

Approving a Job Opening

Overview:

Understanding the Viewing a Job Opening Process

In this topic you will learn the steps to approve job openings after they have been routed to you for approval. You must review all the details of the job opening and make any necessary changes before approving. If additional changes need to be made after your approval, contact your recruiter in HR-Employment.

Procedure

Scenario:

In this topic, you will learn the steps to approve a Job Opening.

Key Information:

Job Classification Specifications (https://hrapps.fsu.edu/class_specs_public/)

Position Description

(http://www.hr.fsu.edu/index.cfm?page=DepartReps_PositionManagement_ViewingPositionOnline)

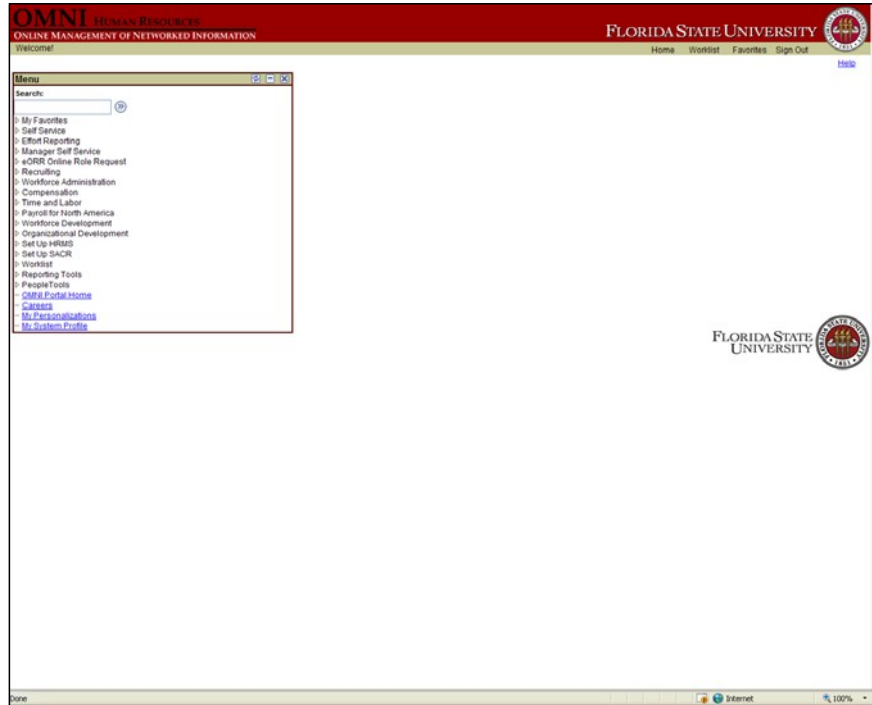
Position Advertising Procedures

(http://www.hr.fsu.edu/index.cfm?page=Departreps_Employ_PositionAdvertProcedures)

Training Guide

Approving a Job Opening

Step	Action
1.	Click the Human Resources link.



Step	Action
2.	Click the Worklist link. You will also receive an e-mail notification when you have an action to approve in your Worklist.

Training Guide

Approving a Job Opening



Step	Action
3.	Your worklist will display all actions pending your approval. Click the JobOpening, 45415, HRS_JOB_OPENING_ID:30699 link.

Training Guide

Approving a Job Opening

The screenshot displays the OMNI Human Resources interface for Florida State University. The main content area shows the following job opening details:

- Posting Title: Admin Support Assistant
- Job Opening ID: 30599
- Job Opening Status: 005 Pending Approval
- Job Type: Standard
- Job Title: Admin Support Assistant
- Job Code: 0189
- Position Number: 00051529 Admin Support Assistant
- Business Unit: FSU01 FSU Business Unit
- Job Family: ADMN Administrative Services

Navigation links include: Save, Create New, Previous Job Opening, Next Job Opening, Job Opening List.

