

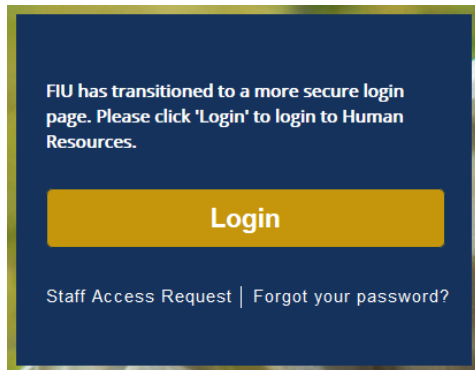
## Creating a Job Opening

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## Step 1: Login

Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.

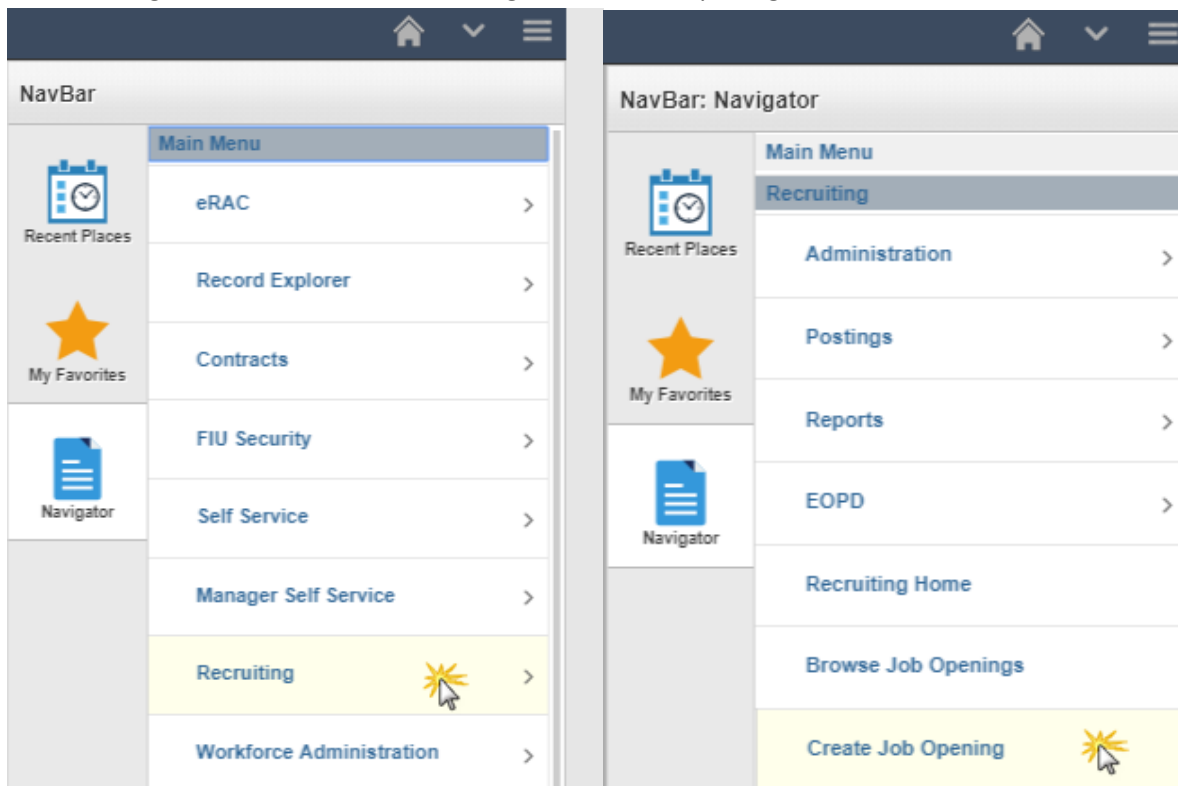


## Step 2: Create Job Opening

On the top right corner, click on the Navigator Menu



On the Navigator Menu, click on Recruiting > Create Job Opening



## Step 3: Job Opening Information

1. Add Business Unit
  - a. Job Family defaults to Student only
2. Select Department
3. Select Job Code
4. Select Recruiting Location
5. Add Combo Code through Edit Chartfields Link
6. Must edit Job Posting Title

