9.2 Create Job Openings - End to End Process (Navigation to include Fluid Tile and NavBar)

Purpose: Use this document to work through the process of creating a job opening and entering job details, to include; adding a hiring team, adding qualifications, screening criteria and creating a job posting.

Audience: Recruiting Administrator

⚠ You must have at least one of these local college managed security roles:

- ZZ HCM Manager
- ZZ Hiring Manager
- ZZ Interested Party
- ZZ Recruiter
- ZZ Recruiting Admin Local

    If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Create Job Openings - End to End Process

💡 This QRG has sections - Select the arrow next to the section heading to expand if needed.

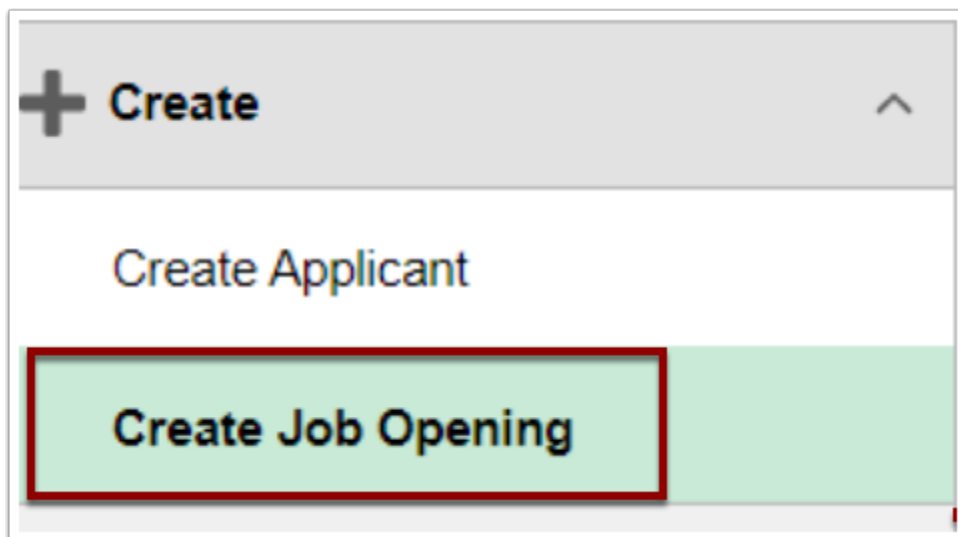## Creating a Job Opening - Using Fluid Tile Navigation