Management tabs: Manage Applicants | Job Opening Details | **Activity & Attachments** |

Job Information tabs: Job Information | **Min Qualifications** | Accomplishments | Job Postings | Screenings | Hiring Team | Approvals

Job Information

Job Opening Information

- *Template ID: 1001 LSPS&P One Page Appl
- Job Opening Type: Standard Requisition
- Created By: 0004995
- Created: 04/30/2009
- *Openings to Fill: Limited
- Target Openings: 1
- Available Openings: 1
- Establishment ID: 00001 FSU Main Campus
- Business Unit: FSU01 FSU Business Unit
- Position Number: 00051529 Admin Support Assistant
- Job Code: 0189 Admin Support Assistant
- Company: FSU Florida State University
- Department: 025005 Human Resources
- Location: 0223A6247 UNIVERSITY CENTER - BLDG46247
- *Recruiting Location: 571 Tallahassee, FL

Additional links: Add Additional Locations

Status Code: 005 Pending Approval

Status Reason:

Status Date: 04/30/2009

Step	Action
4.	Click the Min Qualifications link and review the minimum qualifications that were entered. Min Qualifications

Training Guide

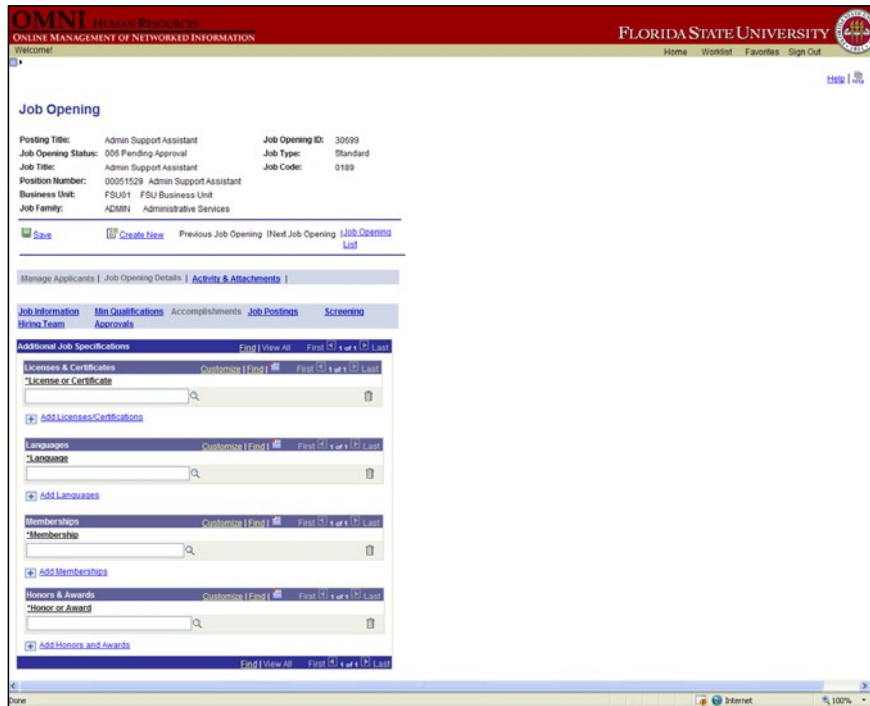
Approving a Job Opening



Step	Action
5.	Once you have reviewed the Minimum Qualifications and made any necessary changes, click the Accomplishments link. Accomplishments

Training Guide

Approving a Job Opening



Step	Action
6.	<p>If there is no information to review on the Accomplishments link, click the Postings link to review the job posting.</p> <p>NOTE: Information on the Accomplishments page is not required.</p> <p>Job Postings</p>

Training Guide

Approving a Job Opening



Step	Action
7.	Click the Admin Support Assistant (position title) link to review all the information entered in the posting. Admin Support Assistant

Training Guide

Approving a Job Opening

The screenshot shows the 'Posting Information' section of the OMNI Human Resources system. The job title is 'Admin Support Assistant'. There are four description sections, each with a 'Visible' dropdown set to 'Internal and External', a 'Description Type' dropdown, a 'Description ID' dropdown, and a text area for the description. The descriptions are:

- Description Type: Department; Description: Human Resources
- Description Type: Equal Employment Opportunity; Description: An Equal Opportunity/Access/Affirmative Action Employer
- Description Type: How To Apply; Description: If qualified and interested in a specific vacancy as advertised, apply to Florida State University at <https://jobs.fsu.edu>.
- Description Type: Qualifications; Description: High School diploma and four years appropriate experience or a Bachelor's degree

