



Creating a Job Opening

Understanding the Process:

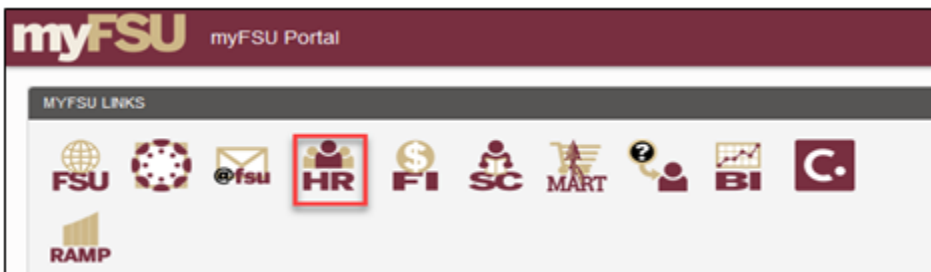
This training guide covers the steps to create a Faculty, Staff (A&P and USPS), or OPS job opening. The job opening is an integral step, as it drives the recruitment process. The OMNI recruitment process starts with the department creating a job opening to advertise a vacant or soon to be vacant position.


Once all of the information has been reviewed and confirmed, the Recruiter will approve and post the job opening in OMNI. The job opening initiator will receive an email with key information and resources. For Staff positions, the email will include a snapshot of the current market analysis (salary range) for the job code being advertised.

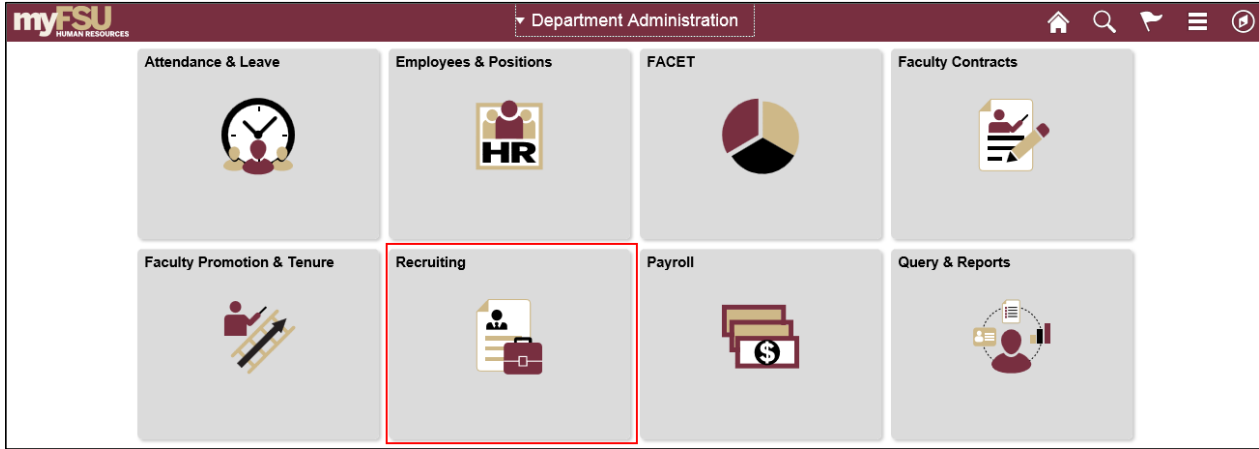
Key Information:

- Required Role: **FSU_SS_MANAGER**
- Position Number (*for Staff and Faculty positions*)
- [Job Classification Specifications](#)
- *For Staff Positions: Pull & reference the [Position Description](#) prior to completing steps below.*
- Job Posting Checklists:
 - [Faculty positions](#)
 - [Staff positions](#)
 - [OPS jobs](#)
- [Faculty and Staff Search Training](#)

Step	Action
1.	Log into myFSU > click on the HR icon.



Step	Action
2.	From the Department Administration page or the NavBar icon  > Menu , click on Recruiting > Create Job Opening .



