Creating a Job Opening

Understanding the Process:

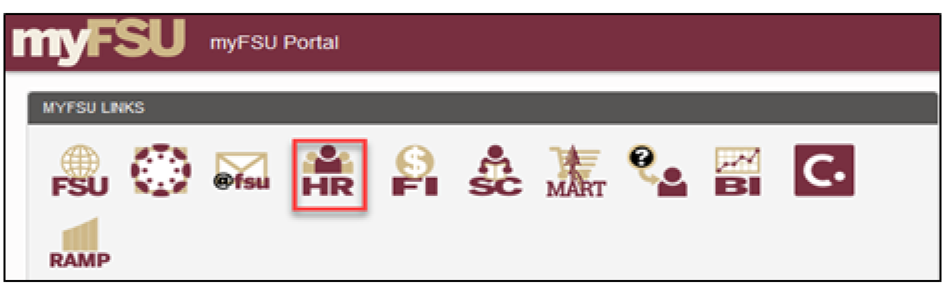
This training guide covers the steps to create a Faculty, Staff (A&P and USPS), or OPS job opening. The job opening is an integral step, as it drives the recruitment process. The OMNI recruitment process starts with the department creating and approving a job opening to advertise a vacant or soon to be vacant position. The assigned Employment & Recruitment Services Recruiter then reviews the job opening. If it is a Staff position, the Recruiter will develop screening questions based on the posting qualifications and send them to the hiring department for their approval.

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.

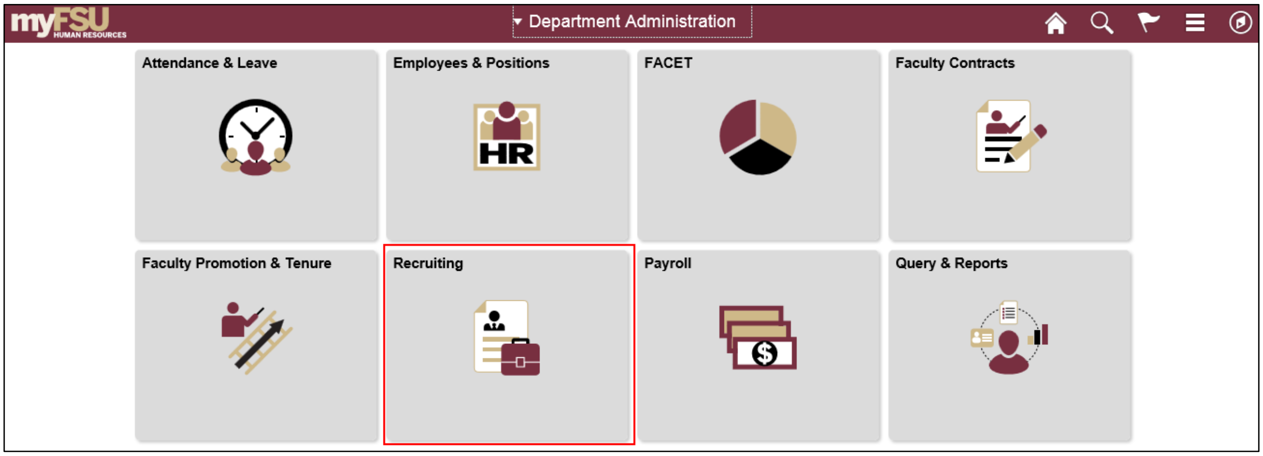
Key Information:

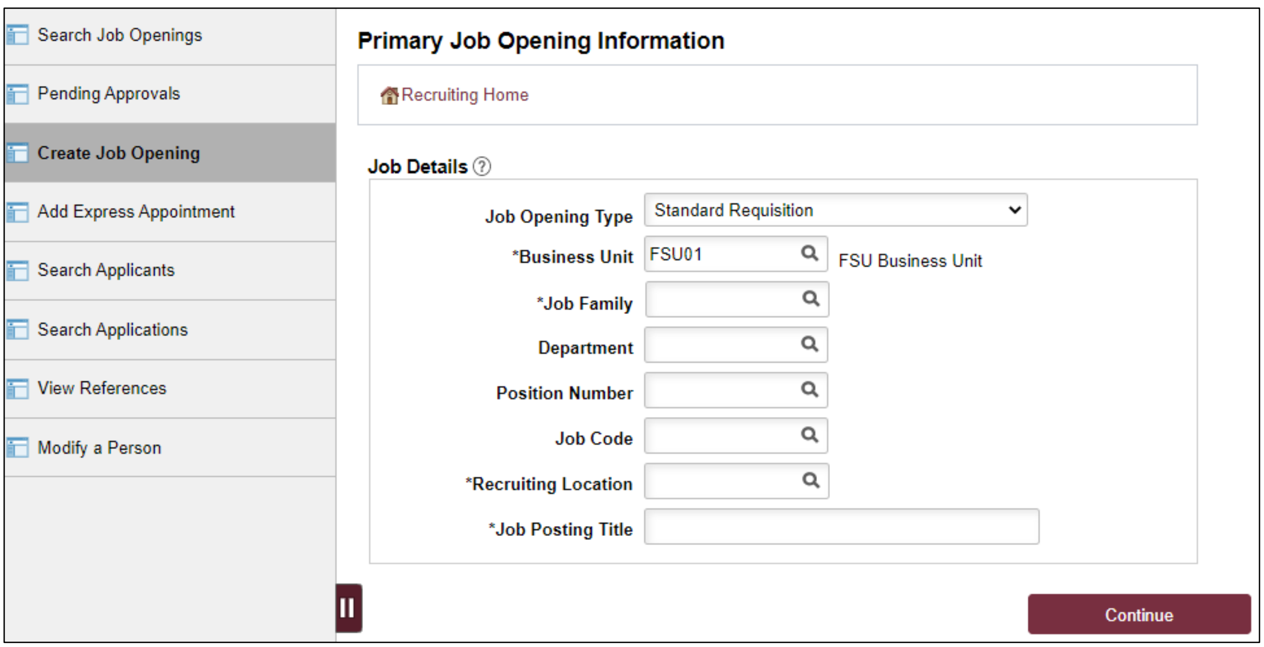
- Required Role: **FSU_SS_MANAGER**
- Position Number (_for Staff and Faculty positions_)
- Job Classification Specifications
- *For Staff Positions: Pull & reference the Position Description prior to completing steps below.*
- Job Posting Checklists:
  - Faculty positions
  - Staff positions
  - OPS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

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

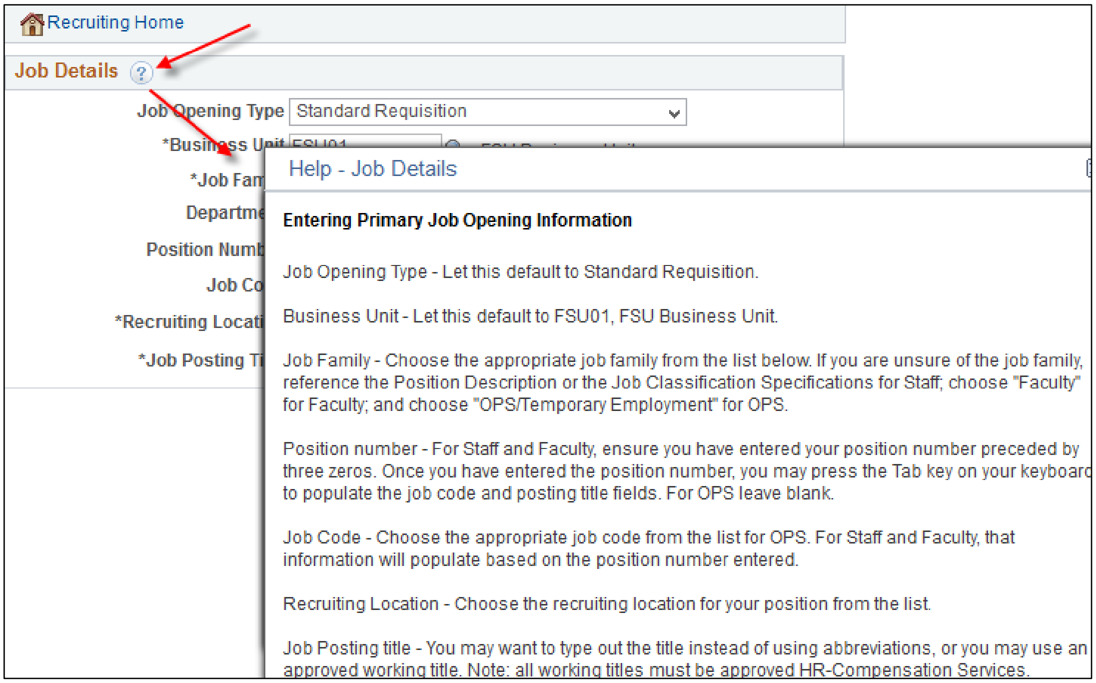


Step	Action
2.	From the **Department Administration** page or the Navigator > click **Recruiting** > **Create Job Opening**.