Navigation: Recruiting Homepage > Recruiting Activities Tile
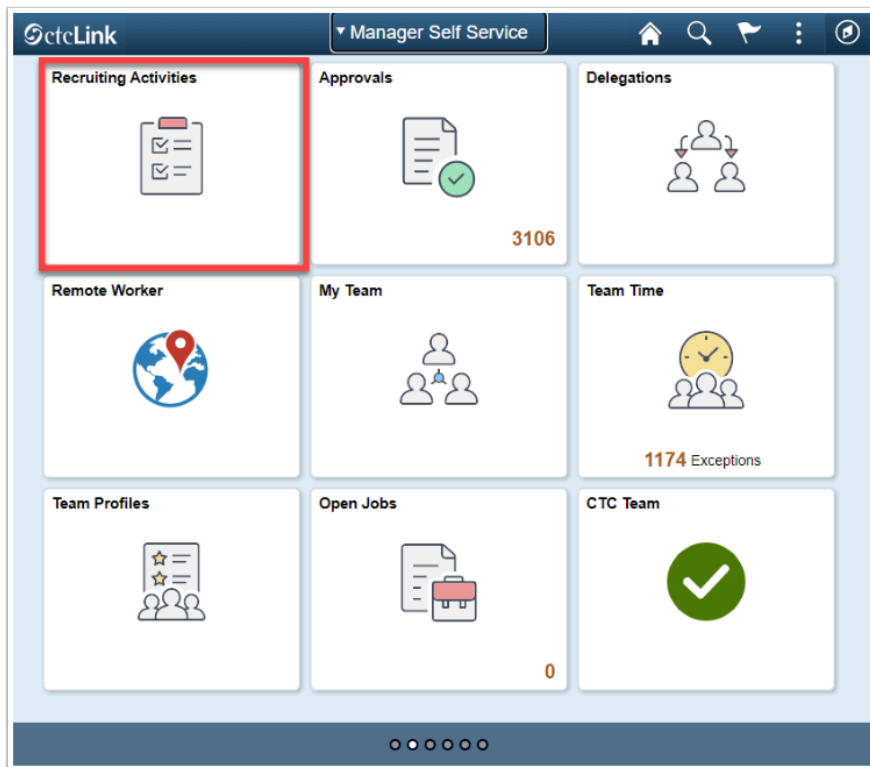
1. The **Recruiting Activities** page displays with a list of navigation collections to select.
2. Select the **Create** menu to expand.
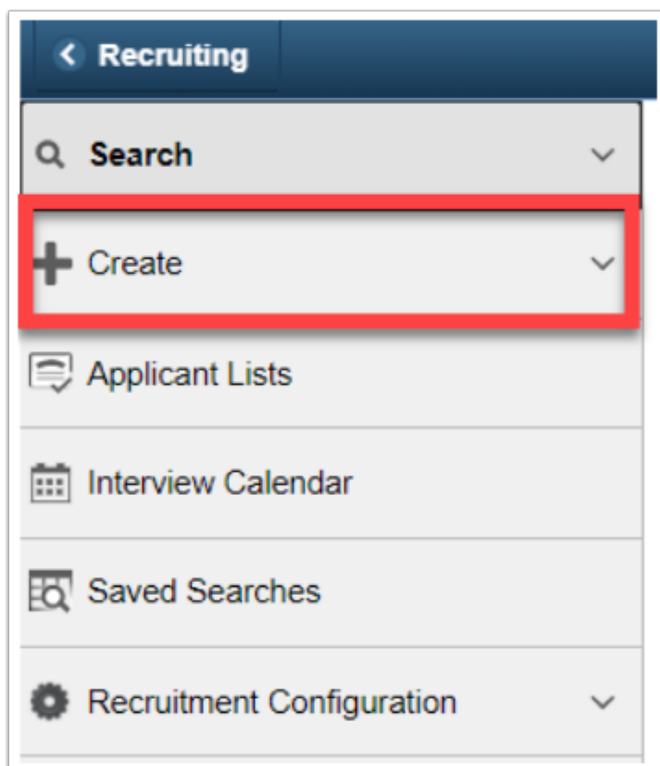
3. Select the **Create Job Opening** option from the sub-menu.

Creating a Job Opening - Using Alternative Navigation

Navigation: NavBar > Navigator > Recruiting > Create Job Openings

> ℹ️ Regardless of which navigation is used, continue with the following steps after navigating to the Create Job Opening page.

Primary Job Opening Information Page

4. The **Primary Job Opening Information** page displays.
5. Select the **Job Opening Type** field drop-down menu and select:
    - Select **Standard Requisition** for job openings with a posting end date; **or**
    - Select **Continuous** for job openings that your college/agency is always hiring for (i.e. adjunct).

6. The **Business Unit** defaults, per the Users institutional security access, change if necessary.
7. Select the **Department** lookup icon and select the desired department. HCM Department numbers begin with **98** and **99** and are associated with a Company Code; all other departments are used for accounting purposes and will not list the appropriate positions.
8. Select the **Position Number** lookup icon and select the desired position, or enter the position number if known, if applicable.

> 💡 **Note:** Once the Position Number is selected, it will pre-fill the remaining fields.

Job Openings can be created without a position number; however, the position information will not auto-populate into the Job Data during the Hire Process.

9. If no position number was added in previous step, complete the remaining fields.
10. Select the **Job Code** lookup icon and select the desired job code, or enter the Job Code if known.
11. Select the **Recruiting Location** lookup icon and select the desired location.
12. Change the **Job Posting Title.**
13. Select the **Continue** button.

Entering Job Details

14. The **Job Opening** page displays.
15. Use this page to enter information about the job opening being created.
16. Select the **Openings to Fill** drop-down menu:
    - Select the **Limited Number of Openings** option for **Standard** job opening types (change the number of **Target Openings** if needed), or
    - Select **Unlimited Number of Openings** for Continuous job opening types.
    - The **Establishment ID**, **Business Unit**, and **Company** fields default to the appropriate values. If fields are blank, leave them blank.