- [Search Job Openings](#)
- [Pending Approvals](#)
- [Create Job Opening](#)
- [Add Express Appointment](#)
- [Search Applicants](#)
- [Search Applications](#)
- [View References](#)
- [Modify a Person](#)

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type

*Business Unit FSU Business Unit

*Job Family


Department

Position Number

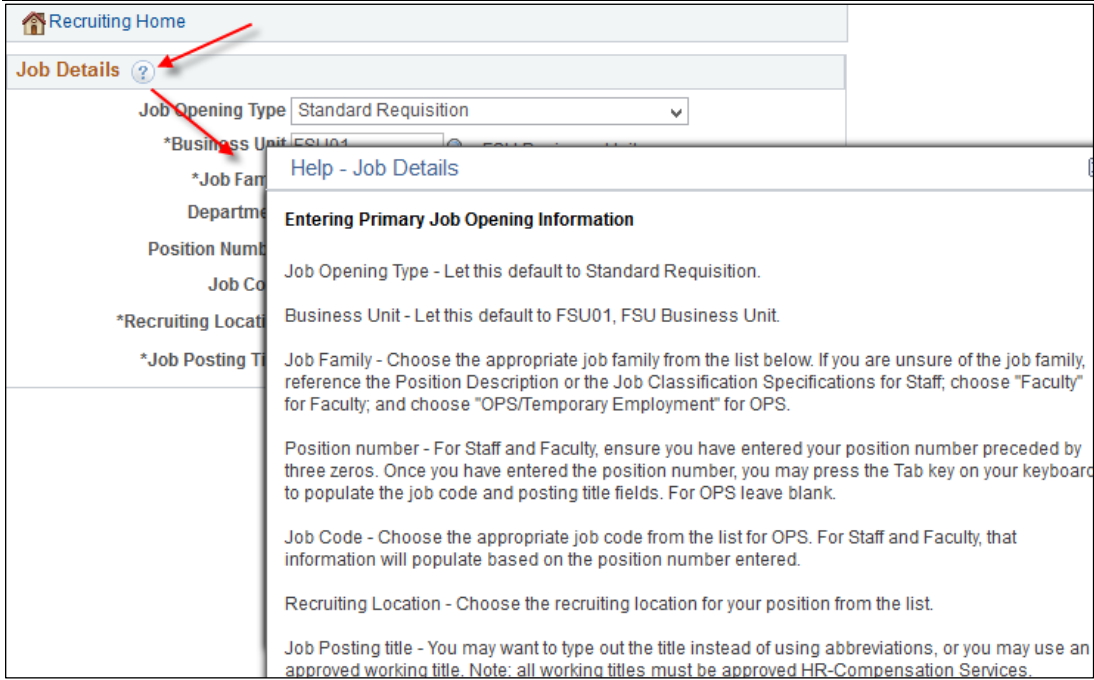
Job Code

*Recruiting Location

*Job Posting Title


Continue

Step	Action
3.	Certain tasks have Embedded Help icons on the page, symbolized by a circled question mark. Click on the icon for a description of the page. Click the x to close the window.



Step	Action
4.	<p>-For Faculty positions: select the "FAC" Job Family, enter the Position Number (preceded by 3 zeros), and press Tab on your keyboard to populate the Department, Job Code, and Job Posting Title fields.</p> <p>-For Staff positions: reference the Position Description, select the appropriate Job Family, enter the Position Number (preceded by 3 zeros), and press Tab on your keyboard to populate the Department, Job Code, and Job Posting Title fields.</p> <p>-For OPS: select the "OPS" Job Family, enter the Department number, select the Job Code that most closely matches the duties of the job, and update the Job Posting Title as needed and include "OPS".</p> <p>-For OPS Faculty: select the "OPSFAC" Job Family, enter the Department number, select the appropriate OPS Faculty Job Code (reference Class Specs and use correct modifier), and update the Job Posting Title as needed and include "OPS".</p> <p>Select the Recruiting Location from the list. If a job is approved by HR for Remote work or by the department for Hybrid (partial telework), choose that option.</p> <p>Click Continue.</p>

