

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

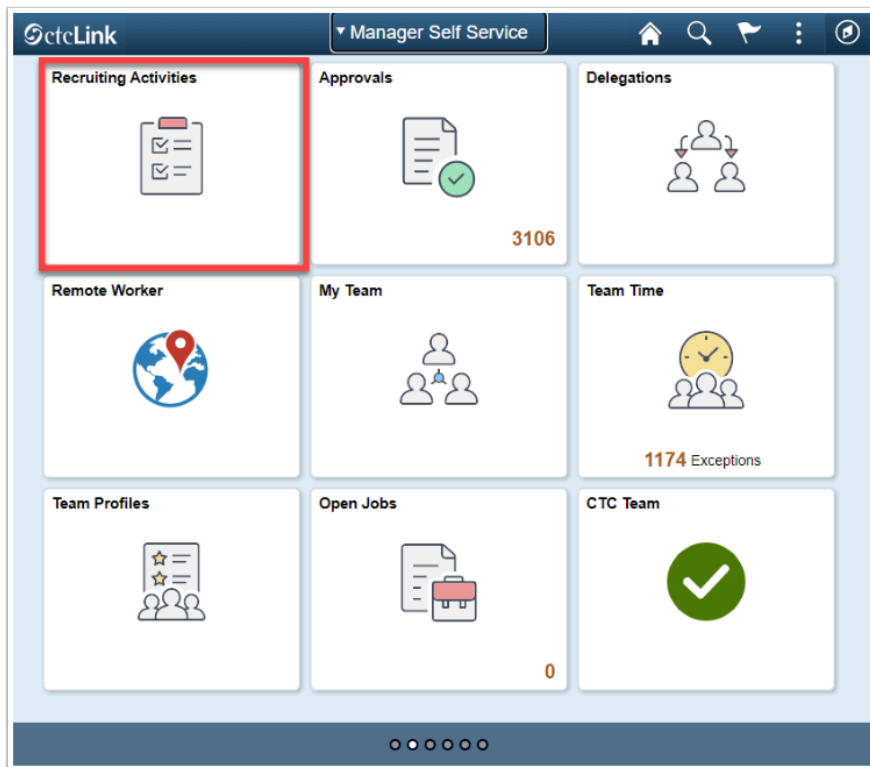
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Create Job Openings - End to End Process

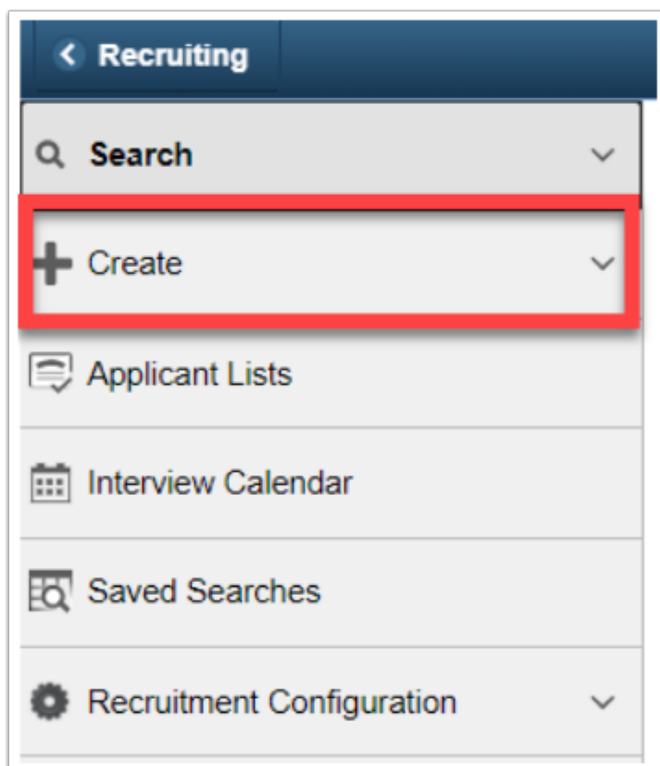
 This QRG has sections - Select the arrow next to the section heading to expand if needed.

