

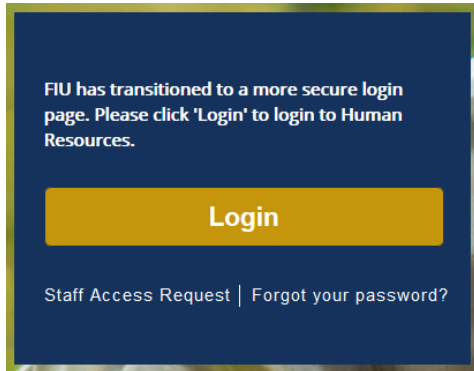
Creating a Job Opening

Table of Contents

Step 1: Login.....	2
Step 2: Create Job Opening.....	2
Step 3: Job Opening Information	3
Step 4: Review Information.....	5
Step 5: Job Detials Tab.....	6
Step 6: Hiring Team Tab.....	10
Step 7: Background Questions.....	12
Step 8: Posting Tab.....	13
Step 9: Save and Submit.....	16
Step 10: Read-Only Fields.....	16
Step 11: Approval Workflow.....	17
Step 12: Index Run Times to Careers.fiu.edu.....	17

Step 1: Login

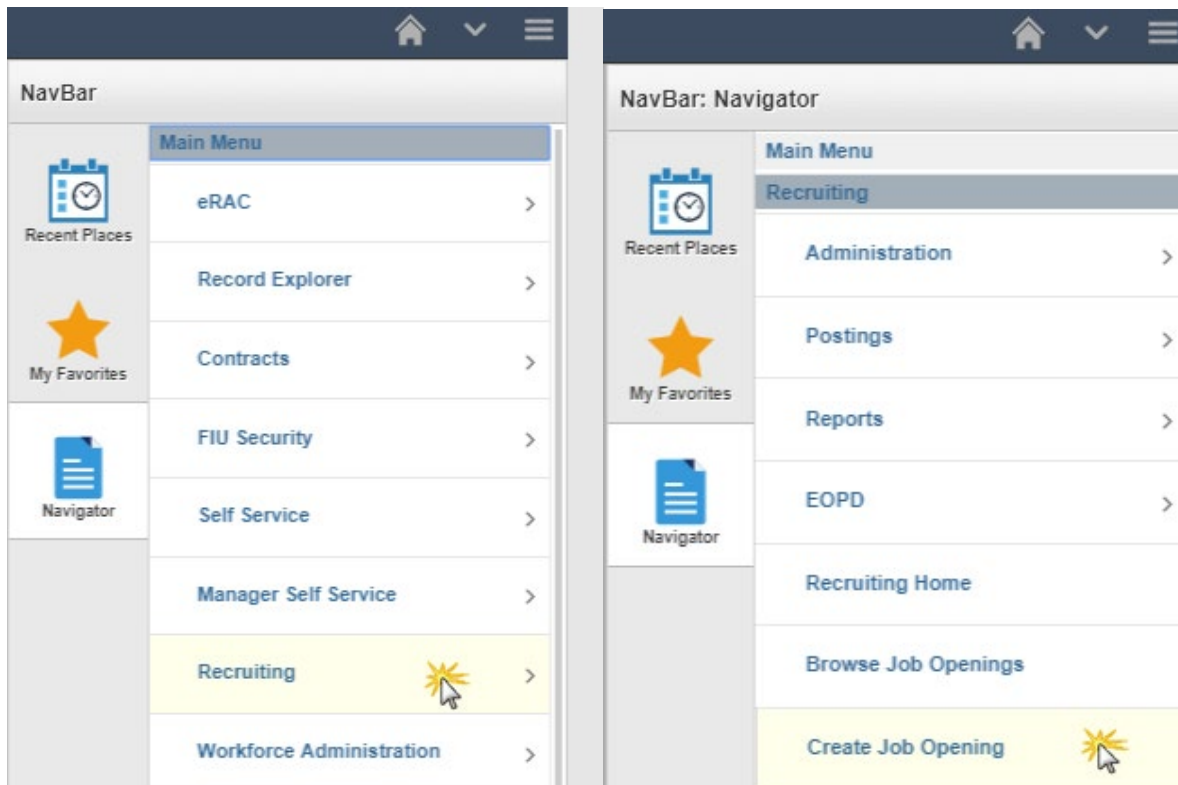
Go to MyHR.FIU.edu and login using your My Accounts credentials.



