

Creating a Job Opening

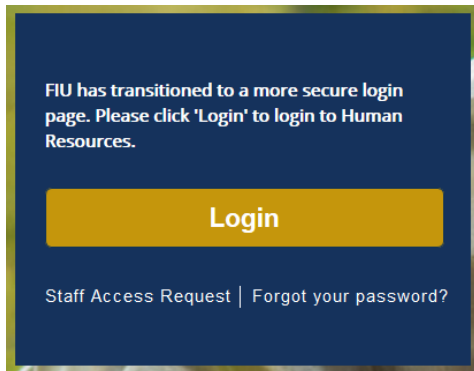
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Toolkit 1a

Step 1: Login

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

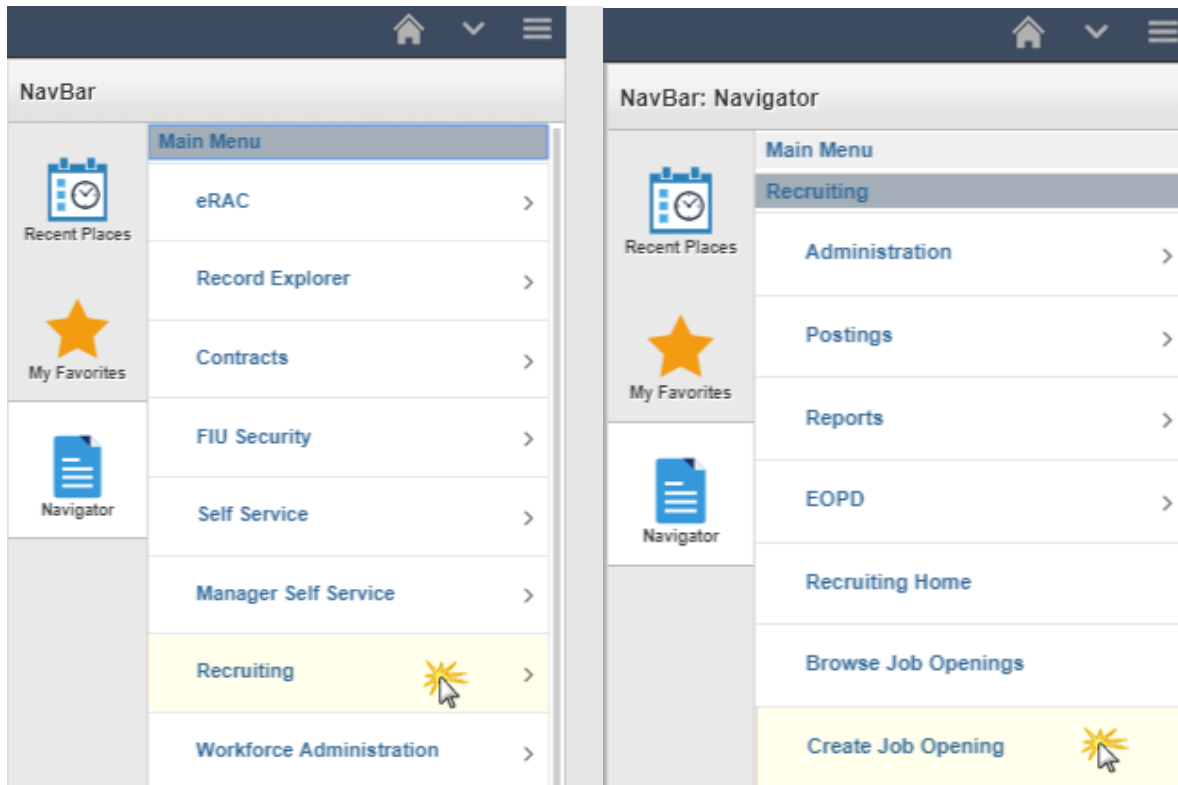


Step 2: Create Job Opening

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 Chartfield Link
6. Must edit Posting Title

Primary Job Opening Information

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

Job Details ?