18. **Department**, **Status Code**, and **Status Date** default to the appropriate values.
19. Select the appropriate **Status Reason** option.
20. Enter the desired start date for the job opening in the **Desired Start Date** field.
21. **Encumbrance Date**, **Projected Fill Date**, **Date Authorized**, and the **Referral Program ID** fields are not used.
22. Select the appropriate **Recruitment Contact**.

23. Select the **Add Recruiting Location** button to add additional locations.
24. Select the **Add Recruiting Locations** button to add additional recruiting locations.

25. The **Position** information will pre-populate if selected during the standard creation of the job opening. Use this section to add additional positions if there is more than one vacancy to fill for this job opening.
26. If applicable, enter the **Employee ID** of the employee being replaced or select the **Add Employee** button if multiple employees are being replaced.

27. In the **Additional Job Specification** section, the information defaults from the job code and position data. Enter or update the **Staffing Information** and **Salary Information** sections, if necessary.

Adding a Hiring Team

💡 The **Assignments** section is where you can add individuals who are involved in hiring for the job opening.

28. Select **Add Recruiter** button and select the lookup icon.
    • Select the **Add Recruiter Team** to auto-populate the list of Recruiters at your college/ agency.

29. The **Look Up Recruiter ID** pagelet displays.
30. Enter the **First Name** or **Last Name** (Number 3 on image).
31. Select the **Search** button. The Search Results display (Number 4 on image).
32. Select the **Empl ID** link from the results (Number 5 on image).

33. The **Recruiter** is added.

34. To add multiple recruiters, select **Add Recruiter Team.**

35. The **Add Team** page displays.

36. In the **Select** column, select the box next to the appropriate team.
37. Select the **OK** button.

38. The **Job Opening** page displays with updated results.

39. To assign a Hiring Manager for the job opening, select **Add Hiring Manager** and repeat process from prior section.

> ⚠ **Advisory:** Only employees with Hiring Manager security role will appear in this menu option.

40. To add a Hiring Manager Team, select **Add Hiring Manager Team** and repeat process from prior section.

Add Team

Team

Select	Team ID	Description
☑	1	Recruiter Team
☐	2	Interested party team

OK   Cancel

Hiring Managers ⑦

*Name	Manager ID	Primary	
Ellery Thomas 🔍	101002456	☑	🗑
Winter Boyd 🔍	101001178	☐	🗑
Celyn Wilson 🔍	101003786	☐	🗑

Add Hiring Manager   Add Hiring Manager Team

41. Use the same process to complete the following sections as needed:
    - **Interviewers**
    - **Interested Parties**

Adding Qualifications

42. Select the **Qualifications** tab from the Job Opening page.
43. The **Qualifications** section displays.
44. Select the **Highest Education Level**, if applicable.
45. Enter the **Years of Work Experience** required for the position, if applicable.

46. Select the **Add Degrees** button to add a specific type of degree required for the position, if needed.
47. The **Add Degrees** pagelet displays.
48. The **Date Acquired** field defaults to today's date, change if needed.
49. Select the lookup icon in the **Degree** field to select the degree required for the position. This is a required field for this section; all other fields are optional but require manual entry.
50. Select **Save** or **Save and Add Another** if adding more than one degree.

51. Select the **Add Language Skills** button to add a specific language required for the position, if needed.
52. The Add Language Skills pagelet displays.
53. The **Evaluation Date** field defaults to today's date, change if needed.
54. Select the lookup icon in the **Language** field to select the degree required for the position. ***This is a required field for this section; all other fields are optional***.
55. Select **Save** or **Save and Add Another** if adding more than one language type.
56. The **Proficiency** (Reading, Speaking, and Writing) fields are optional but can be rated a Low, Moderate, or High.

57. To add additional qualifications, repeat steps in the above section.
58. To add **Employment Questions** or **Skills Questions**, select **Add Employment Question** button.
59. The Add Employment Question pagelet displays.
60. Select the look up icon, to search for the desired question.
61. Select the question.
62. In the **Question Order** field, enter the number for which this question should appear in sequentially.
63. Check the "**Required**" box if the question is required.

64. To add a set of questions, select the **Load from Question Set** button.
65. The **Select Questions Sets** pagelet displays.
66. The list of predefined **Question Sets** will appear.
67. Select the desired Question Set.
68. Select the **OK** button at the bottom of the page.