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. Must edit Job Posting Title

Primary Job Opening Information

[←Return](#) | [🏠 Recruiting Home](#)

Job Details ⓘ

Job Opening Type	Student Request	Do not change
*Business Unit	HUMRE	HUMAN RESOURCES
*Job Family	STDNT	STUDENT
Department	156002000	Talent Acquisition Management
Position Number		Only for benefit earning positions
Job Code	9190	Student entry level
*Recruiting Location	1254	
*Job Posting Title	Student entry level	

Profile Details ⓘ

Person Profile ⓘ

Employee ID	View Profile	
<input type="text"/>	<input type="button" value="View Profile"/>	<input type="button" value=""/>

Job Profile ⓘ

Profile ID	View Profile	
9190	<input type="button" value="View Profile"/>	<input type="button" value=""/>

Tip: You can use the magnifying glass to search

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

Do you want to retrieve profile information? (18176.6205)

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

Profile Details

Person Profile

Employee ID	View Profile		
[]	View Profile		

Job Profile

Profile ID	View Profile		
9194	View Profile		

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](#) 

Step 5: Job Details Tab

Required Fields:

1. Target Opening (default to 1 but can be edited) ***cannot be unlimited**
2. Establishment ID
3. Combination Code
4. Location
5. 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.

Toolkit 1a

Job Opening

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

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

Status 005 Draft
Business Unit HUMRE (HUMAN RESOURCES)
Department 158002000 (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 5994876 Melissa Garcia
Created 12/06/2024

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

Establishment ID
Business Unit HUMRE HUMAN RESOURCES
Company FIU Florida International Univ

Department 158002000 Talent Acquisition Management
Status Code 005 Draft
Status Reason
Status Date 12/06/2024

Combination Code	Distrb %	Activity Nbr	Project ID	Fund Code Description	Funding End Date	Chartfields		
1	<input type="text"/>				<input type="text"/>	Chartfields	+	-

Total Distribution %

Desired Start Date
Encumbrance Date
Projected Fill Date
Date Authorized

Referral Program ID

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

Toolkit 1a

Status Date 12/06/2024

Combination Code	Distrb %	Activity Nbr	Project ID	Fund Code Description	Funding End Date	Chartfields		
1						Chartfields	+	-

Total Distribution %

Desired Start Date

Encumbrance Date

Projected Fill Date

Date Authorized

Referral Program ID

Recruitment Contact

Reference Preference

Reference Minimum

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="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value="202060000"/> <input type="button" value="Q"/>	<input type="text" value="1"/> <input type="button" value="Q"/>	<input type="text" value="661"/> <input type="button" value="Q"/>	<input type="text" value="21"/> <input type="button" value="Q"/>	<input type="text" value=""/>

Referral Program ID

Recruitment Contact

Reference Preference

Reference Minimum

Locations ⓘ

*Location	Location Description
<input type="text" value=""/> <input type="button" value="Q"/>	

Recruiting Locations ⓘ

*Recruiting Area	Recruitment Area Description	Primary Re
<input type="text" value="1254"/> <input type="button" value="Q"/>	Modesto A. Maidique Campus	

Look Up Location x

Set ID

Location Code

Description

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 20 hours max.

Additional Job Specifications ? Q | 1 of 1 | View All

Job Code Q Primary Job Code

Staffing Information ?

