Step 1: Login

Go to 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 Openings.

Step 3: Click the Job Opening link

Note: You CANNOT clone old postings from prior to the new job code implementation.
Toolkit 1b

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:

![Job Opening Image]

Job Opening

- **Job Opening ID**: 515035
- **Job Posting Title**: Student Research Associate
- **Job Code**: 9194 (Student Office Assistant)
- **Job Family**: STDNT (STUDENT)
- **Status**: 119 Filled/Closed
- **Business Unit**: STDAF (STUDENT AFFAIRS)
- **Department**: 15273009 (Housing Residential Life)
- **Primary Recruiting Location**: 1254 (Modesto A. Maidique Campus)

**Opening Information**

- **Template ID**: 2013
- **Job Opening Type**: Standard Requisition
- **Created By**: 0002718
- **Created**: 10/04/2018

- **Student Assistant**
- **Stephanie Fallone**
Tip: Remember to click **Save as Draft**
Toolkit 1b

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.

Step 5: Qualifications, Screening, & Hiring Team Tabs
1. Qualifications tab: optional
2. Screening tab: validate it is not blank, contact Recruiter if it is.
3. Hiring Team tab:
   A. Update Recruiter(s):
      • MMC= Andrea Suarez (Primary) & Melissa Garcia
      OR
      • BBC= Andrea Suarez (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.
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 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.

Tip: Click Preview to view the Job Description that the applicants will see to validate.
Step 7: Save and Submit

Step 8: Approval workflow
Note: Status will now appear as “Pending Approval”

TAM Career ready team will review posting and approve or deny within 48-96 business hours.

Note: Status will now appear as “Open”
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