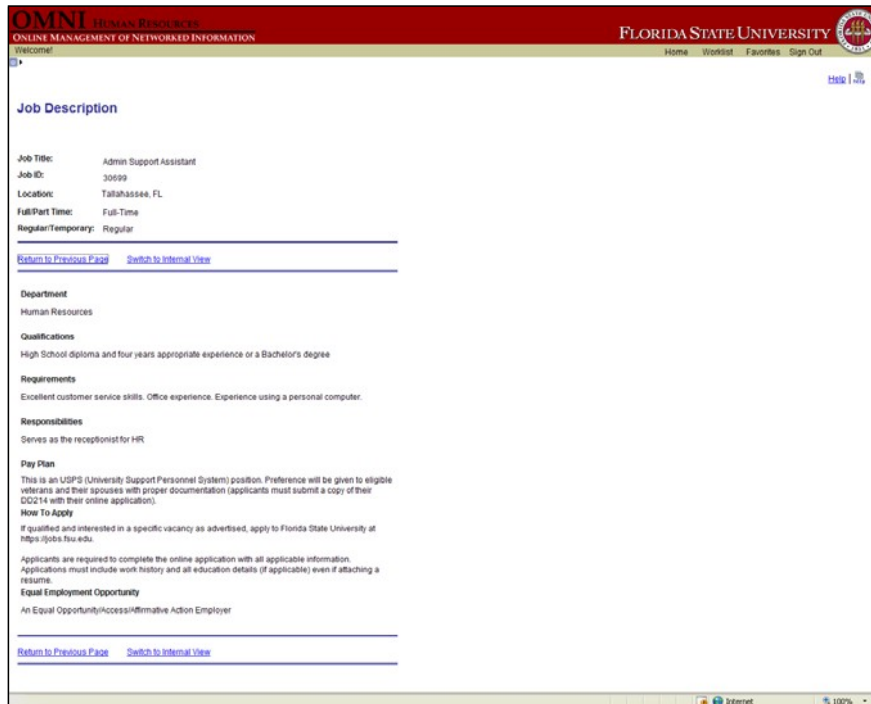
Step	Action
8.	Scroll down to review more details

The screenshot shows the 'Job Posting Destinations' section of the OMNI Human Resources system. It displays a table with columns for Destination, Position Type, Relative Open Date, Post Date, Remove Date, and Posting Duration (Days). There are two entries for 'FSU Web Site'.

Destination	Position Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
FSU Web Site	Internal	Approve Dt			7
FSU Web Site	External	Approve Dt			7

Below the table are buttons for 'OK', 'Cancel', and 'Preview'.

Step	Action
9.	Click the Preview button to view the entire posting as it will appear on the website. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Preview</div>



Step	Action
10.	After reviewing all the information, click the Return to Previous Page link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Return to Previous Page</div>

Training Guide

Approving a Job Opening

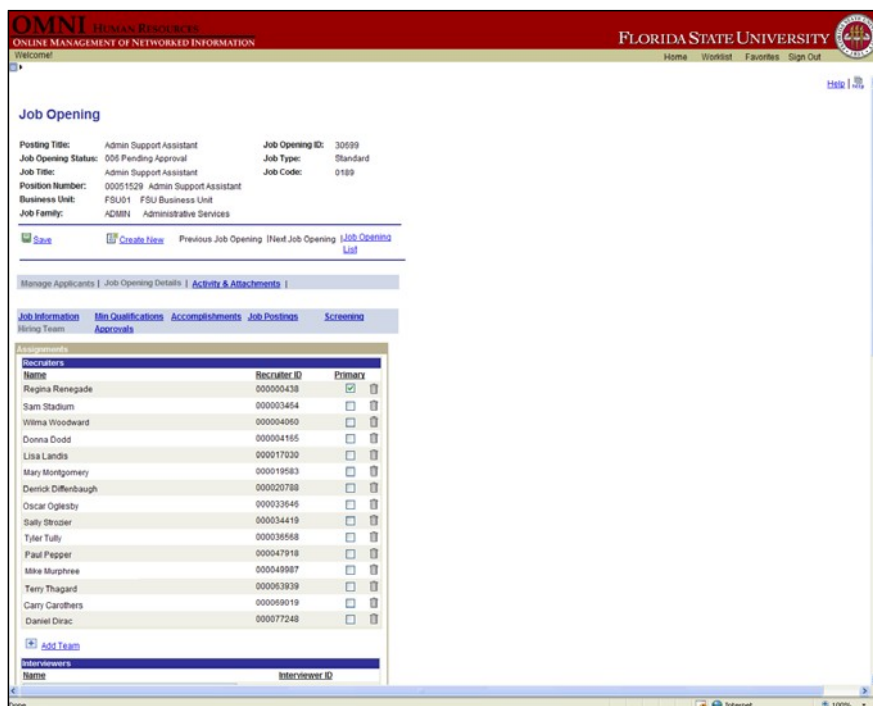
Step	Action
11.	<p>If you need to make any changes, edit any of the Description boxes above.</p> <p>Click the OK button if you have no changes to make.</p> <p>OK</p>