Creating a Job Opening - Using Fluid Tile Navigation

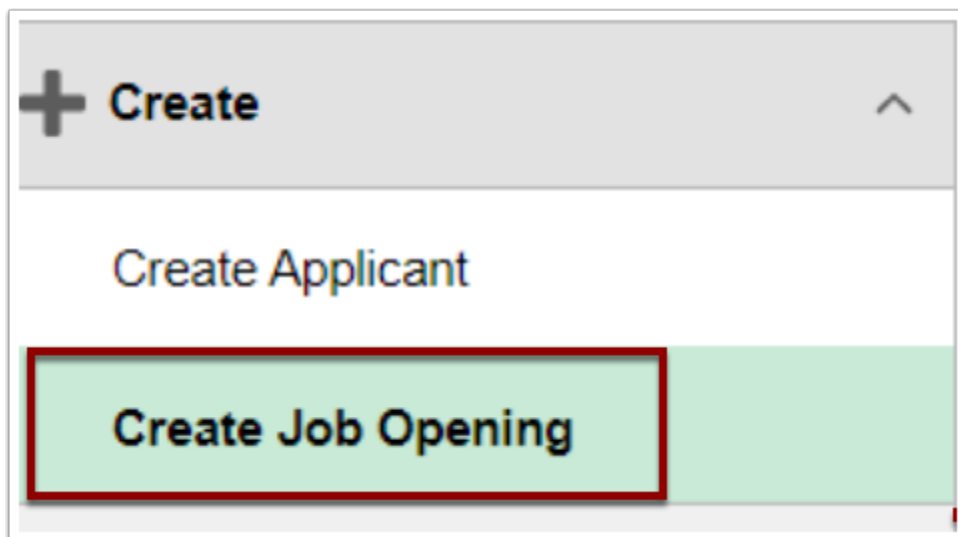
Navigation: Recruiting Homepage > Recruiting Activities Tile



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

 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.

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type	Standard Requisition	
*Business Unit	HR170	Community Colleges of Spokane
Department	99007	HS Northeast CC
Position Number	00001017	SOCIAL WORK ASSISTANT 2
Job Code	00343I	SOCIAL WORK ASSISTANT 2
*Recruiting Location	1254	CCS District Office
*Job Posting Title	SOCIAL WORK ASSISTANT 2	

Continue

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.

Job Opening

[Save and Submit](#)
[Save as Draft](#)
[Recruiting Home](#)
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[Start Over](#)

Job Opening ID: NEW
 Job Posting Title: CTCLINK TEST AUTO ENGINEER
 Job Code: 000913 (CTCLINK TEST AUTO ENGINEER)
 Primary Recruiting Location: 1264 (Olympia HR Office)

Status: 005 Draft
 Business Unit: HR890 (SBCTC)
 Department: 98700 (BUSINESS OPERATIONS DEPARTMENT)

[Job Details](#)
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Opening Information ?

Job Opening Type: Standard Requisition
 Created By: 10101
 Created: 10/16/2020

*Openings to Fill: Limited Number of Openings
 Target Openings: 1
 Available Openings: 1

Establishment ID: 890 SBCTC
 Business Unit: HR890 SBCTC
 Company: 890 State Board for Comm. and Tech

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**.

Department: 98700 BUSINESS OPERATIONS DEPARTMENT

Status Code: 005 Draft
 Status Reason: Job/Position Vacated
 Status Date: 10/16/2020

Desired Start Date: 11/01/2020
 Encumbrance Date:
 Projected Fill Date:
 Date Authorized:

Referral Program ID:
 Recruitment Contact: SBCTC Human Resources

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.

Locations ?