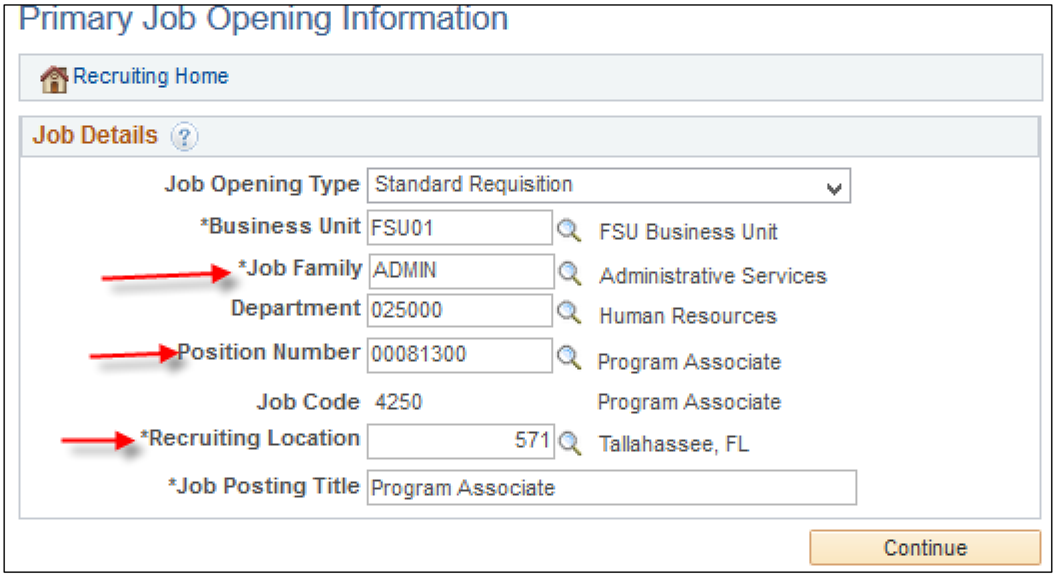


Step	Action
3.	Certain tasks have **Embedded Help** icons on the page, symbolized by a circled question mark. Click on the icon for a description of the page. Click the x to close the window.