Training Guide

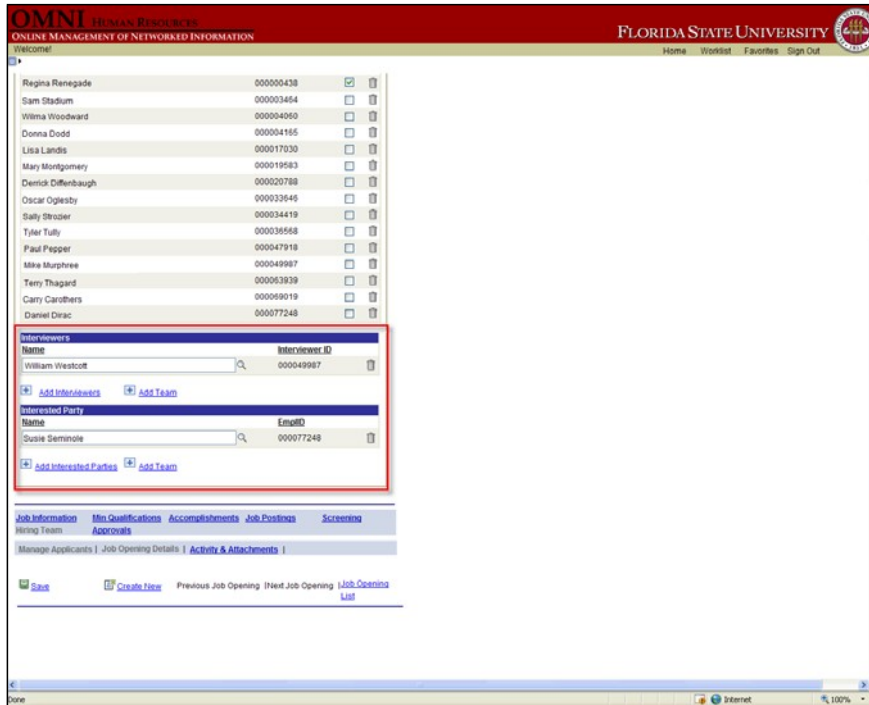
Approving a Job Opening



Step	Action
12.	Click the Hiring Team link.



Step	Action
13.	Scroll down to review Interviewer and Interested Party details.



