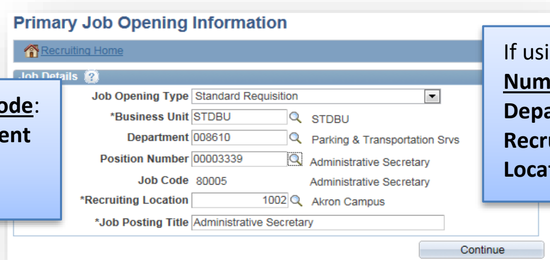
ENTER JOB OPENING - PAGE 1

Enter Primary Job Opening

1. Login to PeopleSoft at: https://uazips.sharepoint.com/teams/UAPeopleSoftUsers/SitePages/UA-Site-of-Sites.aspx
2. From the main menu, select **Recruiting > Create Job Opening.**
3. In the **Job Opening Information** box**,** enter the following:
   a. **Department:** Leave blank, if entering the **Position Number** (will auto-populate)**.** Otherwise, if entering the **Job Code,** enter the Department from the Position Approval form.
   b. **Position Number**: Enter **Position Number** from the Position Request approval. The information for Department, Job Code, Recruiting Location and Job Posting Title will populate automatically.
   c. **Job Code**: Only enter for part-time, temporary jobs.
   d. **Recruiting Location**: If you must manually enter the **Job Code**, you will have to enter the **Recruiting Location** as well.
4. Click **Continue**.

If using a **Job Code**: Enter **Department** & **Recruiting Location**



If using a **Position Number**: Leave **Department** & **Recruiting Location** blank

5. The **Job Opening – Job Details** page displays.

Enter Job Details

1. **Status Reason**: Either **New Position** or **Replacement.**
2. **Desired Start Date:** Estimated start date. Must be a minimum of first day after person leaves, if this is a replacement position. If funded by a grant account, contact your grant accountant to verify the date.
3. **Location/Recruiting Location:** Verify both locations are accurate.
4. **Employees Being Replaced**: If replacement position, enter the incumbent's Employee ID.
5. **Schedule Type**: Select Full-Time or Part-Time.
6. **Regular/Temporary:** Select the appropriate option.
7. **Begin Date**: Leave blank, unless temporary position. If temporary, should match Start Date.
8. **End Date**: Leave blank, unless temporary position.
9. **Salary Range From** and **To**: Review and match to position approval.
10. **Pay Frequency:** Review and match to position approval.
11. Click **Save as Draft**.
12. **Job Opening ID** is assigned and displayed in the top left corner of the job opening page – **write down this number!**

Refer to the job aid, "Search Waivers" for instructions regarding the Search Waiver process

Enter Hiring Team

1. Click the **Hiring Team** tab.
2. Click **Add Recruiter Team**. Select the corresponding recruiter team.
3. Check the **Primary** box for the primary recruiter.
4. Click **Add Hiring Manager.** Click the magnifying glass icon to search for the Hiring Manager by Empl ID (preferred) or name.
5. Click **Add Interviewer**. Click the magnifying glass icon to search for each Interviewer (Search Committee) by Empl ID (preferred) or name. Continue to click **Add Interviewer** until all the interviewers are entered. **NOTE:** All Interviewers/Search Committee members must have completed Search Committee Training before they can be added. If training has not been completed the name will highlight red and cannot be saved.
6. If the job opening is academic in nature, click **Add Interested Party Team**. Select 1003 Interested parties Team. **NOTE:** Add the Search Chair and yourself as an Interested Party to view data in My Akron.
7. Click **Save as Draft**. **NOTE:** Screening Team is **NOT** used.

ENTER A JOB OPENING - PAGE 2

Enter Job Posting Information

Use the Classification Specification to complete this information.

1. Click the **Job Postings** tab.
2. Click **Add Job Posting** link.
3. Add **Posting Title** – spell out title that is displayed or add title
4. **Description Type**: Select the type from the drop-down. The HPM should enter:
    a. Required Qualifications
    b. Preferred Qualifications
    c. Responsiblities (use Class Spec as guideline)
    d. Application Instructions.
5. **Visibility**: Select Internal or External. If internal only job posting, select Internal.
6. **Template**: Leave blank – except when using the description of **Application Instructions**. In that case, select the template **Application Instructions** from the drop-down and modify as needed.
7. Continue to click on the **Add Posting Description** link until all of the information is entered.
8. **NOTE:** Human Resources (assigned HR Admin/Recruiter) will complete the **Job Posting Destinations** area.
9. Contact your Human Resources Administrator/Recruiter for information regarding job posting timelines.
10. Click **Preview**.
11. Click **Return to Previous Page.**
12. Click **OK**.
13. Click on **Save as Draft.**

NOTE: The **Qualifications** and **Screening** tabs are **NOT** used.

Enter Advertising Information

1. Click the **Advertising** link ***located in the far right*** of the screen.
2. **Tenured Position**: Check if this is a tenured faculty position.
3. **If temporary, is job sponsored?**: Check if this is a temporary grant position.
4. **Advertising Activities**: If placing an outside advertisement, enter all advertising locations along with networking activities, conferences, direct contacts, list serves, online resources, etc. **NOTE:** If advertising on any listservs, the job posting from our UA jobs page must be used.
   ****If requesting an internal to UA only search, indicate here.**
5. **Background Check Account Code:** Enter the six -digit account code followed by a hyphen and GL code **5750**.
    a. If needed, use the **add a Row** (+) tool to split the background expense to multiple account codes**.**
6. **Advertising Account Code:** Enter the six-digit account code followed by a hyphen and GL code **5789**.
    a. If needed, use the **add a Row** (+) tool to split the background expense to multiple account codes**.**
7. **Salary and Benefits Account Code**: Should populate automatically. If not, enter the speedtype followed by a hyphen and the GL code.
8. **Click Save**.
9. Click the **Return to Job Opening** Link**.**

Save and Submit Job Opening

1. Click **Save as Draft.**
2. Click **Save & Submit**.
3. The job status should change from "**Draft**" to "**Pending Approval.**"
4. The **Approvals** tab is now available and will display the approval routing. Use this link to view where the job opening is in the process.

Save & Submit kicks off the workflow routing and sends notification to the Recruiter.