### Primary Job Opening Information

[Return](#) | [Recruiting Home](#)

#### Job Details ?

Job Opening Type
Standard Requisition

\*Business Unit
HUMRE
HUMAN RESOURCES

\*Job Family
STDNT
STUDENT

Department
158002000
Talent Acquisition Management

Position Number

Job Code
9194
Student novice

\*Recruiting Location
1254
Modesto A. Maidique Campus

Combo Code
000015187
[Edit Chartfields](#)

\*Job Posting Title
Student Office Assistant

#### Profile Details ?

##### Person Profile ?

Employee ID	View Profile		
	View Profile		

Add Person Profile

##### Job Profile ?

Profile ID	View Profile		
9194	View Profile		

Add Job Profile

Tip: You can use the magnifying glass to search

## Toolkit 1a

Click on “Edit Chartfields” to enter the allocation (Activity# or Project# and Project End Date):

**\*Only supports 1 allocation (to split between more allocations, an ePAF is required after hired)**

[← Manager](#)[Primary Job Opening Information](#)

### Primary Job Opening Information

[Recruiting Home](#)

**Job Details ?**

Job Opening Type

Standard Requisition

\*Business Unit

STDAF

STUDENT AFFAIRS

\*Job Family

STDNT

STUDENT

Department

152273000

Housing Residential Life

Position Number

Job Code

9194

Student Office Assistant

\*Recruiting Location

1254

Modesto A. Maidique Campus

Combo Code

[Edit Chartfields](#)

\*Job Posting Title

Student Office Assistant

Note: if you know the Combo Code enter and click the magnifying glass. If needed, click the search button for additional search fields.

**ChartField Common Component**[Help](#)

**ChartField Detail**

Combination Code

**Search Options**

☒ Combination Codes

Search

**ChartField Detail**

Account	Alternate Account	Department	Site	Fund Code	Program Code	Activity Nbr	Cost PID	Budget Reference	Task
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Ok

Cancel

**Search Combination Codes**

GL Combination Code

**Search by ChartFields**

Account <input type="text"/>	Cost PID <input type="text"/>	Fund Affiliate <input type="text"/>
Alternate Account <input type="text"/>	Budget Reference <input type="text"/>	
Department <input type="text"/>	Task <input type="text"/>	
Site <input type="text"/>	PC Business Unit <input type="text"/>	
Fund Code <input type="text"/>	Project <input type="text"/>	
Program Code <input type="text"/>	Activity <input type="text"/>	
Activity Nbr <input type="text"/>	Affiliate <input type="text"/>	

**Combination Code / ChartFields**

	Select	GL Combo Code	Account	Department	Project	Task	Fund Code	Program Code	Site	Affiliate
1	<input type="button" value="Select"/>	000028454	000000	202060000	800005225		661	21	1	
2	<input type="button" value="Select"/>	000028455	771999	202060000	800005225		661	21	1	

**ChartField Common Component**

**ChartField Detail**

Combination Code

**Search Options**

☒ Combination Codes

**ChartField Detail**

Account	Alternate Account	Department	Site	Fund Code	Program Code	Activity Nbr
<input type="text" value="000000"/>	<input type="text"/>	<input type="text" value="202060000"/>	<input type="text" value="1"/>	<input type="text" value="661"/>	<input type="text" value="21"/>	<input type="text"/>

## Toolkit 1a

Click continue, then yes, to retrieve profile information:

**Primary Job Opening Information**

[Recruiting Home](#)

**Job Details** ?

Job Opening Type: Standard Requisition

\*Business Unit: STDAF STUDENT AFFAIRS

\*Job Family: STDNT STUDENT

Department: 152273000 Housing Residential Life

Position Number:

Job Code: 9194 Student Office Assistant

\*Recruiting Location: 1254 Modesto A. Maidique Campus

Combo Code: 000028454 [Edit Chartfields](#)

\*Job Posting Title: Student Office Assistant

**Profile Details** ?

**Person Profile** ?

Employee ID	View Profile		
<input type="text"/>	<a href="#">View Profile</a>		

[Add Person Profile](#)

**Job Profile** ?

Profile ID	View Profile		
9194	<a href="#">View Profile</a>		

[Add Job Profile](#)

[Continue](#)

Do you want to retrieve profile information? (18176,6205)

Select "Yes" to retrieve profile information or "No" to continue without retrieving profile information.