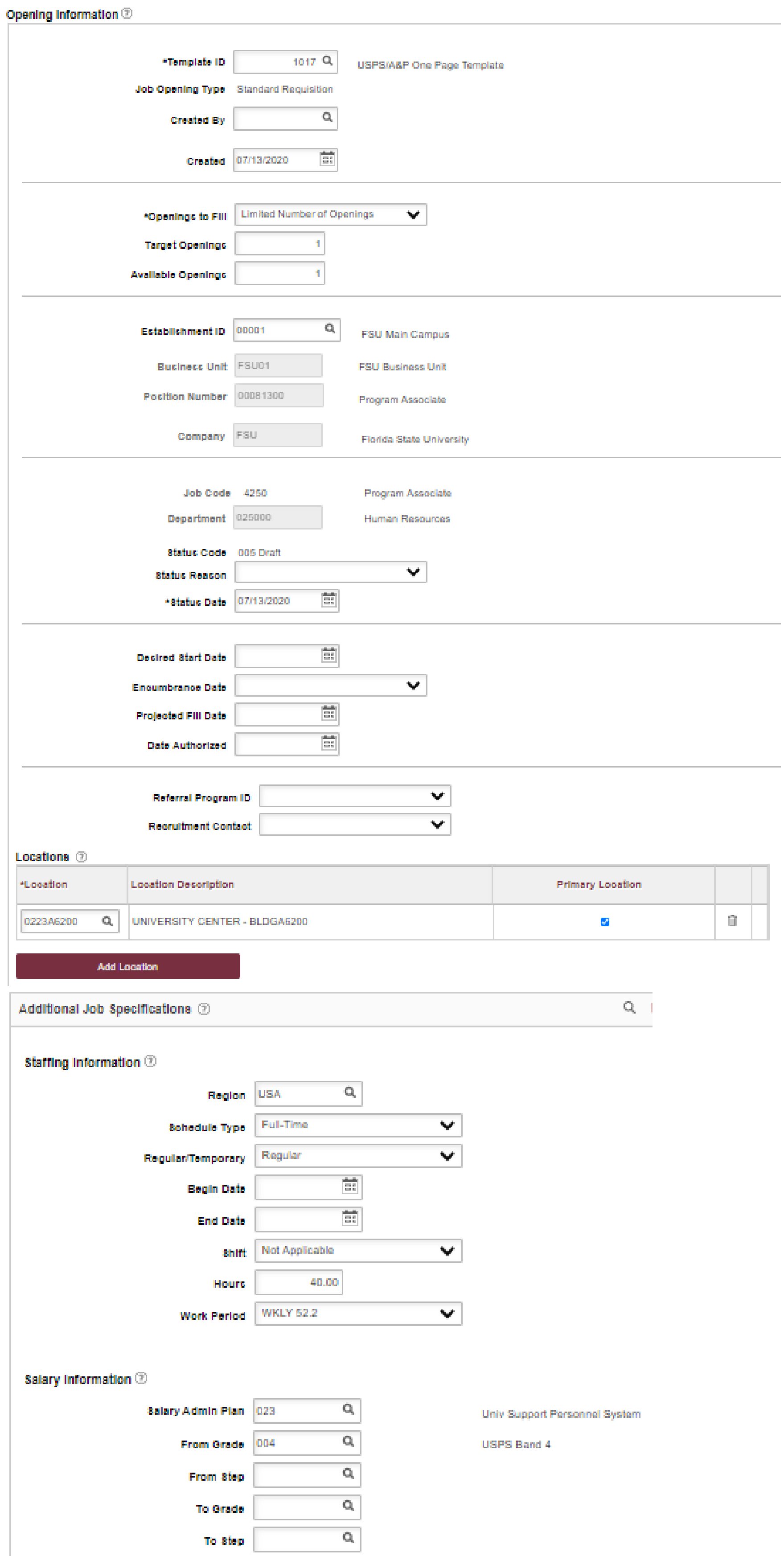


Step	Action
4.	-For **Faculty** positions: select the "FAC" **Job Family**, enter the **Position Number** *(preceded by 3 zeros)*, and press Tab on your keyboard to populate the **Department**, **Job Code**, and **Job Posting Title** fields. -For **Staff** positions: reference the Position Description, 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. -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". -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". Select the **Recruiting Location** from the list. Click **Continue**.

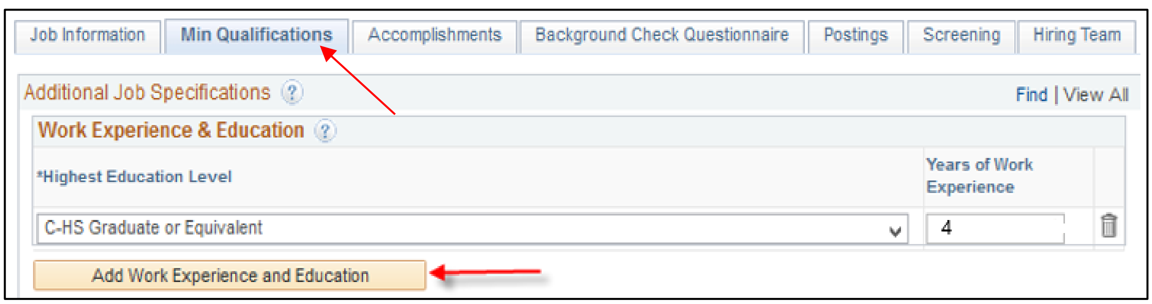
Example for Salaried Staff position:



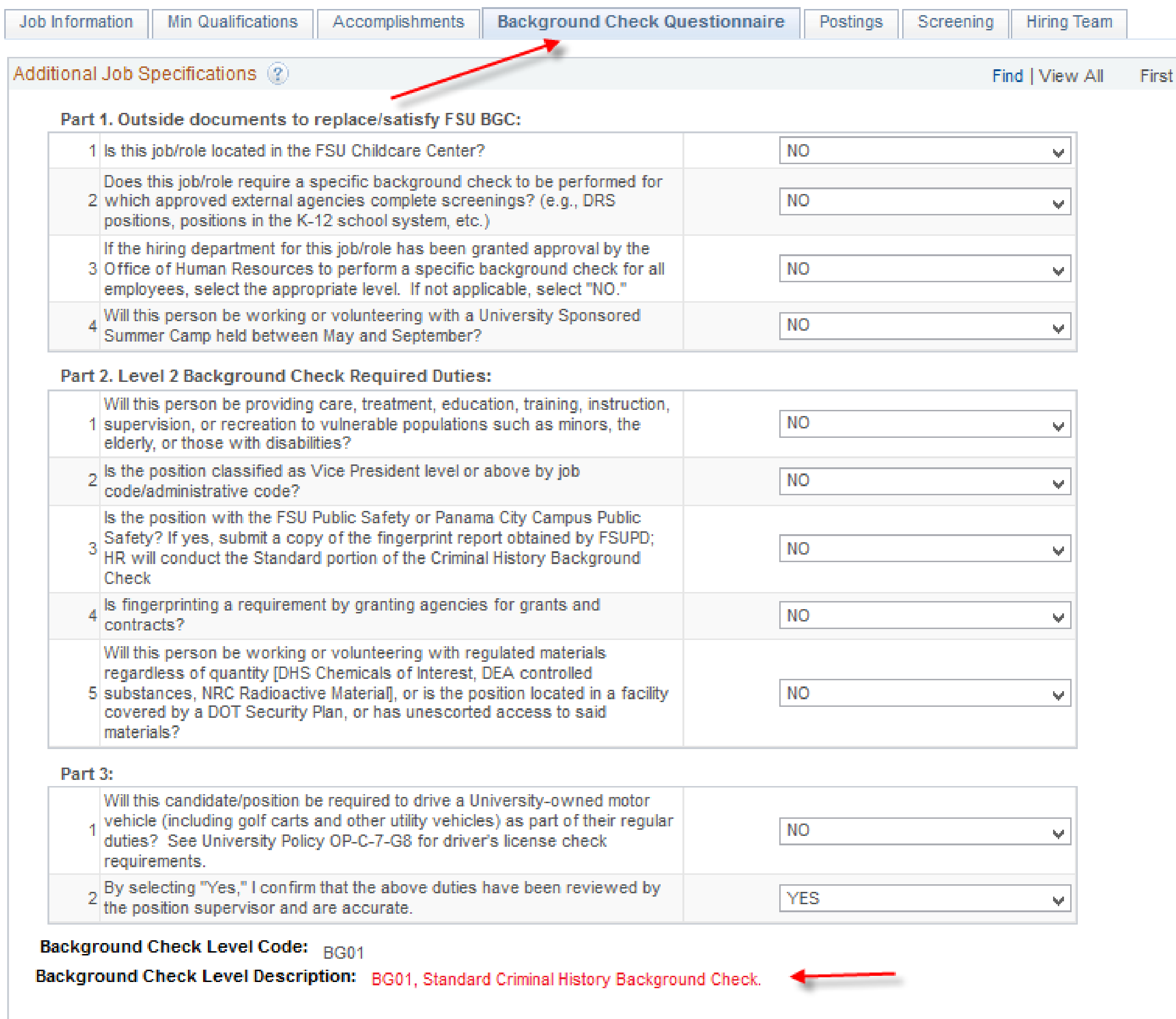
Step	Action
5.	Click the **Job Information** tab. For **Staff** and **Faculty** positions: the fields on the Job Information page automatically populate based on the position number. If there is an incumbent in the position, it is helpful to indicate that in the **Employees Being Replaced** section. 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. For **OPS (including OPS Faculty)**: ○ 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). *(List details regarding the specific shift when you reach the **Postings** tab.)*


Opening Information
*Template ID 1017 USPS/A&P One Page Template
Job Opening Type Standard Requisition
Created By
Created 07/13/2020
*Openings to Fill Limited Number of Openings
Target Openings 1
Available Openings 1
Establishment ID 00001 FSU Main Campus
Business Unit FSU01 FSU Business Unit
Position Number 00081300 Program Associate
Company FSU Florida State University
Job Code 4250 Program Associate
Department 025000 Human Resources
Status Code 005 Draft
Status Reason
*Status Date 07/13/2020
Desired Start Date
Encumbrance Date
Projected Fill Date
Date Authorized
Referral Program ID
Recruitment Contact
Locations
*Location
Location Description
Primary Location
0223A6200
UNIVERSITY CENTER - BLDGA6200
Add Location
Additional Job Specifications
Staffing Information
Region USA
Schedule Type Full-Time
Regular/Temporary Regular
Begin Date
End Date
Shift Not Applicable
Hours 40.00
Work Period WKLY 52.2
Salary Information
Salary Admin Plan 023 Univ Support Personnel System
From Grade 004 USPS Band 4
From Step
To Grade
To Step