*Location	Location Description	Primary Location		
SMAIN	Spokane CC Main Campus	<input checked="" type="checkbox"/>		

Add Location

Recruiting Locations ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
1254	CCS District Office	<input checked="" type="checkbox"/>	1	

Add Recruiting Location

Positions

*Position	Position Number	Primary Position		
SOCIAL WORK ASSISTANT 2	00001017	<input checked="" type="checkbox"/>		

Add Position

Employees Being Replaced

	*Employee ID	Name		
1				

Add Employee

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.

Additional Job Specifications

Job Code: 000913 ☒ Primary Job Code

Staffing Information


Region: USA
Schedule Type:
Regular/Temporary:
Begin Date:
End Date:
Shift:
Hours: 40.00
Work Period: Weekly
Travel Percentage: Never or rarely

Salary Information

Salary Admin Plan:
From Grade:
From Step:
To Grade:
To Step:
Salary Range From: (Default From Job Code)
Salary Range To: (Default From Job Code)
Pay Frequency:
Currency:

Add Job Code Delete Job Code

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).

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary	
<input type="text"/>		<input type="checkbox"/>	

Add Recruiter **Add Recruiter Team**

Look Up Recruiter ID x

Empl ID begins with

First Name begins with

Last Name begins with

Display Name begins with

Search **Clear** **Cancel** [Basic Lookup](#)

Search Results

View: 420 H < 1-21 of 21 > H

Empl ID	First Name	Last Name	Display Name
10100114	Kennedy	Adams	Kennedy Adams
101001178	Winter	Boyd	Winter Boyd
101001733	Winter	Boyd	Winter Boyd
101002456	Elery	Thomas	Elery Thomas
101002611	Mackenzie	Cooper	Mackenzie Cooper
101002680	Keegan	Young	Keegan Young
101003786	Celyn	Wilson	Celyn Wilson
101003814	Noel	Watson	Noel Watson
101004287	Glen	Anderson	Glen Anderson

33. The **Recruiter** is added.

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary	
Sunny Thompson	101008081	<input checked="" type="checkbox"/>	

Add Recruiter **Add Recruiter Team**

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

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary	
Kennedy Adams	101000114	<input checked="" type="checkbox"/>	

Add Recruiter **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.

Add Team

Team

Select	Team ID	Description
<input checked="" type="checkbox"/>	1	Recruiter Team
<input type="checkbox"/>	2	Interested party team

OK

Cancel

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

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary		
Sunny Thompson	101008081	<input checked="" type="checkbox"/>		
Unique Ramos	201241612	<input type="checkbox"/>		

Add Recruiter

Add Recruiter Team

- 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.

Hiring Managers ?

*Name	Manager ID	Primary		
		<input type="checkbox"/>		

Add Hiring Manager

Add Hiring Manager Team

Look Up Manager ID

Empl ID

begins with

First Name

begins with

Last Name

begins with

Display Name

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-15 of 15

Empl ID	First Name	Last Name	Display Name
101001178	Winter	Boyd	Winter Boyd
101002456	Ellery	Thomas	Ellery Thomas
101002611	Mackenzie	Cooper	Mackenzie Cooper
101002680	Keegan	Young	Keegan Young
101003348	Hadley	Jenkins	Hadley Jenkins
101003786	Celyn	Wilson	Celyn Wilson
101004267	Glen	Anderson	Glen Anderson
101005986	Noel	Watson	Noel Watson
101006460	Sam	Graham	Sam Graham

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

Hiring Managers ?

*Name	Manager ID	Primary		
Ellery Thomas	101002456	<input checked="" type="checkbox"/>		

Add Hiring Manager

Add Hiring Manager Team

Add Team

Team

Select	Team ID	Description
<input checked="" type="checkbox"/>	1	Recruiter Team
<input type="checkbox"/>	2	Interested party team

OK
Cancel

Hiring Managers ?

*Name	Manager ID	Primary
Ellery Thomas	101002456	<input checked="" type="checkbox"/>
Winter Boyd	101001178	<input type="checkbox"/>
Celyn Wilson	101003786	<input type="checkbox"/>

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.