Example for Salaried Staff position:

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type: Standard Requisition

*Business Unit: FSU01 (FSU Business Unit)

*Job Family: ADMIN (Administrative Services)

Department: 025000 (Human Resources)

Position Number: 00081300 (Program Associate)

Job Code: 4250 (Program Associate)

*Recruiting Location: 571 (Tallahassee, FL)

*Job Posting Title: Program Associate

[Continue](#)

Step	Action
5.	<p>Click the Job Information tab.</p> <p>For Staff and Faculty positions: the fields on the Job Information page automatically populate based on the position number.</p> <p>If there is an incumbent in the position, indicate that in the Employees Being Replaced section. Either type the employee’s first & last name in the Employee ID field and press Tab on your keyboard, or click on the magnifying glass icon to search for and select the employee.</p> <p>For OPS and OPS Faculty:</p> <ul style="list-style-type: none"> ○ If creating an OPS job opening to recruit for multiple hires, adjust the Target Openings and Available openings. ○ Enter or use the magnifying glass icon to select the physical Location of the job. ○ Specify the Schedule Type (Full-Time or Part-Time). <i>(When you reach the Postings tab, list details in “Considerations” regarding the specific shift.)</i>

Opening Information ?

*Template ID USPS/A&P One Page Template
 Job Opening Type Standard Requisition
 Created By
 Created

*Openings to Fill
 Target Openings
 Available Openings

Establishment ID FSU Main Campus
 Business Unit FSU Business Unit
 Position Number Program Associate
 Company Florida State University

Job Code Program Associate
 Department Human Resources
 Status Code
 Status Reason
 *Status Date

Desired Start Date
 Enoumbrance Date
 Projected Fill Date
 Date Authorized

Referral Program ID
 Recruitment Contact

Locations ?

*Location	Location Description	Primary Location	
<input type="text" value="0223A6200"/> <input type="button" value="Q"/>	UNIVERSITY CENTER - BLDGA6200	<input checked="" type="checkbox"/>	<input type="button" value="🗑"/>

Additional Job Specifications ?

Staffing Information ?

Region
 Schedule Type
 Regular/Temporary
 Begin Date
 End Date
 Shift
 Hours
 Work Period

Salary Information ?

Salary Admin Plan Univ Support Personnel System
 From Grade USPS Band 4
 From Step
 To Grade
 To Step

Step	Action
6.	<p>On the Min Qualifications tab.</p> <p>-For Faculty and OPS positions: skip this tab.</p> <p>-For Staff positions: refer to the Position Description to determine the minimum education and experience needed for the position. Under the Highest Education Level and Years of Work Experience fields, select the baseline minimum education level and enter the corresponding years of experience. Click the Add Work Experience and Education button to list out each equivalent above the minimum.</p> <p><i>For example, if the position requires a high school diploma/equivalent and four years of experience, enter that on the first row. Then, enter rows for each of the following: Associates Degree and two years, Bachelors Level Degree, Masters Level Degree, Doctorate (Academic), and Doctorate (Professional).</i></p> <p>Note: this information does not carry over to the posting page and is not displayed to applicants; this is for behind-the-scenes HR screening purposes only.</p>

The screenshot shows the 'Min Qualifications' tab selected in a navigation menu. Below the menu, there is a section titled 'Additional Job Specifications' with a 'Find | View All' link. Underneath, there is a sub-section 'Work Experience & Education'. This section contains a table with two columns: '*Highest Education Level' and 'Years of Work Experience'. The first row has 'C-HS Graduate or Equivalent' in the first column and '4' in the second. Below the table is a yellow button labeled 'Add Work Experience and Education'. Red arrows point to the 'Min Qualifications' tab and the 'Add Work Experience and Education' button.

