Creating a Job Opening

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**Step 1: Login**

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

![Login](image)

**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

Tip: You can use the magnifying glass to search
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)

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

ChartField Common Component

ChartField Detail

Search Options

ChartField Detail

Account | Alternate Account | Department | Site | Fund Code | Program Code | Activity Nbr
000000   |                | 202060000 | 1    | 651       | 21           |
Click continue, then yes, to retrieve profile information:
Step 4: Review Information
Click continue after reviewing profile:

Combined Profile Information
Job Posting Title: Student Office Assistant

<table>
<thead>
<tr>
<th>Profile ID</th>
<th>Description</th>
<th>Primary Profile</th>
<th>Update Primary Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>9194</td>
<td>Job Specifications - Student O</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

Profile Associations

<table>
<thead>
<tr>
<th>Profile ID</th>
<th>Job Code</th>
<th>Primary Job Code</th>
<th>Position</th>
<th>Primary Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>9194</td>
<td>9194-Student Office Assistant</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Duties & Responsibilities

<table>
<thead>
<tr>
<th>Profile ID</th>
<th>Duties &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>9194</td>
<td>Duty #1</td>
</tr>
</tbody>
</table>

Pre-Employment Requirements

<table>
<thead>
<tr>
<th>Profile ID</th>
<th>Pre-Employment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>9194</td>
<td>Criminal Background Check</td>
</tr>
<tr>
<td>9194</td>
<td>This student appointment may be subjected to a pre-employment background check.</td>
</tr>
</tbody>
</table>

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

**Tip:** Remember to click **Save as Draft**
Step 7: Background Questions

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.
Step 8: Postings Tab
Click 'Add Job Posting'

1. Select Description type from dropdown menu.
2. Select Visibility
3. Select Template dropdown menu (if applicable).
   *See checklist below:*
Posting Descriptions Checklist:
Each Description Type is its own posting box.

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

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

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

**Step 9: Save and Submit**

**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

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

**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