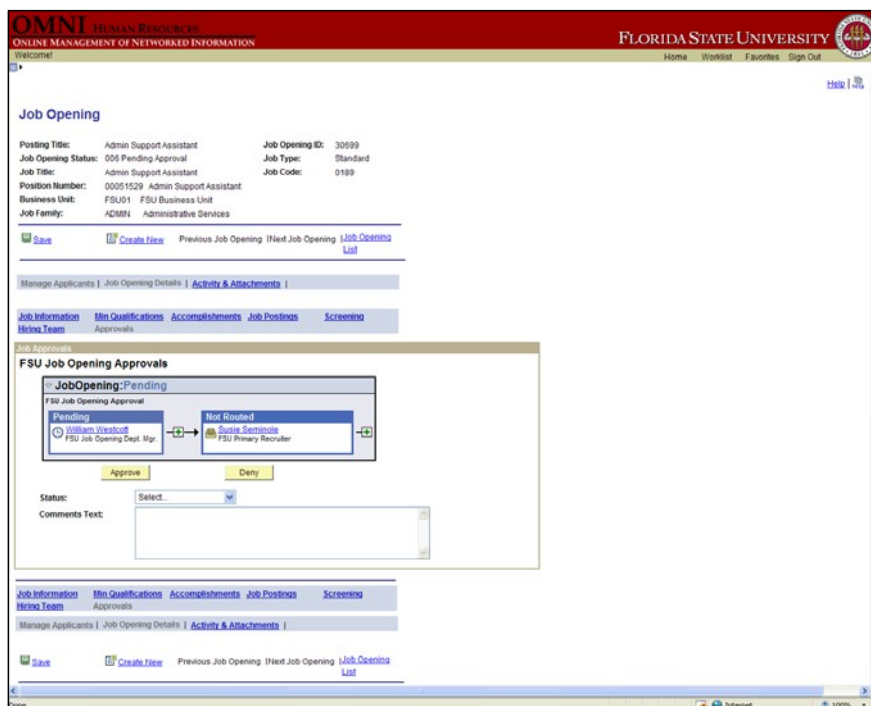
Step	Action
14.	Review those listed as Interviewers and Interested Party . You may add or delete individuals in these fields as needed.

Training Guide

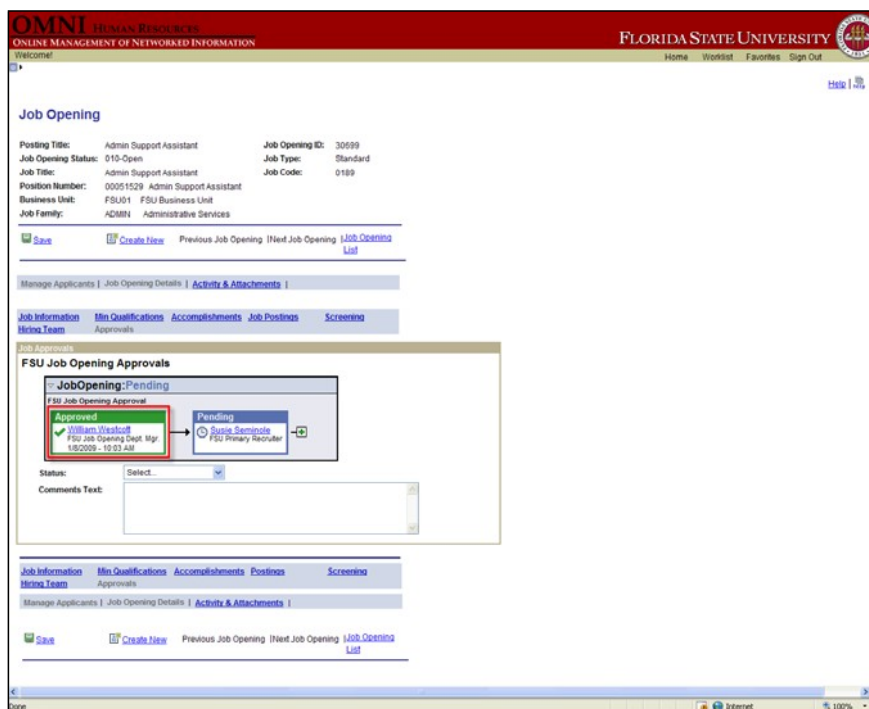
Approving a Job Opening



Step	Action
15.	Click the Approvals link.