Step	Action
7.	<p>Click the Background Check Questionnaire tab. <u>Obtain these answers from the hiring supervisor prior to entering them.</u> Answer each question; No or Yes. The background level will generate at the bottom of questionnaire.</p> <p>The background check level will be reviewed by Human Resources Background Check Staff prior to approving the job opening.</p>

Job Information
Min Qualifications
Accomplishments
Background Check Questionnaire
Postings
Screening
Hiring Team

Additional Job Specifications ?
Find | View All First

Part 1. Outside documents to replace/satisfy FSU BGC:

1	Is this job/role located in the FSU Childcare Center?	NO ▼
2	Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)	NO ▼
3	If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."	NO ▼
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	NO ▼

Part 2. Level 2 Background Check Required Duties:

1	Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?	NO ▼
2	Is the position classified as Vice President level or above by job code/administrative code?	NO ▼
3	Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check	NO ▼
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	NO ▼
5	Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?	NO ▼

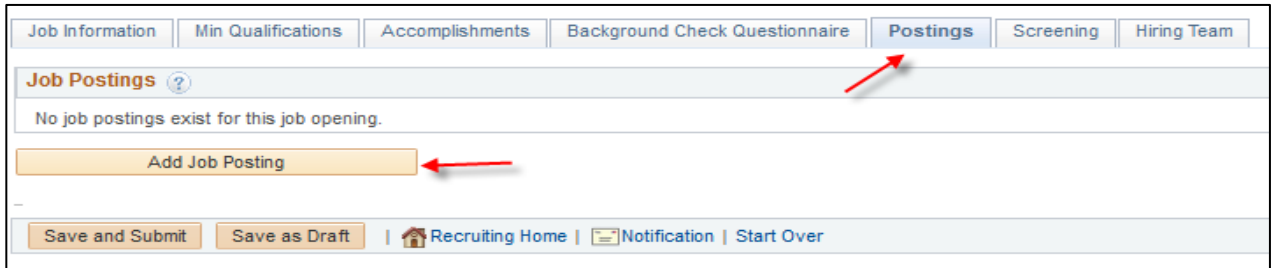
Part 3:

1	Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.	NO ▼
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	YES ▼

Background Check Level Code: BG01

Background Check Level Description: BG01, Standard Criminal History Background Check.

Step	Action
8.	<p>Skip the Accomplishments tab.</p> <p>Click on the Posting tab. To start the posting, click Add Job Posting (only click Add Job Posting once).</p>



Step	Action
9.	<p>The Posting Title automatically generates. Spell out abbreviated words, and include 9 vs. 12-month if Faculty, the department name following the title, the shift if outside the norm, location if outside of main campus, and OPS if it's an OPS role.</p> <p>Note: Working titles for Staff positions must be approved by HR-Compensation prior to advertising.</p>

Posting Information


Job Postings ?

