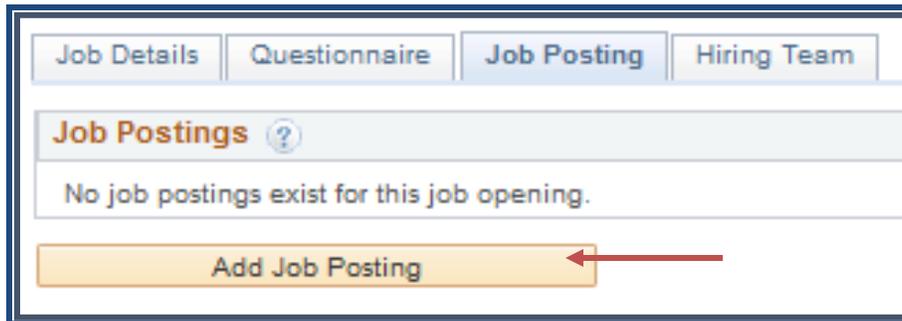
- 7. Once you have completed the Questionnaire tab, click on the Job Posting Tab:



Creating a Job Opening

8. Add Job Posting

- Job Postings are the advertisements that candidates view before applying to positions
 - **External Postings:** Postings exposed to the world-wide web; candidates can be from anywhere
 - **Internal Postings:** Only current USG employees can apply
- Start by clicking on the “**Add Job Postings**” button



NOTE

If this position is associated with a non-person (job) profile, the Job Summary, Job Duties and Responsibilities, Required Qualifications, and Preferred Qualifications fields will populate on the job posting. Users have the ability to edit those fields and determine their visibility.

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Creating a Job Opening

9. Job Posting Description Page

The screenshot shows the 'Job Postings' form. At the top, the '*Posting Title' field contains 'Professor'. Below it, the 'Job Descriptions' section has a '*Description Type' dropdown menu and a '*Visibility' dropdown menu. A rich text editor toolbar is visible above a large text area containing the placeholder text 'Enter your text here.'. Below the text area are two buttons: 'Add Posting Description' and 'Delete Posting Description'. At the bottom of the form is the 'Job Posting Destinations' section, which includes a table with columns for '*Destination', '*Posting Type', 'Relative Open Date', 'Post Date', 'Remove Date', and 'Posting Duration (Days)'. There are also 'Add Posting Destination', 'OK', 'Cancel', and 'Preview' buttons.

Once you have verified that the correct posting title is displayed, selected a field name, and selected visibility, add field text to be displayed.

This screenshot is identical to the one above but includes annotations: 'A' points to the '*Posting Title' field, 'B' and 'C' point to the '*Description Type' and '*Visibility' dropdown menus respectively, 'D' points to the 'Add Posting Description' button, and 'E' points to the 'Delete Posting Description' button.

A. **Posting Title:** Advertised title

B. **Description Type:** About Us, Conditions of Employment, Job Summary, Responsibilities, Qualifications, etc.

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- C. **Visibility:** Internal, External, or both
- D. **Add Posting Description:** Add an additional field
- E. **Delete Posting Description:** Remove current field

10. Add Posting Destinations

CSU Faculty Postings
CSU Staff Postings
CSU Student Postings
College Recommendation
Executive Search
GCSU Faculty Postings
GCSU Staff Postings
GCSU Student Postings
GGC Postings
GSW Postings
Internet
Intranet
Open House
Other
Posting
Services Procurement
USO Postings
VSU Faculty Postings
VSU Staff Postings
VSU Student Postings

Select appropriate job board(s) to house advertisements and length of time to be posted

Each institution will be listed as a job board or multiple job boards. Select the appropriate institution when determining the posting destination.

Most postings will be both internal and external

Open Date - When would like the job posting to be visible to applicants

- o Managers can select that postings be visible/open immediately following approval

Remove Date- When should the job posting no longer be visible to applicants?