[Yes](#) [No](#)

## Step 4: Review Information

Click continue after reviewing profile:

**Combined Profile Information**

Job Posting Title   Student Office Assistant

**Profile Combination** ?

Profile ID	Description	Primary Profile	Update Primary Profile
9194	Job Specifications - Student O	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Profile Associations** ?

Profile ID	Job Code	Primary Job Code	Position	Primary Position
9194	9194-Student Office Assistant	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>


**Duties & Responsibilities** ?

Profile ID	Duties & Responsibilities
9194	Duty #1

**Pre-Employment Requirements** ?

Profile ID	Pre-Employment Requirements
9194	Criminal Background Check
9194	This student appointment may be subjected to a pre-employment background check.

[Return to Previous Page](#)

Continue 

## Step 5: Job Details Tab

Required Fields:

1. Target Opening (default to 1 but can be edited) **\*cannot be unlimited**
2. Establishment ID
3. Location
4. Standard Hours

Note: **Do not edit anything other than these 4 sections. The duties populate from specs, all students have blanket pre-employment requirements, & other info is for Admin/Staff positions.**

[< Create Job Opening](#)
[Job Opening](#)

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

Job Opening ID NEW  
Job Posting Title Student Office Assistant  
Job Code 9194 (Student Office Assistant)  
Job Family STDNT (STUDENT)

Status 005 Draft  
Business Unit STDAF (STUDENT AFFAIRS)  
Department 152273000 (Housing Residential Life)  
Primary Recruiting Location 1254 (Modesto A. Maidique Campus)

[Job Details](#)
[Qualifications](#)
[Screening](#)
[Hiring Team](#)
[Postings](#)

### Opening Information ?

Job Opening Type Standard Requisition  
Created By 5874461 Steven Sweat  
Created 09/06/2018

---

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

---

Establishment ID  
Business Unit STDAF STUDENT AFFAIRS  
Company FIU Florida International Univ

---

Department 152273000 Housing Residential Life  
Status Code 005 Draft  
Status Reason  
Status Date 09/06/2018  
Combo Code 000028454 [Edit Chartfields](#)

---

Desired Start Date  
Encumbrance Date  
Projected Fill Date  
Date Authorized



## Toolkit 1a

Referral Program ID   
Recruitment Contact   
Reference Preference   
Reference Minimum

**Locations** ?  

*Location	Location Description
<input type="text"/>	<input type="text"/>

Add Location

**Recruiting Locations** ?  

*Recruiting Area	Recruitment Area Description	Primary Re
1254	Modesto A. Maidique Campus	

Add Recruiting Location

**Look Up Location** ×  
Set ID  SHARE  
Location Code  begins with   
Description  begins with   

Search Clear Cancel Basic Lookup

Search Results

View 100 1-121 of 121

Location Code	Description
01001	Charles E Perry (Primera Casa)
01002	Deuxieme Maison
01003	E. R. Graham University Center
01004	Viertes Haus
01005	Green Library
01006	Owa Ehan

**Note:** Standard hours must be edited, as it defaults to 40 hours per week. 20 hours max.

Additional Job Specifications ?

1 of 1

View All

Job Code  9194  ☒ 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

**Departmental Preferences** ?  
There are no items for the Departmental Preferences section. Please add one if required.  

Add Departmental Preferences

**Departmental Requirements** ?  
There are no items for the Departmental Requirements section. Please add one if required.  