*Posting Title

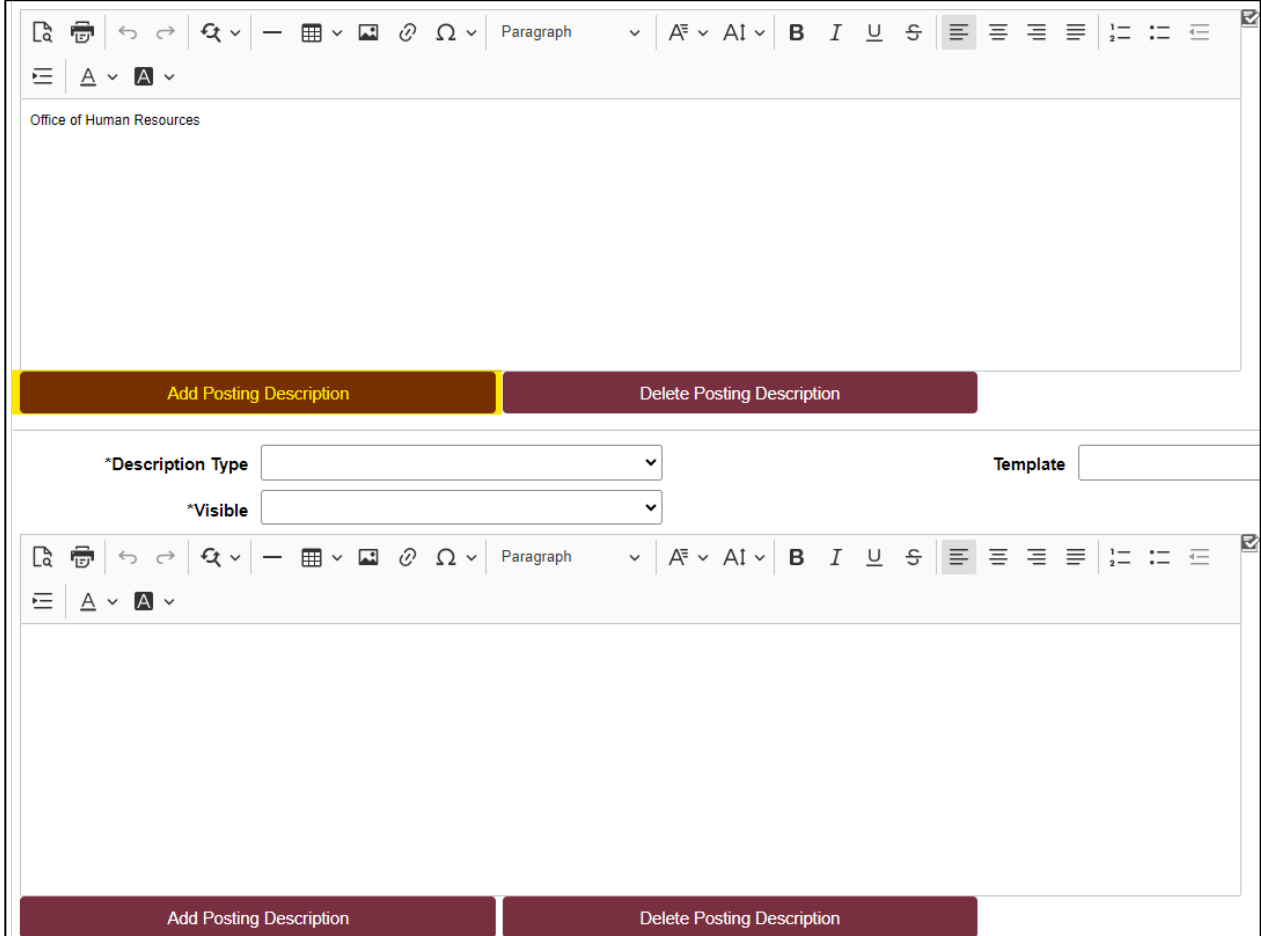
Step	Action
10.	<p><u>Reference the respective Job Posting Checklist linked in the “Key Information” section above for a list of required and optional posting descriptions for Faculty, Staff, and OPS job openings. For Staff positions, also reference the Position Description.</u></p> <p>On the Posting Information page, each category will need its own posting description box. The posting descriptions can be entered in any order; they will default to a standardized order once posted.</p>

