

Viewing a Job Opening

Overview:

Understanding the Viewing a Job Opening Process

In this topic you will learn the steps to view a job opening once it's been created and either saved or submitted. You will be able to see all the applicants who have applied as well as the job posting description, job information, hiring team and approval chain. You must contact your recruiter in HR-Employment if any changes need to be made to a job opening after it's been submitted and approved.

Procedure

Scenario:

In this topic, you will learn the steps to view a Job Opening once it's been created.

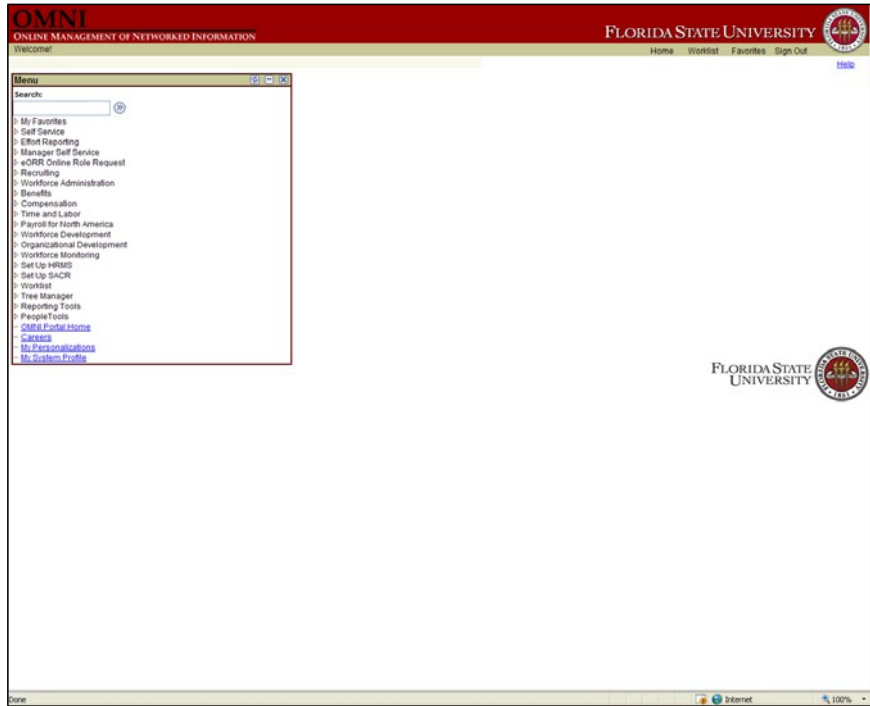
Key Information:

Job Opening Title or ID Number

Step	Action
1.	Click the Human Resources link.

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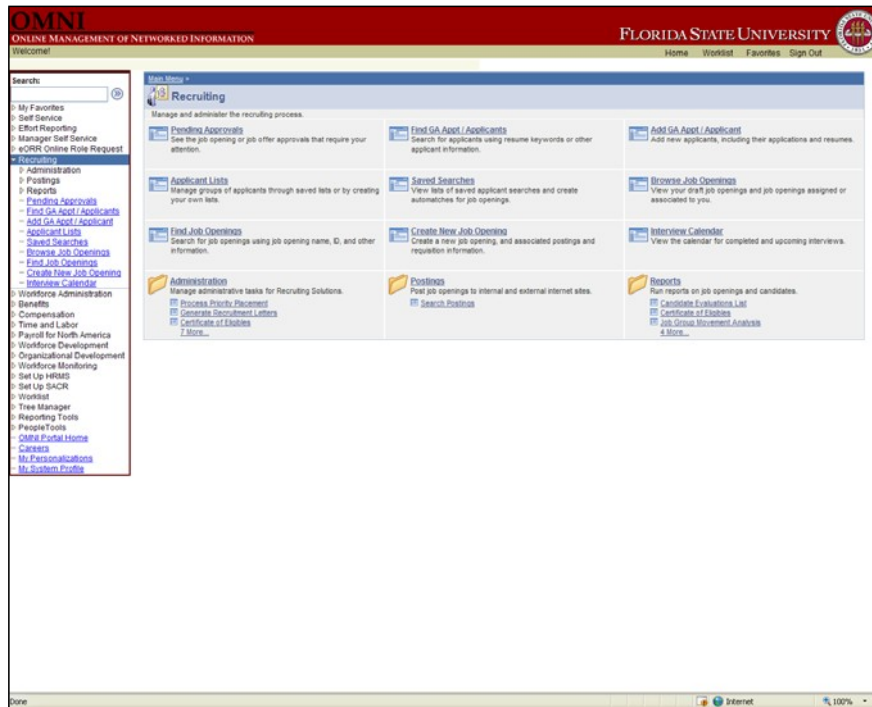
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Step	Action
2.	Click the Recruiting link.