Job Opening

[Save and Submit](#)
[Save as Draft](#)
[Recruiting Home](#)
[Notification](#)
[Start Over](#)

Job Opening ID: NEW
 Job Posting Title: SUPPORT ANALYST
 Job Code: 000937 (SUPPORT ANALYST)
 Primary Recruiting Location: 1264 (Olympia HR Office)

Status: 005 Draft
 Business Unit: HR890 (SBCTC)
 Department: 98800 (EDUCATION DEPARTMENT)

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Additional Job Specifications ?

Job Code: [Q](#)
☒ Primary Job Code

Work Experience & Education ?

*Highest Education Level	Years of Work Experience	
Bachelors Level Degree	20	X

[Add Work Experience and Education](#)

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.

The screenshot shows the 'Add Degrees' dialog box in a job specification system. The dialog is open over the 'Additional Job Specifications' page. The 'Add Degrees' dialog has a title bar with 'Add Degrees' and a close button. It contains several fields: 'Date Acquired' (03/15/2019), 'Degree' (BS), 'Major Code', 'Country', 'State', 'School Code', 'School Description', 'Major Description', 'Minor Code', 'Minor Description', 'Average Grade', 'GPA', 'Graduated' checkbox, 'Year Acquired', 'Terminal Degree for Discipline' checkbox, and 'Educator'. At the bottom are 'Save', 'Save and Add Another', and 'Cancel' buttons. The background page shows sections for 'Work Experience & Education', 'Areas of Study', 'Degrees', and 'Language Skills'. The 'Add Degrees' button in the background is highlighted with a red box.

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.

*Question	Question Order	Required	Action
Relatives working here	2	<input type="checkbox"/>	Enter Evaluators
Higher Education	1	<input type="checkbox"/>	View Answers

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

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Select	Question Set ID	Description
<input type="checkbox"/>	1	Work in the USA
<input type="checkbox"/>	2	Working Conditions
<input type="checkbox"/>	3	Veterans Questions Set
<input type="checkbox"/>	1001	CCS Agency Wide Questions
<input type="checkbox"/>	1002	All Jobs
<input type="checkbox"/>	1003	Addiction Studies Supplemental
<input type="checkbox"/>	1004	Biology Instr Supp Questions
<input type="checkbox"/>	1005	Nursing Asst Supp Questions
<input type="checkbox"/>	1006	Nursing Instr Supp Questions
<input type="checkbox"/>	1007	Adjunct (Part-time) Instructor
<input type="checkbox"/>	1008	Adjunct Counselor
<input type="checkbox"/>	1009	Adjunct Instructor Pool
<input type="checkbox"/>	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	<input type="checkbox"/>	Enter Evaluators
Higher Education	1	<input type="checkbox"/>	View Answers
Physical Requirements	3	<input type="checkbox"/>	View Answers
Accommodation	4	<input type="checkbox"/>	Enter Evaluators
Eligible Veteran	5	<input type="checkbox"/>	View Answers
Are you 18 or older	2	<input type="checkbox"/>	View Answers
170 Authorized to Work	1	<input type="checkbox"/>	View Answers

Add Employment Question Load from Question Set

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

Skills Questions ?

*Question	Question Order	Required	Action		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers		

Add Skills Question
Load from Question Set

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.

Job Opening

Save and Submit

Save as Draft

[Recruiting Home](#)
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Job Opening ID NEW

Job Posting Title POLICY RESEARCH ASSOCIATE

Job Code 001009 (POLICY RESEARCH ASSOCIATE)

Position Number 00004254 (POLICY RESEARCH ASSOCIATE)

Status 005 Draft

Business Unit HR880 (SBCTC)

Department 06800 (EDUCATION DEPARTMENT)

Primary Recruiting Location 1264 (Olympia HR Office)

Job Details

Qualifications

Screening

Job Postings

Additional Job Specifications ?

Job Code 001009

Primary Job Code

Applicant Screening ?