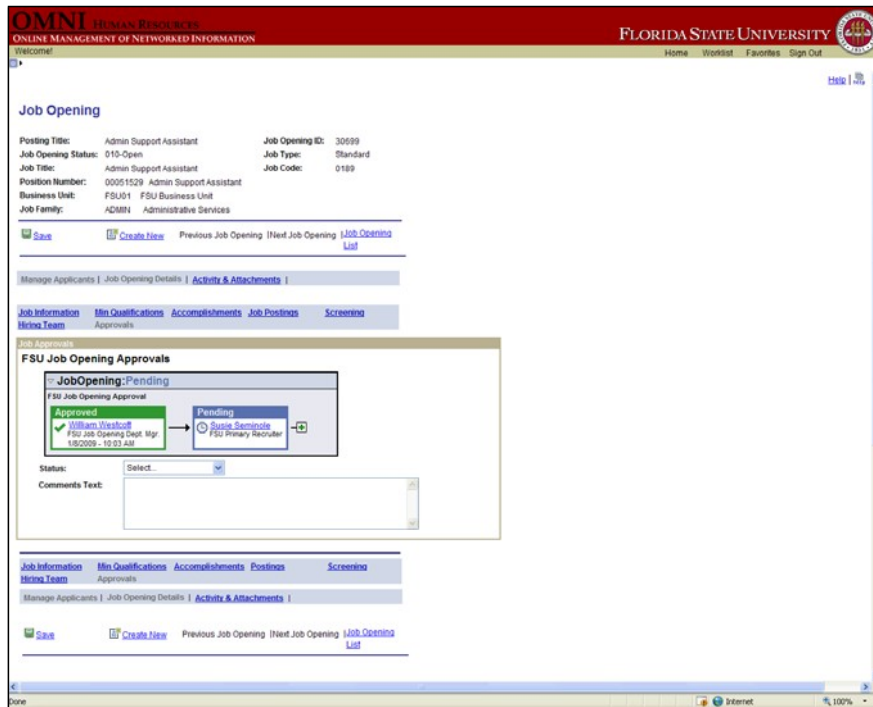
Step	Action
16.	<p>NOTE: If you need to add additional approvers you may do so by clicking on the plus sign.</p> <p>The Primary Recruiter must always be the final approver.</p> <p>Click the Approve button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Approve</div>



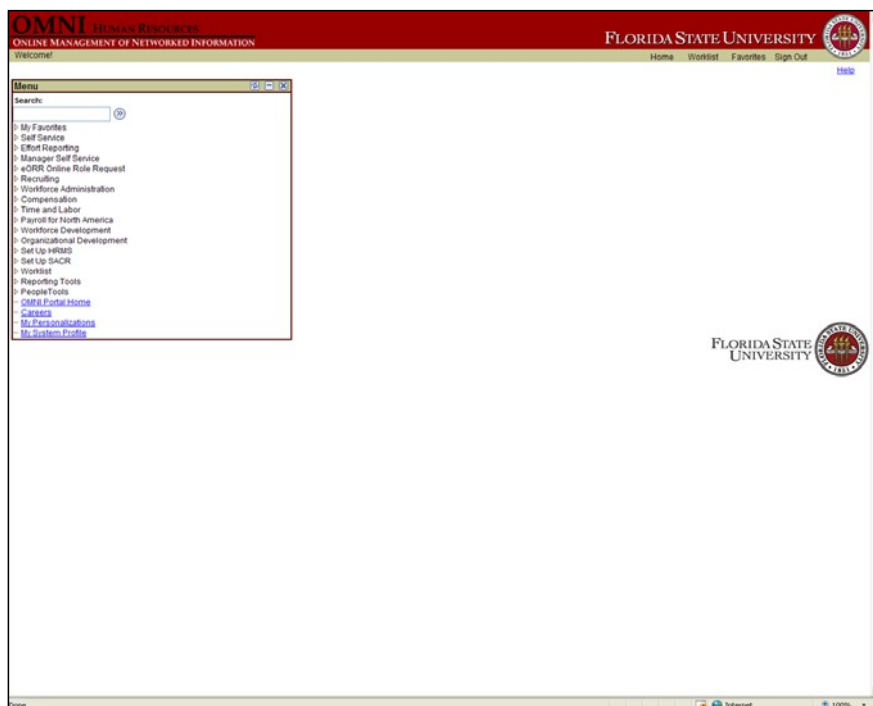
Step	Action
17.	Notice the Job Opening now shows an Approved status for the first level of approval.

Training Guide

Approving a Job Opening



Step	Action
18.	Click the Home link. Home



Step	Action
19.	Congratulations! You have completed this topic. End of Procedure.