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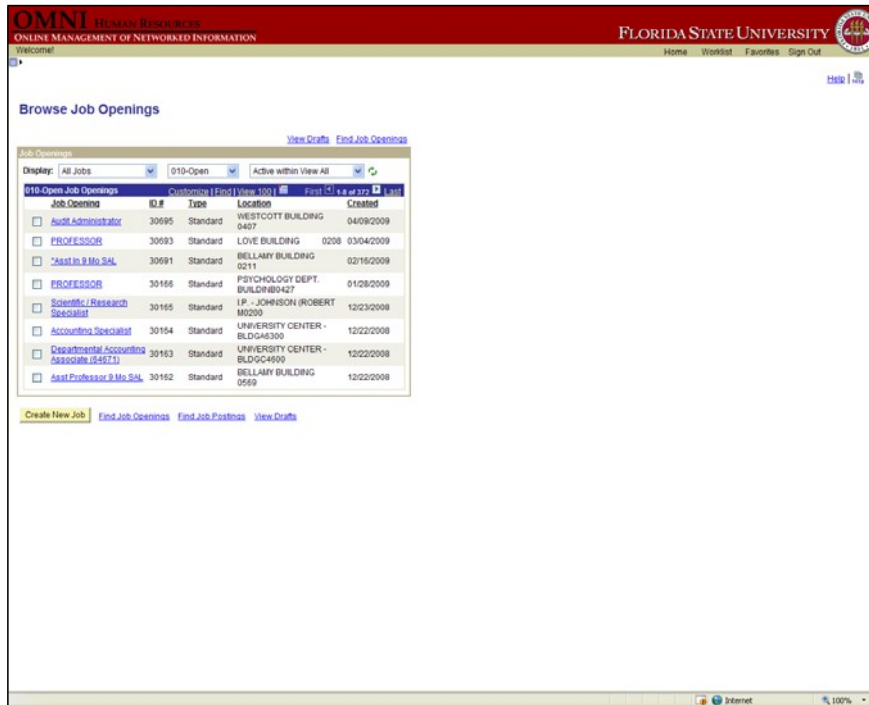
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Step	Action
3.	If you know the job opening ID #, you may use Find Job Openings page.



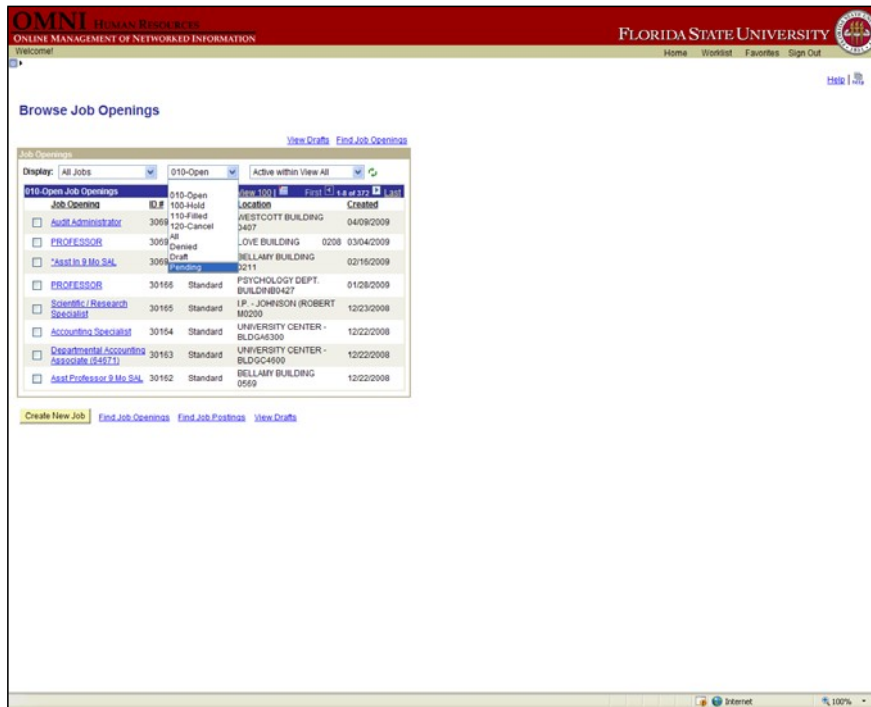
Step	Action
4.	Click the Browse Job Openings link. Browse Job Openings