Max Total Points 300

Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels		
1	CTC Prescreening		
2	CTC Online Screening		
3	CTC Final Screening		

Add Screening Option

Add Job Code

Delete Job Code

Save and Submit

Save as Draft

[Recruiting Home](#)
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Top of Page

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.

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

76. Select **Apply**.

77. Select the **OK** button.

Screening Requirements ⓘ

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Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
General Requirement	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Full / Part Time : Full-Time			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	RS Location : 1264			<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: 170 Authorized to Work		Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

Total Screening Points 100

OK Cancel **Apply**

Adding Job Posting Details

78. Select the **Job Postings** tab.

79. Select the **Add Job Posting** button.

Job Opening

Save and Submit Save as Draft Delete | Recruiting Home | Search Job Opening | Notification | Next Job Opening | >>

Job Opening ID 10124
 Job Posting Title POLICY RESEARCH ASSOCIATE
 Job Code 001099 (POLICY RESEARCH ASSOCIATE)
 Position Number 00004254 (POLICY RESEARCH ASSOCIATE)

Status 005 Draft
 Business Unit HR890 (SBCTC)
 Department 98800 (EDUCATION DEPARTMENT)
 Primary Recruiting Location 1264 (Olympia HR Office)

Job Details Qualifications Screening **Job Postings**

Job Postings ⓘ

No job postings exist for this job opening.

Add Job Posting

Save and Submit Save as Draft Delete | Recruiting Home | Search Job Opening | Notification | Next Job Opening | >> Top of Page

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.

Posting Information

Job Postings ?

*Posting Title POLICY RESEARCH ASSOCIATE

Job Descriptions ?

*Description Type [dropdown] Template [dropdown]

*Visibility [dropdown]

Add Posting Description Delete Posting Description

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
[dropdown]	[dropdown]	[dropdown]	[calendar icon]	[calendar icon]	[text box]	[trash icon]

Add Posting Destination

OK Cancel Preview

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.

Job Postings ?

*Posting Title Program Coordinator

Job Descriptions ?

*Description Type Adjunct Benefit Information Template Adjunct Benefits Information

*Visibility Internal and External

Adjunct Faculty: Adjunct faculty must work two (2) consecutive quarters at 50% or more of full time academic load in order to qualify for benefits (based on instructional hours only). Once determined to be eligible, benefits begin on the first day of the month following the beginning of the quarter. Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board. TIAA-Cref retirement plan; leave accruals and usage are governed by the faculty master contract.

Add Posting Description Delete Posting 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.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Posting Destination

OK **Cancel** **Preview**

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**.

Job Opening

Job Description

Job Description

Job Title	POLICY RESEARCH ASSOCIATE
Job ID	10124
Location	Olympia HR Office
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)
[Switch to Internal View](#)

Application Process

Interested candidates may apply by submitting the following items:

- **Online Application**
- **Cover Letter** that addresses your interest in the position and ability to perform the responsibilities described in this announcement.
- Detailed **resume** of all educational and professional experience that demonstrates how you meet the qualifications.
- List of at least **three professional references** with contact information. References are typically contacted after interviews.

Contact

Human Resources

Submitted applications are the property of SBCTC and will not be returned.

Applicants must be currently authorized to work in the United States for any employer.

[Return to Previous Page](#)
[Switch to Internal View](#)

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**.

i 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.

Job Opening

Save and Submit
Save as Draft
Delete

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Job Opening ID 10124
Job Posting Title POLICY RESEARCH ASSOCIATE
Job Code 001099 (POLICY RESEARCH ASSOCIATE)
Position Number 00004254 (POLICY RESEARCH ASSOCIATE)

Status 005 Draft
Business Unit HR890 (SBCTC)
Department 98800 (EDUCATION DEPARTMENT)
Primary Recruiting Location 1264 (Olympia HR Office)

Job Details

Qualifications

Screening

Job Postings

Job Postings ?

Postings	Primary Posting Title		
POLICY RESEARCH ASSOCIATE	<input checked="" type="checkbox"/>		

Add Job Posting

Save and Submit
Save as Draft
Delete

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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.