Add Departmental Requirements

**Duties & Responsibilities** ?  

Profile ID	Duties & Responsibilities	Weight %	Essential Function	Description	
9194	Duty #1	<input type="text"/>	<input type="checkbox"/>	The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties to include:	<input type="text"/>

Add Duties & Responsibilities

## Toolkit 1a

1. Qualifications (not required, but can be input)
2. Screening Tab (**Do not edit. These are the questions applicants must answer. Validate it is not blank only**)

## Step 6: Hiring Team Tab

1. Add Recruiter(s):  
**MMC only**= Robert Ricelli (Primary) **AND** Melissa Garcia (Backup)  
**OR**  
**BBC only**= Robert Ricelli (Primary) **AND** Melissa Garcia (Backup)
2. Add Hiring Manager(s)/HR Liaison(s) to the Hiring Manager section  
✓ *The Supervisor must be marked as "primary" Hiring Manager*
3. Add interviewer(s): everyone who will be in the interview and assist with shortlist  
✓ *Must check them off as "primary". Can have multiple primary.*

### Job Opening

Save and Submit

Save as Draft

[Recruiting Home](#) | [Notification](#) | [Print Job Opening](#)

Job Opening ID 515871

Status 005 Draft

Job Posting Title Student Office Assistant

Business Unit STDAF (STUDENT AFFAIRS)

Job Code 9194 (Student Office Assistant)

Department 152273000 (Housing Residential Life)

Job Family STDNT (STUDENT)

Primary Recruiting Location 1254 (Modesto A. Maidique Campus)

Job Details

Qualifications

Screening

Hiring Team

Postings

### Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter

Add Recruiter Team

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager

Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer

Add Interviewer Team

Screening Team ?

No Screening Team has been added to this Job Opening

Add Screening Team Member

Add Screening Team

Save and Submit

Save as Draft

[Recruiting Home](#) | [Notification](#) | [Print Job Opening](#)

[Top of Page](#)

**Tip: Remember to click Save as Draft**

## Step 7: Background Questions

[Create Job Opening](#)

Job Opening

[Home](#)
[Search](#)

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

**Job Opening ID** NEW  
**Job Posting Title** Student Recruitment Assistant  
**Job Code** 9190 (Student entry level)  
**Job Family** STDNT (STUDENT)

**Status** 005 Draft  
**Business Unit** HUMRE (HUMAN RESOURCES)  
**Department** 156002000 (Talent Acquisition Management)  
**Primary Recruiting Location** 1254 (Modesto A. Maidique Campus)

[Job Details](#)
[Qualifications](#)
[Screening](#)
[Background Questions](#)
[Hiring Team](#)
[Postings](#)

**Opening Information**

Job Opening Type Standard Requisition

Created By 6178649 Robert Ricelli

Created 02/02/2024

\*Openings to Fill Limited Number of Openings

Target Openings 1

Available Openings 1

Establishment ID

Business Unit HUMRE

Note: Answer each background question by selecting the bubble for “yes” or “no”.

Tip: You can select “none of the above apply” at the bottom of the table.

[Create Job Opening](#)

Job Opening

[Job Details](#)
[Qualifications](#)
[Screening](#)
[Background Questions](#)
[Hiring Team](#)
[Postings](#)

**Additional Job Specifications**

[Search](#)
1 of 1
View All

Job Code 9190 Primary Job Code

**Background Questions**

**Background Check**
[Search](#)
1 of 15

☐ Yes
☐ No
 \* Will this role have direct access to cash, checks, gift cards, credit cards, debit cards, or make and receive payments?

☐ Yes
☐ No
 \* Will this role conduct IT related functions, e.g. IT Technician, Data Analyst, Application Developer, etc.?

☐ Yes
☐ No
 \* Will this role be in Athletics?

☐ Yes
☐ No
 \* Will this role be in the Center for Children and Families (CCF) or the Childrens Creative Learning Center (CCLC)?

☐ Yes
☐ No
 \* Will this role be in Housing and Residential Life or a museum?

☐ Yes
☐ No
 \* Will this role require entering any K-12 schools? (Those providing services in K-12 Schools will require MDCPS/BCPS Clearance at a cost.)

☐ Yes
☐ No
 \* Will this role require driving of a university-owned motor vehicle (including golf cart and other utility vehicles)?