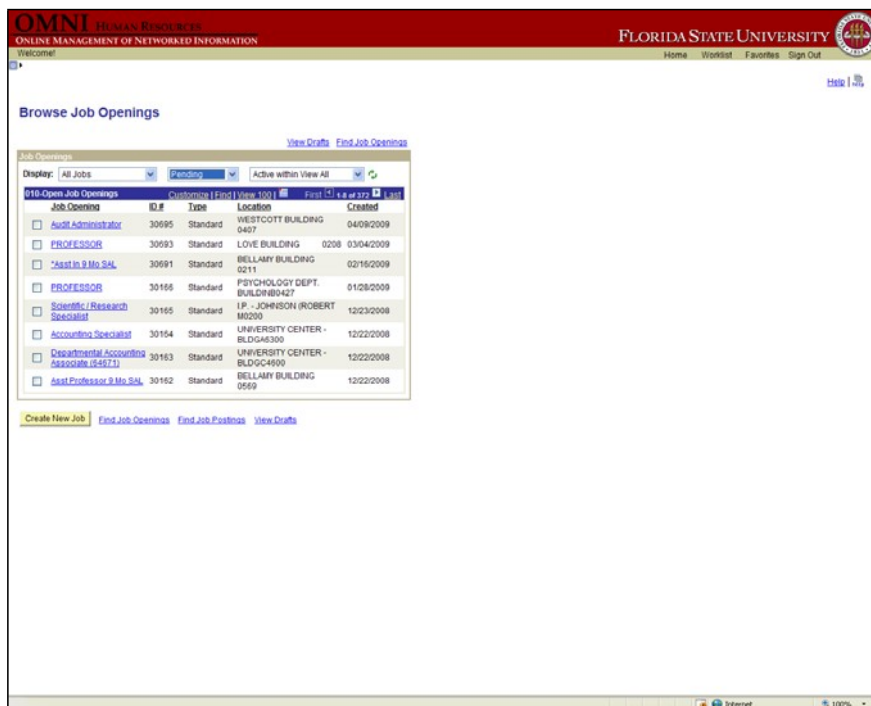
Step	Action
5.	This page will automatically show all results tied to you, in Open status. If the Job Opening you wish to review does not appear here, click the status Display list to select the correct status. 010-Open


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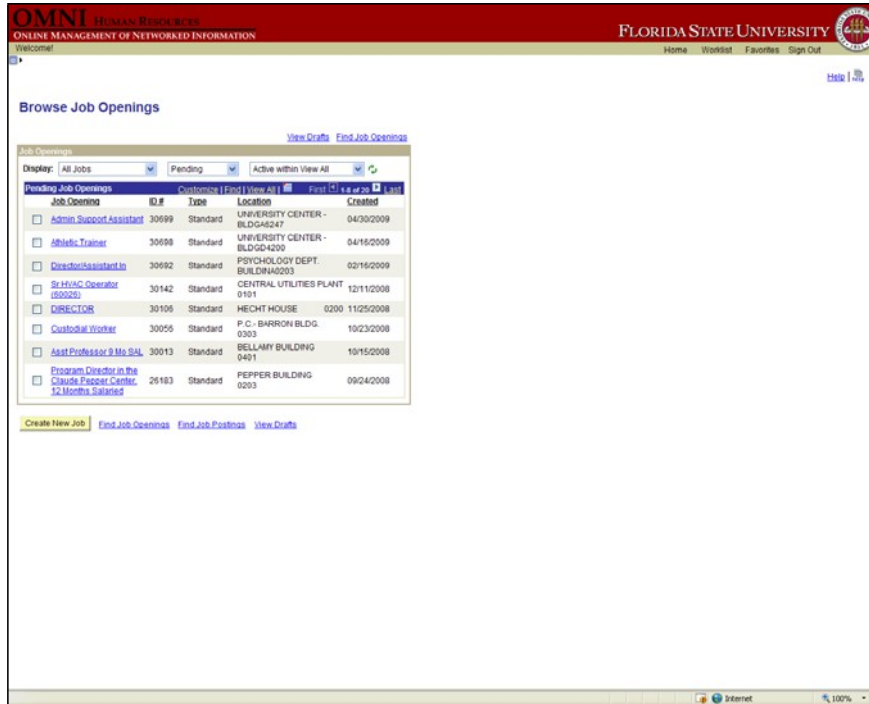
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Step	Action
6.	Select the appropriate status from the list. Pending