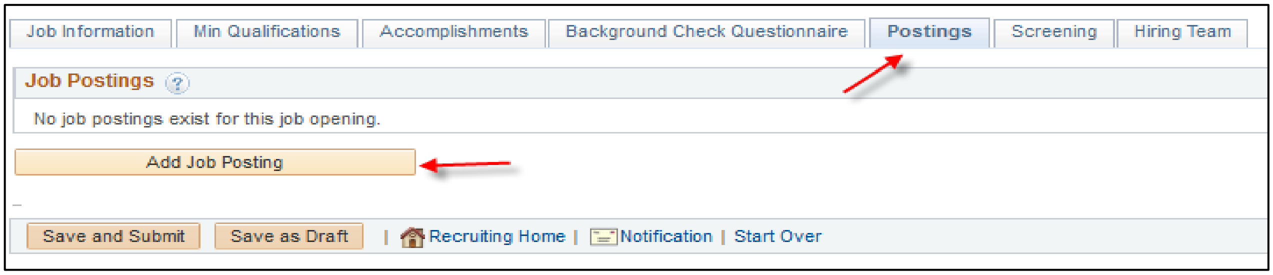
Step	Action
6.	Click the **Min Qualifications** tab. -For **Faculty** and **OPS** positions: skip this tab. -For **Staff** positions: refer to the Position Description to determine the minimum education and experience needed for the position. Under the **Highest Education Level** and **Years of Work Experience** fields, select the 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. _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: Associate Degree and two years, Bachelors Level Degree, Masters Level Degree, Doctorate (Academic), and Doctorate (Professional)._ **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.



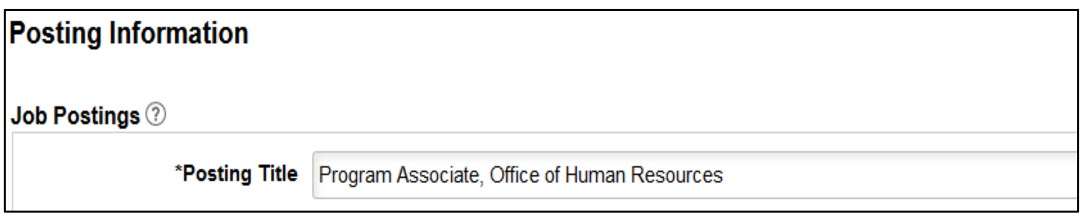
Step	Action
7.	Click the **Background Check Questionnaire** tab. Answer each question; No or Yes. <u>Obtain these answers from the hiring supervisor prior to entering them.</u> Once questions are answered, the background level will generate at the bottom of questionnaire. The background check level will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