Region Q

Schedule Type

Regular/Temporary

Begin Date

End Date

Shift

Hours

Work Period

Travel Percentage

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="checkbox"/>	<input type="checkbox"/>	The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties to include:	Do not edit job specs

Add Duties & Responsibilities

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):
 - Karla Cardenas (Primary) **AND** Jessica Lee (Backup) **AND** Julissa Rodriguez (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.

Toolkit 1a

Job Opening

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

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)

[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

Job Opening

Save and Submit

Save as Draft



Recruiting Home



Notification

Start Over

Job Opening ID NEW

Job Posting Title Student entry level

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 5994676 

Melissa Garcia

Created 12/06/2024 

***Openings to Fill** Limited Number of Openings 

Target Openings

Available Openings

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.

Background Check		Q		<	<	1 of 15	>	>
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role have direct access to cash, checks, gift cards, credit cards, debit cards, or make and receive payments?						
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role conduct IT related functions, e.g. IT Technician, Data Analyst, Application Developer, etc.?						
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role be in Athletics?						
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role be in the Center for Children and Families (CCF) or the Childrens Creative Learning Center (CCLC)?						
<input type="radio"/> Yes	<input type="radio"/> No	* Will this role be in Housing and Residential Life or a museum?						
<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?						

Toolkit 1a

<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**

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 ⓘ

No job postings exist for this job opening.

[Add Job Posting](#) 

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

Toolkit 1a

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

*See checklist below:

Job Postings ☺

*Posting Title

Job Descriptions ☺ | < > 1 of 1 >

*Visibility

*Description Type

Template

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
Who May Apply	N/A	DO NOT USE - REMOVED	N/A
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
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.

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.

Job Posting Destination:

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

Toolkit 1a

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 4 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	<input type="text" value="14"/>	
Intranet	Internal Posting ▼		02/11/2019	N ▼	02/25/2019	02/25/2019	<input type="text" value="14"/>	

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

Step 8: Save and Submit

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

Job Opening

| [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"/>	

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

Step 9: Read-Only Fields

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

- **Target Openings**
- **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 10: Approval workflow

Note: Status will now appear as “Pending Approval”

The screenshot shows the 'Manage Job Opening' interface. At the top, there is a navigation bar with '< Job Opening' on the left and 'Manage Job Opening' on the right. Below this, the page title 'Manage Job Opening' is displayed. A toolbar contains a 'Save' button and several links: 'Recruiting Home', 'Save', 'Search Job Openings', 'Create New', 'Clone', 'Add Note', 'No Category', and 'Print Job Opening'. The main content area displays job details: Job Opening ID 521245, Job Posting Title Student Research Assistant (Osei-Tutu), Job Code 9194 (Student novice), and Job Family STDNT (STUDENT). On the right side, the status is '006 Pending Approval', Business Unit is AALAW (COLLEGE OF LAW), and Department is 260001000 (Law Dean Admin and Faculty). Below the details, there are tabs for 'Activity & Attachments' and 'Details'. A horizontal navigation bar at the bottom includes links for 'Job Details', 'Qualifications', 'Screening', 'Hiring Team', 'Postings', and 'Approvals'.

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

The screenshot shows the 'Job Opening' interface. At the top, there is a navigation bar with '< Job Opening' on the left and 'Job Opening' on the right. Below this, the page title 'Job Opening' is displayed. A toolbar contains a 'Save' button and several links: 'Recruiting Home', 'Clone', 'Create New', and 'Print Job Opening'. The main content area displays job details: Job Opening ID 515871, Job Posting Title Student Office Assistant, Job Code 9194 (Student Office Assistant), and Job Family STDNT (STUDENT). On the right side, the status is '010 Open', Business Unit is STDAF (STUDENT AFFAIRS), Department is 152273000 (Housing Residential Life), and Primary Recruiting Location is 1254 (Modesto A. Maidique Campus).

Step 11: 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