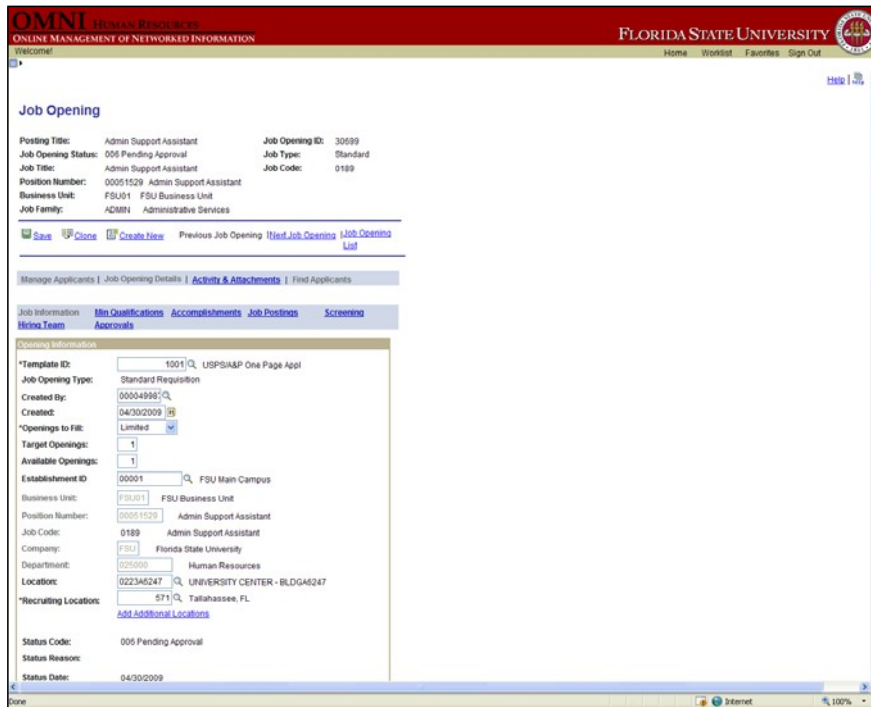
Step	Action
7.	Once you select a status, you must click the Refresh button to pull all Job Openings associated with that status. 



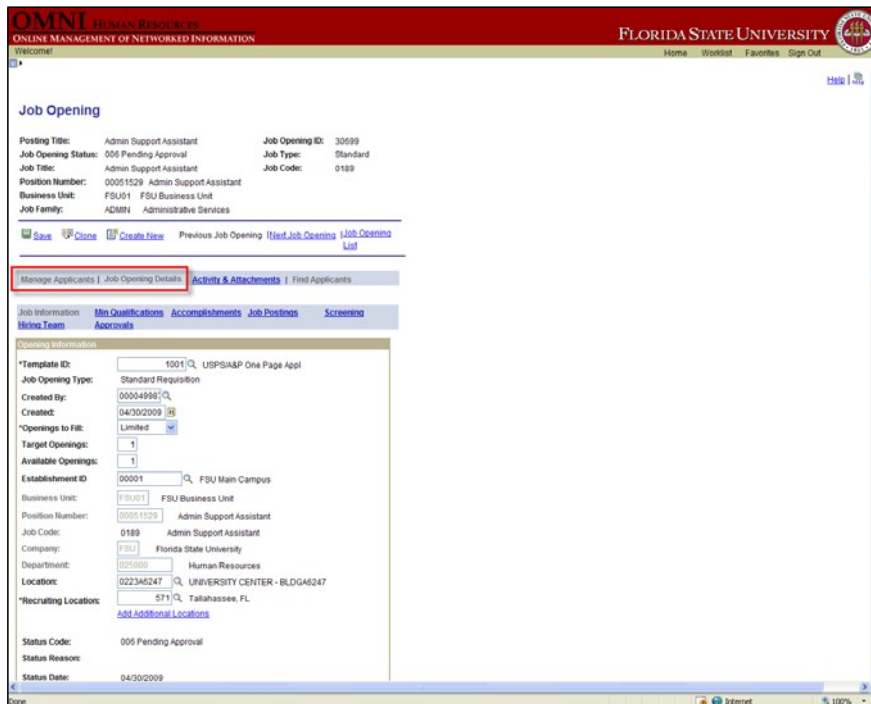
Step	Action
8.	Select the desired Job Opening link. Admin Support Assistant