☐ Yes
☐ No
 \* Will the role be in a special trust/sensitive location?

## Toolkit 1a

Create Job Opening		Job Opening
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role require entering any K-12 schools? (Those providing services in K-12 Schools will require MDCPS/BCPS Clearance at a cost.)
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role require driving of a university-owned motor vehicle (including golf cart and other utility vehicles)?
<input type="radio"/> Yes	<input type="radio"/> No	* Will the role be in a special trust/sensitive location?
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role travel with Athletics teams to events?
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role perform or support research? (Mark No if this is a Graduate Assistant contract (GA, RA, TA))
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role have access to a Hazardous Chemicals/Biosafety Level 2 laboratory, animal facility, greenhouse, clinic area, or research diving/boating facilities?
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role be part of a university-sponsored summer camp or afterschool program? (Those providing services in Camps will require DCF Clearance at a cost)
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role be in FIU Embrace?
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role be in the Office of the Registrar, Office of Financial Aid, or One Stop?
<input type="radio"/> Yes	<input type="radio"/> No	* Is this person a minor (below the age of 18)?
<input type="checkbox"/> None of the above apply		

## Step 8: Postings Tab

Click 'Add Job Posting'

Create Job Opening		Job Opening
<b>Job Opening</b>		
<a href="#">Save and Submit</a> <a href="#">Save as Draft</a>   <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Print Job Opening</a>		
Job Opening ID 515871 Job Posting Title Student Office Assistant Job Code 9194 (Student Office Assistant) Job Family STDNT (STUDENT)		Status 005 Draft Business Unit STDAF (STUDENT AFFAIRS) Department 152273000 (Housing Residential Life) Primary Recruiting Location 1254 (Modesto A. Maidique Campus)
<a href="#">Job Details</a>	<a href="#">Qualifications</a>	<a href="#">Screening</a>
<a href="#">Hiring Team</a>	<a href="#">Postings</a>	
<b>Job Postings</b> ?		
No job postings exist for this job opening.		
<a href="#">Add Job Posting</a> 		
<a href="#">Save and Submit</a> <a href="#">Save as Draft</a>   <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Print Job Opening</a>		<a href="#">Top of Page</a>

1. Select Description type from dropdown menu.
2. Select Visibility
3. Select Template dropdown menu (if applicable).

\*See checklist below:

The screenshot shows a web interface for 'Posting Information'. At the top, there's a navigation bar with 'Job Opening' and 'Posting Information'. Below this, the 'Posting Information' section contains a 'Job Postings' link and a 'Posting Title' field with the value 'Student Office Assistant'. Underneath is the 'Job Descriptions' section, which shows a list of 1 of 1 items. Each item has three dropdown menus: 'Description Type', 'Visibility', and 'Template'. The 'Template' dropdown for the first item is open, showing 'see checklist'. Below the list is a rich text editor with a toolbar. At the bottom of the form are two buttons: 'Add Posting Description' and 'Delete Posting Description'.

### Posting Descriptions Checklist:

Each Description Type is its own posting box.

Description Type	Visibility	Template	Required
About FIU	Internal and External	Within Miami Area	Yes
Job Summary	Internal and External	*pre-populated (must edit)	Yes
Minimum Qualifications	Internal and External	*pre-populated (can edit)	Yes
Desired Qualifications	Internal and External		No
Job Category	Internal and External	Student Assistant	Yes
Student Disclosure	Internal and External	Student Disclosure	Yes
Work Schedule	Internal and External		Yes
Advertised Salary	Internal and External		Yes
Pre-Employment Requirements	Internal and External	*pre-populates (do not edit)	Yes
Student Background Check	N/A	N/A	No
Other Information	Internal and External		No
Working Condition(s)	Internal and External		No
How to Apply	Internal and External	How to Apply – External	Yes
How to Apply	Internal and External	How to Apply – Internal	Yes
Disclosures	Internal and External	Disclosures	Yes

**Tip:** Can format text such as, add bullet points.

## Toolkit 1a

**Pre-populated Job Specifications (Specs):** Career Ready information from the Specs Toolkit marked in Red for Job Summary and/or Minimum Qualifications are suggestions based on the President's initiative for professional development of our student employees.