Step	Action
11.	<p>Click Add Posting Description. Select the Description Type from the drop-down menu. Click the Visibility drop-down menu and choose Internal and External. Type the corresponding information in the text box or select the Template, as applicable.</p> <p>As outlined on the job posting checklists, certain description types have a Template linked to them that populate standard language when selected (e.g., <i>Equal Employment Opportunity, Considerations, etc.</i>). <u>Although a department can add additional requirements to the Considerations and How to Apply, do not alter the Equal Employment Opportunity, Total Rewards, or Veterans’ Preference statements.</u></p> <p>Above each posting description box, there is a text editor feature that can be used to format the descriptions. To ensure consistency, there are posting editor guidelines:</p> <ul style="list-style-type: none"> • <i>Job postings should not contain page breaks, tables, or pictures.</i> • <i>The hyperlink feature should be used to embed URLs within the text, such as the department’s website. (Templates already have the URLs embedded.)</i> • <i>Font & font size should be Arial Big.</i> • <i>Font color should default to black.</i> • <i>Bold, Italics, and Underline used within reason.</i> • <i>Paragraphs should remain defaulted to align left.</i> • <i>Bullet items in a list, such as Qualifications and Preferred Qualifications.</i> <p>HELPFUL TIP: If pasting text into a posting description box, “Paste as plain text” (in Chrome), “Paste without Formatting” (in Mozilla), or place it in Notepad to remove the formatting first.</p>



<p>Step 11. <i>Continued</i></p>	<p>As it relates to the Department posting description, type the department’s name select the text, click the paperclip icon, paste the department’s website URL into the box, and click the green checkmark.</p>  <p>As it relates to the Responsibilities posting description:</p> <ul style="list-style-type: none"> -For Faculty positions: consult with the department Chair/hiring authority. -For OPS openings: consult with the hiring manager. -For Staff positions: the Responsibilities are found on the position description (PD), and outline the essential functions of the job. All or a good overview can be provided. The impact the role has on the unit/university can also be included.
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Click **Add Posting Description** for each required posting description type box.



<p>Step 11. <i>Continued</i></p>	<p>As it relates to the Qualifications posting description:</p> <p>-For Faculty positions: consult the Job Class Specifications and the department Chair/hiring authority for the education, experience, and any certification/licensure required.</p> <p>-For OPS: consult the hiring manager for the education, experience, physical ability (<i>if applicable</i>), and licensure/certification (<i>if applicable</i>) required.</p> <p>-For Staff positions: refer to the Job Class Specifications and PD to determine the required level/type of education, experience, physical ability (<i>if applicable</i>), and licensure/certification (<i>if applicable</i>) required.</p> <p>Note: Your recruiter will add screening questions to a <i>Staff</i> opening only if a certain type of degree, experience, licensure, and/or physical ability is required. Applicants answer these questions upon applying, and they are used in determining if applicants meet minimum qualifications.</p>
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<p>Step 11. <i>Continued</i></p>	<p>The Preferred Qualifications Description Type is not required; however, if the department has any preferred education, skills, experience, certification, etc. for the position, it should be listed here.</p> <p>The Anticipated Salary Range is not required, but it is recommended that you list a minimum starting salary, commensurate with education and experience. Consult with your recruiter for assistance. <i>Example: “Low to mid \$40,000’s, commensurate with education and experience.”</i></p>
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Step	Action
12.	<p>Continue to click Add Posting Description until all required description types and content has been added from the checklist.</p> <p>Click the Delete Posting Description button if you need to delete a posting description.</p>

Step	Action
13.	<p>Set up the Job Posting Destinations:</p> <p>The Posting Destinations must be set to “<u>FSU Web Site</u>” and there should be two Posting Type rows—“Internal Posting” and “External Posting”.</p> <p>All job openings must be posted for a minimum of seven days, and the system will default to this posting period. You may increase the number of days, if desired, by adjusting the Posting Duration Days.</p> <p>You may select certain dates for the posting to open and close by clicking the Trash Can icons across from each row > Add Posting Destination so both rows display > set the Destination for both rows to “<u>FSU Web Site</u>” > set the Posting Type rows to “Internal Posting” for one and “External Posting” for the other > select the Post Date and Remove Date from the calendar icons for both rows.</p> <p>Note: The posting remove date is a “to date” not a “through date” (<i>e.g., if the remove date is 10/20/2023, the job opening will close 10/19/2023 at midnight.</i>). Openings should not close on a weekend or holiday.</p> <p>For open until filled positions, follow the steps above, entering a remove date of “01/02/9999”. Add “This position is being advertised as open until filled.” to the Considerations description. IMPORTANT! Once a top candidate has been identified, ask your recruiter to remove the job opening from the website. All routed applicants must be considered.</p>