Select Question Sets

Question Set

Select	Question Set ID	Description
☑	1	Work in the USA
☐	2	Working Conditions
☐	3	Veterans Questions Set
☐	1001	CCS Agency Wide Questions
☐	1002	All Jobs
☐	1003	Addiction Studies Supplemental
☐	1004	Biology Instr Supp Questions
☐	1005	Nursing Asst Supp Questions
☐	1006	Nursing Instr Supp Questions
☐	1007	Adjunct (Part-time) Instructor
☐	1008	Adjunct Counselor
☐	1009	Adjunct Instructor Pool
☐	1010	Custodian (Part-time)

69. The predefined questions will auto-fill in the **Employment Questions** section.
70. Update the **Question Order** as needed.

Employment Questions ⓘ

*Question	Question Order	Required	Action	
Relatives working here 🔍	2	☐	Enter Evaluators	🗑
Higher Education 🔍	1	☐	View Answers	🗑
Physical Requirements 🔍	3	☐	View Answers	🗑
Accommodation 🔍	4	☐	Enter Evaluators	🗑
Eligible Veteran 🔍	5	☐	View Answers	🗑
Are you 18 or older 🔍	2	☐	View Answers	🗑
170 Authorized to Work 🔍	1	☐	View Answers	🗑

Add Employment Question	Load from Question Set

71. To add **Skills Questions**, if applicable, repeat the steps above for **Employment Questions**.

> ℹ️ **Please note:** Question Sets are predefined and will be defaulted on the job opening. Any question not included in the predefined Question Set will need be to manually selected/entered at this time.

Adding Screening Criteria

72. Select the **Screening tab** to add screening criteria for this job opening.
73. Select the **CTC Online Screening link** to add questions to the screening levels.

74. The **Screening Criteria** page displays.
75. In the **Screening Requirements** section, you can do the following:
    - Select the **Edit Details** link to edit the assigned point value for a specific question.
    - Check the **Use in Screening** box to assign the question to this screening level.

- Check the **Required** box to restrict applicants from skipping the question.

76. Select **Apply.**
77. Select the **OK** button.

Adding Job Posting Details

78. Select the **Job Postings** tab.
79. Select the **Add Job Posting** button.

80. The **Posting Information** page displays.
81. The **Posting Title** will auto-populate from the Job Opening Details but can be updated for the posting, if desired.

82. Select the **Description Type** from the drop-down menu.
83. Select the **Template** from the drop-down menu (should coincide with the Description Type).
84. Select the **Visibility** from the drop-down menu (only three options; Internal and External or both).
85. Select the **Add Posting Description** to add more than one description.

86. The **Job Posting Destinations** section displays.

87. Select a **destination that is pertinent to your college**, for example-State Board would use SBCTC Career Site for the **Destination**.
88. Select the **Posting Type** (Typically **Internal** and **External, one line for each type**).
89. Select the **Relative Open Date** (this is the date you want the Posting to go live).
90. Enter the **Post Date** (this field will autofill based on the option selected for the **Relative Open Date**).
91. Select the **Remove Date.**
92. Enter **Posting Duration**, if needed (this field will autofill based on the option selected for the Post and Remove dates).
93. Select the **Preview** button to view the posting draft (there is an option to view both the External and Internal posting).

> **⊖ Note:** Each Posting Destination must be added individually by Selecting **Add Posting Destination**. Then Repeat steps above steps for each destination.

94. The **Job Description** page displays.
95. Select the **Switch to Internal View** link, if posting details have been set up different for internal candidates.
96. Select **Return to Previous Page**.

97. The **Posting Information** page displays; make edits to the posting description if needed.
98. Select the **OK** button.
99. The **Job Opening** page displays.
100. Select **Save and Submit**.

> ℹ️ **NOTE:** *Job Openings will be posted/updated at approx. 8:00 AM, 12:00 PM, 4:00 PM and again at 8:00 PM. You may not see the posting immediately-please check back for posting to show.*

101. The process to create a job opening is now complete.
    - If approval is required, the job opening will be routed for review and approval.
    - The Approval Tab will appear
    - The Status of the Job Opening will change from Draft to Pending or Open if approval is not required.

102. End of procedure.