**Note:** Indicate **Yes** or **No** for each duty listed under **Student Background Check**, so that HR can determine if this position will require background check.

### Job Posting Destination:

Add External (**FIU External Staff/Adm Posting**) and Internal (**Intranet**) Posting Destination.

Indicate the (1) Posting Date, (2) Review Date (**MUST be 2 weeks after Post Date**), and (3) Remove Date (**minimum of 2 weeks [14 days] OR maximum of 3 months [90 days]**) then click 'OK'.

**Note:** **CANNOT** use "Yes" for Open Until Filled due to volume management and auditing.

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Open Until Filled?	Review Date	Remove Date	Posting Duration (Days)	
FIU External Staff/Adm Posting	External Posting ▼		02/11/2019	N ▼	02/25/2019	02/25/2019	14	
Intranet	Internal Posting ▼		02/11/2019	N ▼	02/25/2019	02/25/2019	14	

Add Posting Destination

Tip: Click Preview to view the Job Description that the applicants will see to validate.

## Step 9: Save and Submit

< Job Opening Job Opening

Job Opening

Save and Submit Save as Draft | [Recruiting Home](#) | [Notification](#) | [Print Job Opening](#)

Job Opening ID 515871 Status 005 Draft  
Job Posting Title Student Office Assistant Business Unit STDAF (STUDENT AFFAIRS)  
Job Code 9194 (Student Office Assistant) Department 152273000 (Housing Residential Life)  
Job Family STDNT (STUDENT) Primary Recruiting Location 1254 (Modesto A. Maidique Campus)

Job Details Qualifications Screening Hiring Team **Postings**

Job Postings ?

Postings	Primary Posting Title	
Student Office Assistant		

Add Job Posting

Save and Submit Save as Draft | [Recruiting Home](#) | [Notification](#) | [Print Job Opening](#) [Top of Page](#)

## Step 10: Read-Only Fields

After a job opening is submitted for approval, the following fields will become read-only.

- **Target Openings**

## Toolkit 1a

- **Combo Code**
- **Target Salary Range**
- **Background Check Tab**

If you would like to change one of these fields, you will need to reach out to TAM and provide justification for the change.

## Step 11: Approval Workflow

Note: Status will now appear as “Pending Approval”

HR Liaisons will review posting and approve or deny

[< Job Opening](#)[Manage Job Opening](#)

**Manage Job Opening**

Save

[Recruiting Home](#) | [Save](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 521245  
Job Posting Title Student Research Assistant (Osei-Tutu)  
Job Code 9194 (Student novice)  
Job Family STDNT (STUDENT)

Status 006 Pending Approval  
Business Unit AALAW (COLLEGE OF LAW)  
Department 260001000 (Law Dean Admin and Faculty)

Activity & Attachments

Details

[Job Details](#) | [Qualifications](#) | [Screening](#) | [Hiring Team](#) | [Postings](#) | [Approvals](#)

Note: Once approved, status will now appear as “Open”

[< Job Opening](#)[Job Opening](#)

**Job Opening**

Save

[Recruiting Home](#) | [Clone](#) | [Create New](#) | [Print Job Opening](#)

Job Opening ID 515871  
Job Posting Title Student Office Assistant  
Job Code 9194 (Student Office Assistant)  
Job Family STDNT (STUDENT)

Status 010 Open  
Business Unit STDAF (STUDENT AFFAIRS)  
Department 152273000 (Housing Residential Life)  
Primary Recruiting Location 1254 (Modesto A. Maidique Campus)

## Step 12: Index Run Times to Careers.fiu.edu

**Note:** The careers index is run every 2 hours, so depending on when you approved for posting, you will see it on the careers.fiu.edu site for students to apply during one of the following times:

- ✓ 8:20AM
- ✓ 10:20AM
- ✓ 12:20PM
- ✓ 2:20PM
- ✓ 4:20PM
- ✓ 6:20PM