Creating a Job Opening

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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. Add Combo Code through Edit Chartfield Link
6. Must edit Posting Title

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)

Note: if you know the Combo Code enter and click the hourglass. If needed, click search button for additional search fields.
Click continue, then yes, to retrieve profile information:
Step 4: Review Information

Click continue after reviewing profile:

### Combined Profile Information

<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 0</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

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

Tip: Remember to click Save as Draft
Step 7: 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>Who May Apply</td>
<td>N/A</td>
<td>DO NOT USE - REMOVED</td>
<td>N/A</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>Internal and External</td>
<td>Student Background Matrix (type yes or no)</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Information</td>
<td>Internal and External</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Working Condition(s)</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</td>
<td>Internal and External</td>
<td>How to Apply-Internal</td>
<td>Yes</td>
</tr>
<tr>
<td>Disclosures</td>
<td>Internal and External</td>
<td>Disclosures</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**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.

Tip: Click Preview to view the Job Description that the applicants will see to validate.
Step 8: Save and Submit

Note: Status will now appear as “Pending Approval”

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

Step 9: Approval workflow

Note: Once approved, status will now appear as “Open”
Toolkit 1a

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