

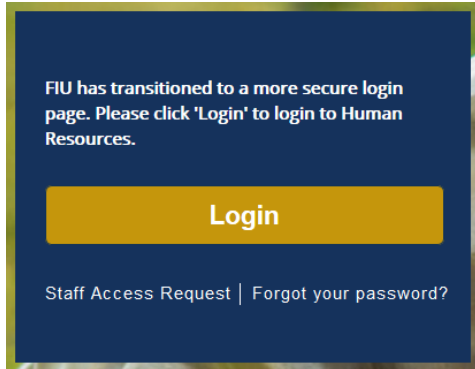
## Cloning a Closed Job Opening

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## Step 1: Login

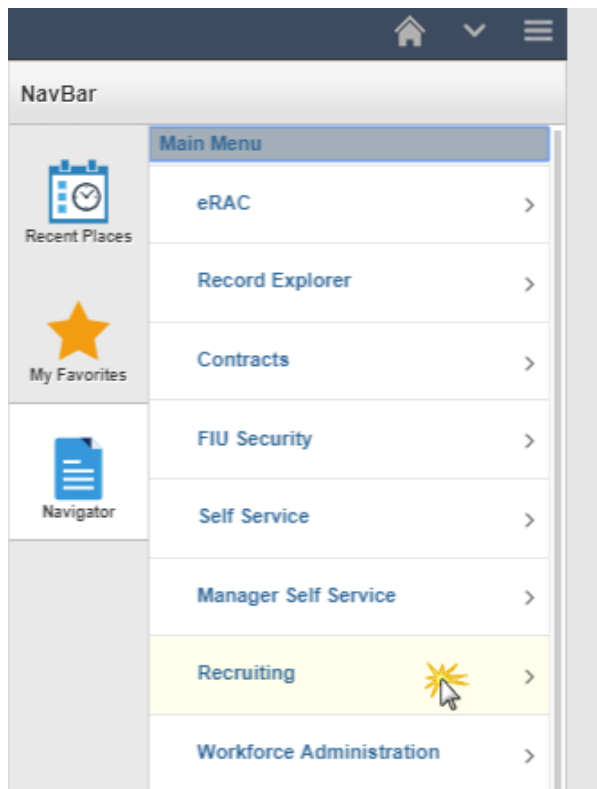
Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.



## Step 2: Search Job Opening

On the top right corner, click on the Navigator Menu 

On the Navigator Menu, click on Recruiting > **Search** Job Opening



### Step 3: Click the Job Opening link

**Note: You CANNOT clone old postings from prior to the new job code implementation  
Be sure you clone the correct job code level as you cannot change this after the fact.**

1. Click on "Clone"
2. Update posting title, if changing
3. Number of New Job Openings: **Leave at 1**

Search Job Openings

1 Results Found

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Student Research Associate	516035	Closed	Standard Requisition		Modesto A. Maidique Campus	1	1	0		10/04/2018

Job Opening

Save | Return | Recruiting Home | **Clone** | Create New

**Job Opening ID** 516035      **Status** 110 Filled/Closed  
**Job Posting Title** Student Research Associate      **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)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

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

Opening Information

\*Template ID  Student Assistant  
 Job Opening Type   
 Created By  Stephanie Felisme  
 Created

**Clone Job Opening** [X]

Job Opening ID 516035  
Posting Title Student Research Associate  
\*New Posting Title Student Research Associate [X]  
\*Number of New Job Openings 1

**Clone** Cancel

**Clone Job Opening** [X]

✔ Job Opening successfully cloned

Job Opening ID 516035  
Posting Title Student Research Associate  
New Posting Title Student Research Associate  
Number of New Job Openings 1  
New Job Opening Status Draft

**Cloned Job Openings**

Job Opening ID	Posting Title
516036	Student Research Associate

**Close**

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

## Step 4: Job Details Tab

1. Target Opening (pulls over from cloned opening)
2. Establishment ID
3. Location
4. Standard Hours
5. **Add Combo Code through Edit Chartfield Link (It does not Clone)**

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.**

Department: 220200000 Journalism and Media

Status Code: 005 Draft

Status Reason: [Dropdown]

\*Status Date: 10/17/2018 [Calendar Icon]

Combo Code: [Edit Chartfields]

## Step 5: Qualifications, Screening, Background, & Hiring Team Tabs

1. Qualifications tab: *optional*
2. Screening tab: validate it is not blank, **contact Recruiter if it is.**
3. Complete all background questions
4. Hiring Team tab:
  - A. Update Recruiter(s):
    - **MMC**= Robert Ricelli (Primary) & Melissa Garcia
    - OR
    - **BBC**= Robert Ricelli (Primary) & Melissa Garcia
  - B. Update Hiring Manager(s)/HR Liaison(s) to Hiring Manager section and *optional* Interviewer(s)
    - ✓ *The Supervisor must be marked as "primary" Hiring Manager*
  - C. Add interviewer(s) only for those who need to edit and send references
    - ✓ *Must check them off as "primary". Can have multiple.*

Job Opening ID: 531632  
Job Posting Title: Student Recruitment Assistant  
Job Code: 9194 (Student novice)  
Job Family: STDNT (STUDENT)

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

Job Details | **Qualifications** | **Screening** | **Background Questions** | **Hiring Team** | Postings

## Step 6: Postings Tab

1. Click the Existing Job Posting Link
2. Update the Job Description type information from each dropdown menu, *if applicable*
3. Add new Posting Destinations

**Job Opening**

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

Job Opening ID 516077 | Status 005 Draft  
 Job Posting Title Student Program Assistant | Business Unit AACAR (COLL COMM ARCH & THE ARTS)  
 Job Code 9195 (Student Program Assistant) | Department 220200000 (Journalism and Media)  
 Job Family STDNT (STUDENT) | Primary Recruiting Location 1255 (Biscayne Bay Campus)

Job Details | Qualifications | Screening | Hiring Team | **Postings**

**Job Postings** ?

Postings	Primary Posting Title		
Student Program Assistant		<input checked="" type="checkbox"/>	

Add Job Posting

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

### 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 on Student job openings due to volume management.

**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		09/01/2018	N	09/08/2018	09/08/2018	7	
Intranet	Internal Posting		09/01/2018	N	09/08/2018	09/08/2018	7	

Add Posting Destination

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

## Toolkit 1b

### Step 7: 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		<input checked="" type="checkbox"/>

Add Job Posting

Save and Submit | Save as Draft | Recruiting Home | Notification | Print Job Opening Top of Page

### Step 8: Approval workflow

Note: Status will now appear as "Pending Approval"

HR Liaisons will review posting and approve or deny job opening.

< 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 Status 006 Pending Approval  
Job Posting Title Student Research Assistant (Osei-Tutu) Business Unit AALAW (COLLEGE OF LAW)  
Job Code 9194 (Student novice) Department 260001000 (Law Dean Admin and Faculty)  
Job Family STDNT (STUDENT)

Activity & Attachments | **Details**

Job Details | Qualifications | Screening | Hiring Team | Postings | **Approvals**

Note: 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 Status 010 Open  
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)

## Step 9: 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