Job Opening Type	Standard Requisition		Do not change
*Business Unit	HUMRE		HUMAN RESOURCES
*Job Family	STDNT		STUDENT
Department	158002000		Talent Acquisition Management
Position Number			Only for benefit-earning positions
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		
<input type="text"/>	View Profile		Only for benefit-earning positions

[Add Person Profile](#)

Job Profile ?

Profile ID	View Profile		
9194	View Profile		

[Add Job Profile](#)

Tip: You can use the hourglass 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 hourglass. If needed, click search button for additional search fields.

ChartField Common Component

ChartField Detail

Combination Code

Search Options

Combination Codes

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

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" value="80005225"/>	
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	<input type="text" value="000000"/>	202060000	80005225		661	21	1	
2 <input type="button" value="Select"/>	000028455	771999	202060000	80005225		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:

The screenshot shows a web application interface for job opening information. The main content is titled "Primary Job Opening Information" and includes a "Recruiting Home" link. Below this is the "Job Details" section, which contains several search fields and dropdown menus. The fields are filled with the following information:

- Job Opening Type: Standard Requisition
- *Business Unit: STDAF (STUDENT AFFAIRS)
- *Job Family: STDNT (STUDENT)
- Department: 152273000 (Housing Residential Life)
- Position Number: (empty)
- Job Code: 9194 (Student Office Assistant)
- *Recruiting Location: 1254 (Modesto A. Maidique Campus)
- Combo Code: 000028454 (Edit Chartfields)
- *Job Posting Title: Student Office Assistant

Below the Job Details section is the "Profile Details" section, which includes "Person Profile" and "Job Profile" subsections. Each subsection has a table with columns for ID, View Profile, and a trash icon. The "Person Profile" table has one row with an empty ID field and a "View Profile" link. The "Job Profile" table has one row with ID "9194" and a "View Profile" link. Below these tables are "Add Person Profile" and "Add Job Profile" buttons.

A confirmation dialog box is overlaid on the right side of the screen. It contains the following text:

Do you want to retrieve profile information? (18176,6205)
Select "Yes" to retrieve profile information or "No" to continue without retrieving profile information.

The dialog box has two buttons: "Yes" and "No". A mouse cursor is pointing at the "Yes" button.

At the bottom of the main interface, there is a green "Continue" button with a mouse cursor pointing at it.

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"/>	

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.

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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

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 only.

< Create Job OpeningJob 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:

Available Openings:

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:

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

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= Stephanie Felisme **AND** Nathalia Mateo
OR
BBC only= Kelsey Mencia
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) (*optional*): only for those who need to edit and send references
✓ *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

Toolkit 1a

Step 7: Postings Tab

Click 'Add Job Posting'

The screenshot shows the 'Job Opening' page with the 'Postings' tab selected. The page header includes 'Create Job Opening' and 'Job Opening'. Below the header, there are buttons for 'Save and Submit' and 'Save as Draft', along with links for 'Recruiting Home', 'Notification', and 'Print Job Opening'. The main content area displays job opening details: 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), and Primary Recruiting Location 1254 (Modesto A. Maidique Campus). Below the details are tabs for 'Job Details', 'Qualifications', 'Screening', 'Hiring Team', and 'Postings'. The 'Job Postings' section shows a message: 'No job postings exist for this job opening.' Below this message is a button labeled 'Add Job Posting' with a yellow starburst icon. At the bottom, there are 'Save and Submit' and 'Save as Draft' buttons, 'Recruiting Home', 'Notification', and 'Print Job Opening' links, and a 'Top of Page' link.

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

*See checklist below:

The screenshot shows the 'Posting Information' page. The 'Job Postings' section displays the 'Posting Title' as 'Student Office Assistant'. Below this is the 'Job Descriptions' section, which contains a list of descriptions. The first description is highlighted, and its fields are shown: '*Description Type' (dropdown menu), '*Visibility' (dropdown menu), and 'Template' (dropdown menu with the text 'see checklist'). Below the description fields is a rich text editor with a toolbar containing various formatting options. At the bottom of the 'Job Descriptions' section, there 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
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
Student Background Check	Internal and External	Student Background Matrix (type yes or no)	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.

Note: Indicate **Yes** or **No** for each duty 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	

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

Toolkit 1a

Step 8: 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 9: 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.

< 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: 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 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 10: 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