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
FSU Web Site	Internal Posting	0 - On Approval Date			7	🗑
FSU Web Site	External Posting	0 - On Approval Date			7	🗑

Add Posting Destination

OK
Cancel
Preview

Example: Using the calendar icons to set specific dates for the job opening

The screenshot shows the 'Job Posting Destinations' form with two rows of data. The first row has 'FSU Web Site' as the destination, 'Internal Posting' as the type, and '0 - On Approval Date' as the relative open date. The second row has 'FSU Web Site' as the destination, 'External Posting' as the type, and '0 - On Approval Date' as the relative open date. Both rows have a 'Posting Duration (Days)' of 7. A red arrow points to the 'Add Posting Destination' button, and another red arrow points to the trash icon next to the second row.

This screenshot is similar to the previous one but highlights the 'Post Date' and 'Remove Date' fields with blue arrows pointing to calendar icons. A text box below the form says 'Select Calendar Icons to select date'. The 'Add Posting Destination' button is also visible.

Step	Action
14.	<p>Preview the posting.</p> <p>Click the Preview button. You may copy and paste the posting into a Word document or Outlook email to spell check it, or use the spell check icons across from each posting description.</p> <p>Select Return to Previous Page > OK.</p>

This screenshot shows the 'Job Posting Destinations' form with the 'Preview' button highlighted by a red arrow. The form contains the same two rows of data as the previous screenshots.

Step	Action
15.	<p>Skip the Screening tab. Your recruiter will enter that information and set up the screening process.</p>

Step	Action
16.	<p>On the Hiring Team tab, the department will be prompted to indicate the following:</p> <ul style="list-style-type: none"> ● Recruiter ● Interview Panel ● Hiring Process Representatives ● Records Custodian ● Hiring Authority <p>This important step documents who participated in the process and provides the employees access to the applicant pool.</p>

17.	<p>Click Add Recruiter Team > check Team ID 1 – Recruiters > click OK > check the Primary box across from your assigned recruiter.</p>
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The screenshot shows the 'Hiring Team' tab with several sections:

- Recruiters:** A red box highlights the 'Add Recruiter Team' button.
- Interview Panel:** 'Add Interview Panel' button.
- Hiring Process Representatives:** 'Add Hiring Process Representatives' button.
- Hiring Authority:** 'Add Hiring Authority' button.
- Records Custodian:** 'Add Records Custodian Member' button.

The 'Add Team' dialog box contains the following table:

Select	Team ID	Description
<input checked="" type="checkbox"/>	1	Recruiters
<input type="checkbox"/>	1001	FWS Recruiters (OFA Staff)

Buttons: **OK** (highlighted with a red box), **Cancel**

Step	Action
18.	<p>Click each button to add the Interview Panel, Hiring Process Representatives, Hiring Authority, and the Records Custodian accordingly:</p> <ul style="list-style-type: none"> a. Interview Panel: Faculty and/or staff members responsible for interviewing candidates. The panel should be the same group of individuals for a single job opening. If one of the panel members is replaced during the hiring process, the replacement member must be added, but do not remove the original interview panel member. If the hiring process includes a multi-step interview process, interviewers at all steps must be included. b. Hiring Process Representatives: Any other faculty or staff member(s) that needs access to the hiring process. Generally, a department representative, administrative assistant, or executive assistant helping with the dissemination of hiring process information, including candidate information, to the Hiring Authority or the Interview Panel. c. Hiring Authority: The faculty or staff member responsible for the final approval of the job offer/hire. Usually a Dean, Director, Department Head, VP, etc. There is only one Hiring Authority. d. Records Custodian: The faculty or staff member responsible for maintaining the entire paper and electronic documentation file related to the hiring process. This includes, but is not limited to: copies of advertisements; vitae, resumes, or printed applications (particularly if they contain notes); interview notes; work samples; scoring results; salary negotiation correspondence; etc. These records must be maintained for four years after the date of hire. There is only one Records Custodian.