11. Click the "Preview" button to see how the posting will appear to applicants

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
Internet	Internal Posting	0 - On Approval Date	12/27/2017	01/26/2018	30	
Internet	External Posting	0 - On Approval Date	12/27/2017	01/26/2018	30	

Add Posting Destination

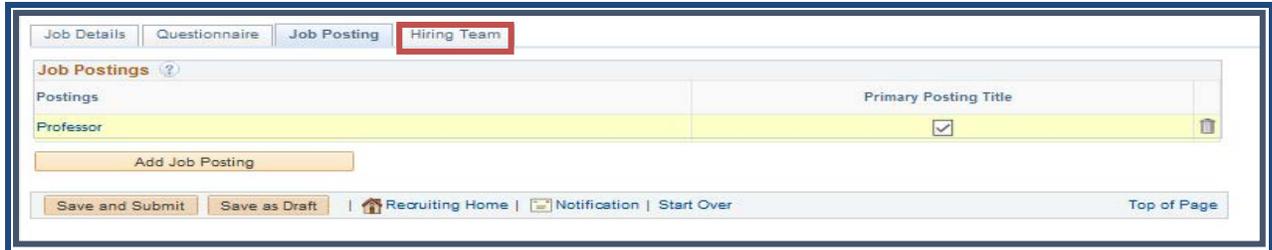
12. Click the "OK" button to complete the posting

OK Cancel Preview

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13. Once you have completed the Job Posting, click on “Hiring Team” to proceed further.



The screenshot shows a web interface for creating a job opening. At the top, there are four tabs: "Job Details", "Questionnaire", "Job Posting", and "Hiring Team". The "Hiring Team" tab is selected and highlighted with a red box. Below the tabs, there is a section titled "Job Postings" with a help icon. Underneath, there is a table with two columns: "Postings" and "Primary Posting Title". The first row in the table has "Professor" in the "Postings" column and a checked checkbox in the "Primary Posting Title" column. Below the table is an "Add Job Posting" button. At the bottom of the interface, there are several navigation buttons: "Save and Submit", "Save as Draft", "Recruiting Home", "Notification", "Start Over", and "Top of Page".

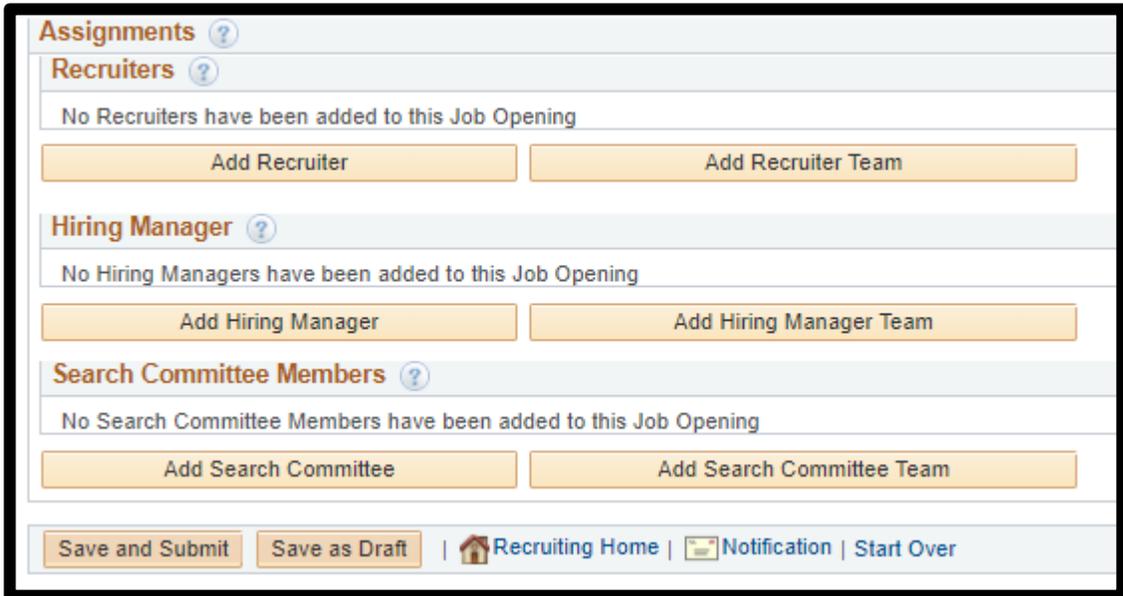
14. Hiring Team Page

- **Recruiters**
 - Who in Human Resources should be responsible for sheparding this job opening?
- **Hiring Manager- REQUIRED**
 - Who is the hiring manager for this position?
- **Search Committee**
 - Who will need access to review applications?
 - Not Required

15. Once you have completed all sections of a job opening, click on the “**Save and submit**” button to submit the job opening for approval.

NOTE: Use the “Save as Draft” button at any time to save work as you progress through the job posting

Creating a Job Opening



16. Approvals

- Each institution has created determined approval paths for transactions submitted in HCM
- Once the Job Opening has been approved, it will be posted