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

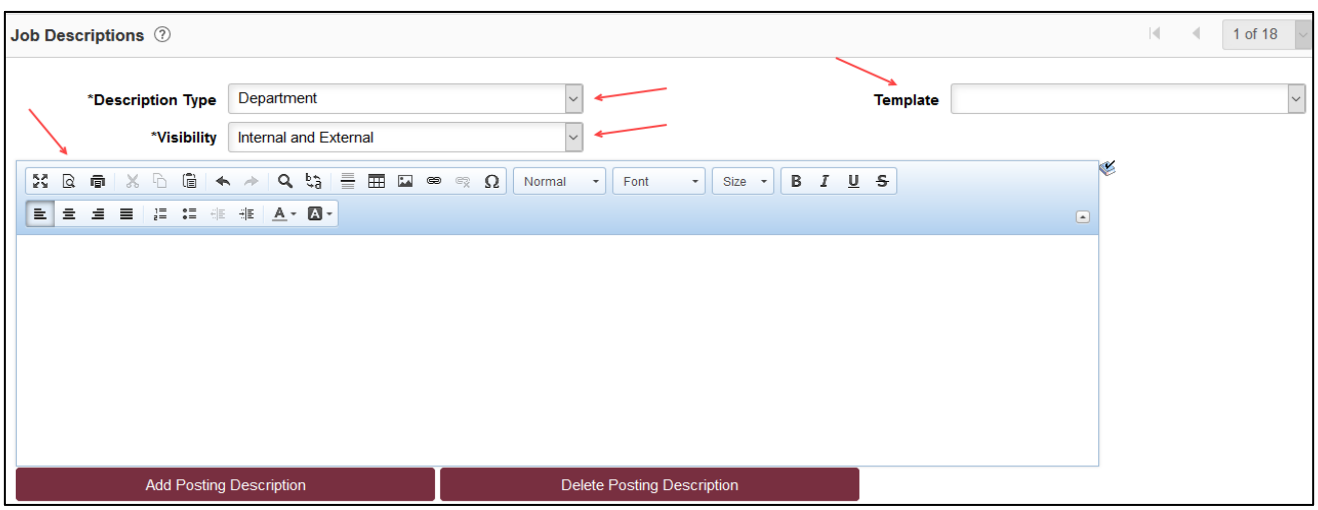


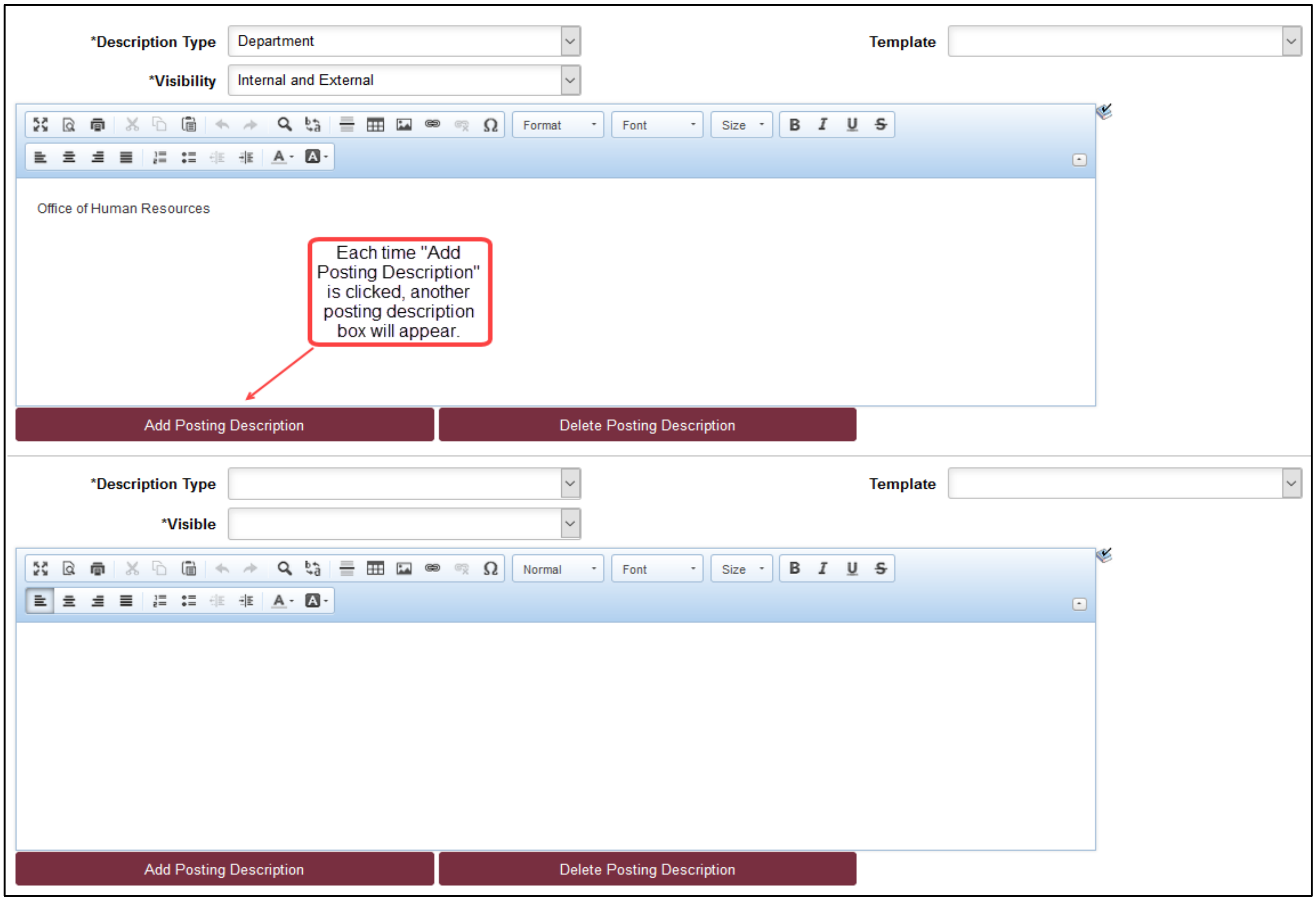
Step	Action
9.	The **Posting Title** automatically generates. Changes (e.g., spelling out a title the system has abbreviated, including the department name following the title, including the shift, indicating if OPS, etc.) can be made if needed. **Note:** Working titles for Staff positions must be approved by HR-Compensation prior to advertising.



