

Job Opening Checklist



UNIVERSITY SYSTEM
OF GEORGIA

Job Opening Information		
Job Posting Title	Position Number	Job Opening ID

Task List

(Check box when complete)

Primary Job Opening Information	<input type="checkbox"/> Enter Position Number <input type="checkbox"/> Enter Recruiting Location <input type="checkbox"/> Review Posting Title- <i>Change if Necessary</i> <input type="checkbox"/> Click [Continue] to proceed further
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Job Details	<input type="checkbox"/> Select appropriate "Openings to Fill"* <input type="checkbox"/> Enter Target Openings* <input type="checkbox"/> Select Status Reason* <input type="checkbox"/> Enter Desired Start Date <input type="checkbox"/> Select Employee(s) being replaced
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Questionnaire	<input type="checkbox"/> Verify that the Standard Question Set loads <input type="checkbox"/> Add Screening Questions
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Job Posting	<input type="checkbox"/> Enter Job Summary <input type="checkbox"/> Enter Required Qualifications <input type="checkbox"/> Enter Preferred Qualifications <input type="checkbox"/> Enter Required Documents to Attach <input type="checkbox"/> Enter Optional Documents to Attach <input type="checkbox"/> Enter Equal Employment Opportunity <input type="checkbox"/> Enter Apply Before Date	<input type="checkbox"/> Enter About Us <input type="checkbox"/> Enter Proposed Salary <input type="checkbox"/> Enter Responsibilities <input type="checkbox"/> Enter Posting Destinations* <input type="checkbox"/> Enter Posting Type(s)* <input type="checkbox"/> Enter Open Date* <input type="checkbox"/> Enter Remove Date*
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Hiring Team	<input type="checkbox"/> Select Recruiters* <input type="checkbox"/> Select Hiring Manager* <input type="checkbox"/> Select Search Committee Members
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Once you have completed the Job Opening, submit the opening for approval using the [Save and Submit] button.

* Required Tasks