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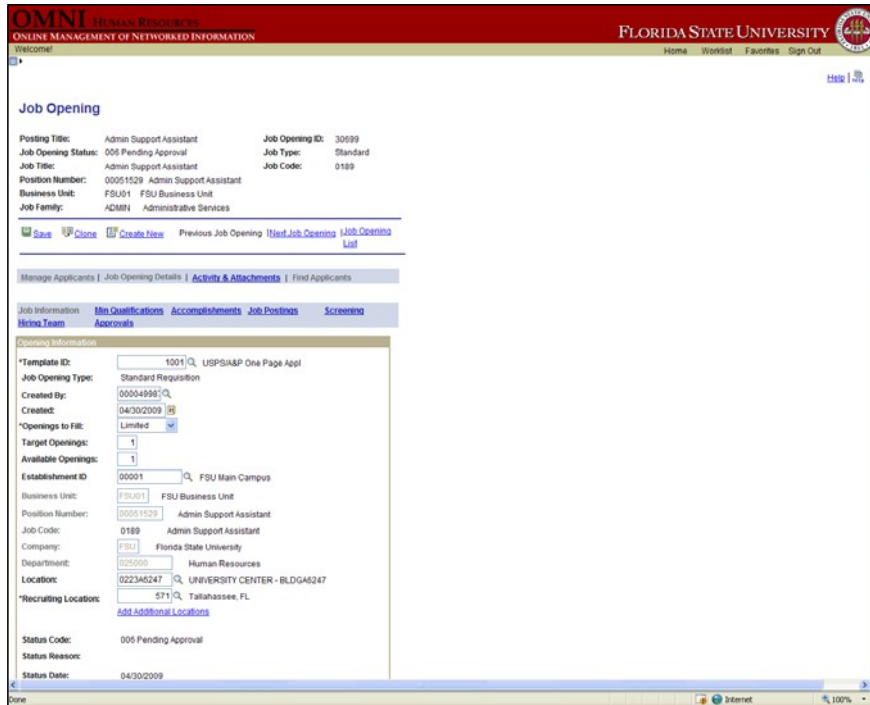
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Step	Action
9.	Review Job Opening information by clicking on any link for further detail.



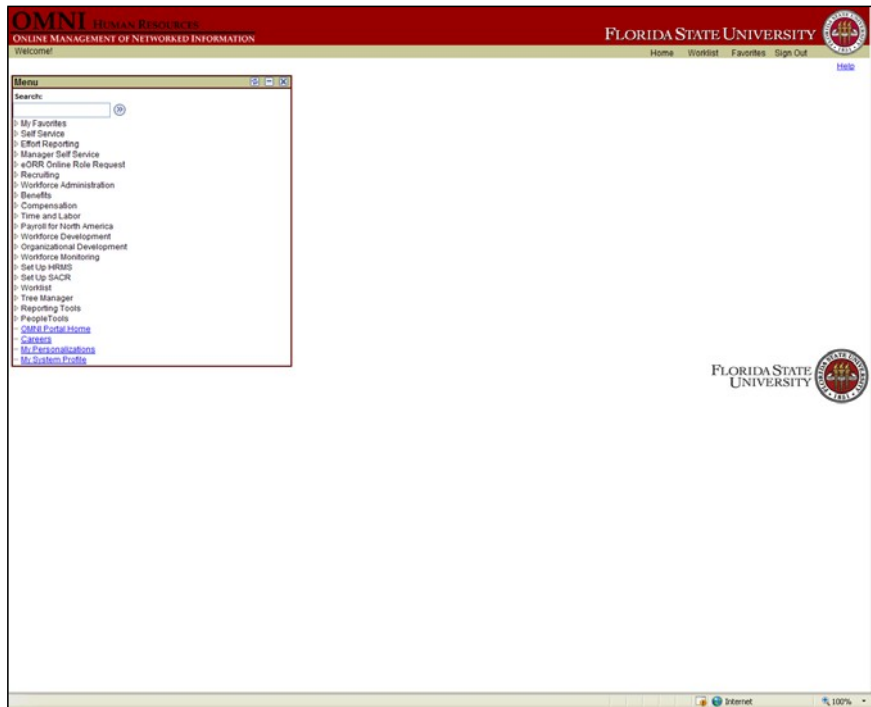
Step	Action
10.	<p>If the Job Opening has been posted it will default to the Manage Applicants page.</p> <p>From the Manage Applicants page, click on Job Opening Details link to view information as seen here.</p>



Step	Action
11.	<p>Click the Home link.</p> <p>Home</p>

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Step	Action
12.	<p>Congratulations! You have completed this topic. End of Procedure.</p>