Interview Panel ?

No Interview Panel members have been added to this Job Opening

Add Interview Panel

Hiring Process Representatives ?

No Hiring Process Representatives have been added to this Job Opening

Add Hiring Process Representatives

Hiring Authority ?

No Hiring Authorities have been added to this Job Opening

Add Hiring Authority

Records Custodian ?

No Records Custodian has been added to this Job Opening

Add Records Custodian Member

Save and Submit
Save as Draft
|
Notification
|
Start Over

Step	Action
Notes:	<p>-You must list the names of the Records Custodian and Hiring Authority in order to save or submit the job opening. If the names for the Interview Panel or Hiring Process Representatives are not available at the time of creating the opening, leave them blank; however, you must contact your assigned recruiter to have the names added to the opening once identified.</p> <p>-Ensure you add the correct employees by verifying the employee IDs via Manage Job.</p> <p>-Never select an employee whose name shows up in all CAPS. Contact your recruiter for assistance.</p>

Step	Action
19.	<p>Once all required elements of the job opening have been entered, click the Save & Submit button to submit the job opening, or Save as Draft to save for later.</p> <p>Note: The job opening will not be saved until you click the Save as Draft or the Save & Submit button.</p>

The screenshot displays a web interface for configuring a job opening. It features four main sections, each with a search field and an 'Add' button:

- Interview Panel:** Includes a search field for '*Name' and 'Interviewer ID'. Below the search field is an 'Add Interview Panel' button.
- Hiring Process Representatives:** Includes a search field for '*Name' and 'Empl ID'. Below the search field is an 'Add Hiring Process Representatives' button.
- Hiring Authority:** Displays the message 'No Hiring Authorities have been added to this Job Opening' and an 'Add Hiring Authority' button.
- Records Custodian:** Displays the message 'No Records Custodian has been added to this Job Opening' and an 'Add Records Custodian Member' button.

At the bottom of the interface, there are two buttons: 'Save and Submit' and 'Save as Draft'. Two red arrows point to these buttons. To the right of the buttons are navigation links: 'Recruiting Home', 'Notification', and 'Start Over'.

Step	Action
20.	<p>Click the Approvals tab to confirm the workflow generated accordingly. The job opening will go to the OMNI Department Manager, the Background Check Approver to review the background check level, and then to your Recruiter for review and posting.</p> <p>Once the job opening has been saved or submitted, the Job Opening ID is generated by OMNI. Use this number when returning to Recruiting > Search Job Openings to check the status and/or view the applicant pool. <i>(Tip: When checking the status of a job opening, on the Search Job Openings page, set the Status to be blank before entering the Job Opening ID and clicking Search.)</i></p> <p><u>If you plan to advertise externally, follow the External Advertising Guidelines and send a draft to your recruiter for review prior to advertising.</u></p>

The screenshot displays the 'Approvals' tab in the OMNI system. At the top, a navigation bar includes 'Job Information', 'Min Qualifications', 'Accomplishments', 'Background Check Questionnaire', 'Postings', 'Screening', 'Hiring Team', and 'Approvals'. A red arrow points to the 'Approvals' tab. Below the navigation bar, the 'Job Approvals' section is titled 'FSU Job Opening Approvals'. Underneath, a dropdown menu shows 'Job Opening: Pending'. The main workflow area shows a sequence of steps: 'Pending' (FSU Job Opening Dept. Mgr.), 'Not Routed' (Multiple Approvers: HR Background Check Approver), and 'Not Routed' (FSU Primary Recruiter). Below the workflow, there is a 'Status' dropdown menu set to 'Select...' and a 'Comments' text area.

Congratulations!
 You have completed this topic.

Questions on these procedures? Contact your [Assigned Recruiter](#).