Step	Action
10.	<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> On the Posting Information page, each category will need its own posting description box. The posting descriptions can be entered in any order, as they will default to a standardized order once posted.

Step	Action
11.	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. As outlined on the job posting checklists, certain description types have a **Template** linked to them that will populate standard language when selected *(e.g., Criminal Background Check, Equal Employment Opportunity, Veterans' Preference, How to Apply, etc.)*. Although a department can add requirements for certain documents to the "How to Apply" statement, do not alter the other template statements without first consulting with your assigned recruiter. 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. They are as follows: • *Job postings should not contain inserted lines, tables, or pictures.* • *The hyperlink feature should be used to embed URLs within the text. (The standard statements already have the URLs embedded.)* • *Font & font size should remain set to default.* • *Bold, Italics, and Underline can be used within reason.* • *Paragraphs should remain defaulted to align left.* • *Bullets and numbering can be used within reason, with bullets being preferred over numbering for items in a list.* • *Text and background colors should remain set to automatic.*





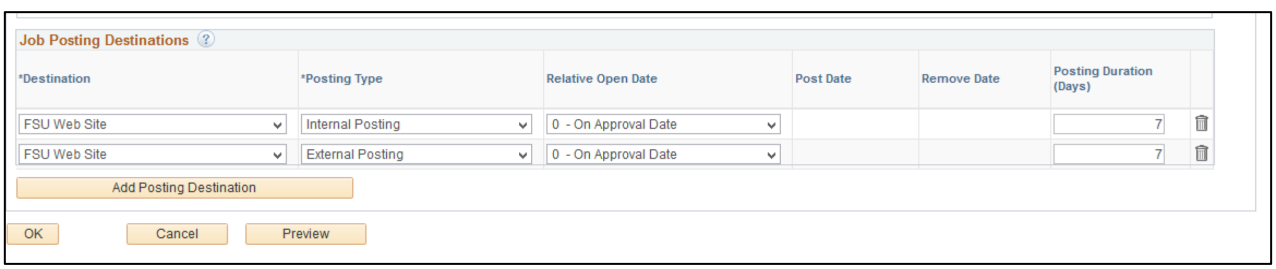
Step 11. Continued	As it relates to the **Responsibilities** posting description: -For **Faculty** positions: consult the Department Chair. -For **OPS** openings: consult the hiring manager. -For **Staff** positions: the responsibilities are found on the position description and outline the functions of the position. These can be copied and pasted into the job posting.

Step 11. Continued	As it relates to the **Qualifications** posting description: -For **Faculty** positions: consult the Job Class Specifications and the Department Chair/hiring authority for the education, experience, and any certification/licensure required. -For **OPS**: consult the hiring manager for the education and experience/skills needed. -For **Staff** positions: when formulating the Qualifications, the hiring manager should refer to the Responsibilities that are outlined in the PD to determine what baseline education, experience, skills, physical abilities (if applicable), and licensure/certification (if applicable) the successful candidate needs to possess on the first day of the job. (This will typically require more detail beyond the PD Competencies.) **Note:** The recruiter will create screening questions based on the Qualifications that will be asked of the applicants upon applying. These will be used in determining if applicants meet minimum qualifications.

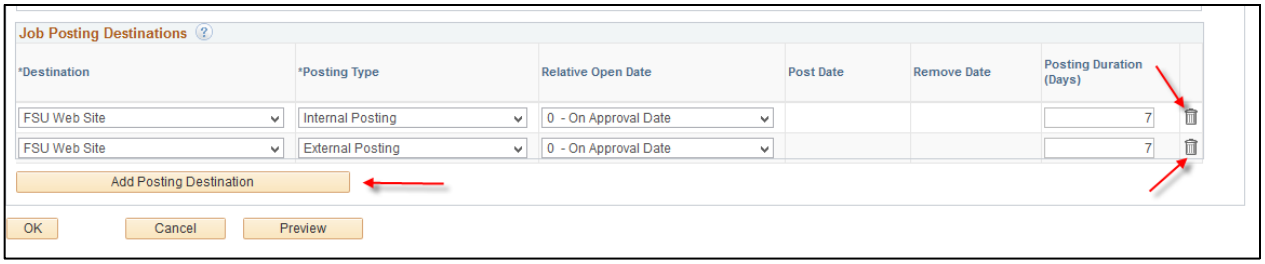
Step 11. Continued	The **Preferred** Description Type is not required; however, if the department has any preferred education, skills, experience, certification, etc. for the position, it should be listed here.

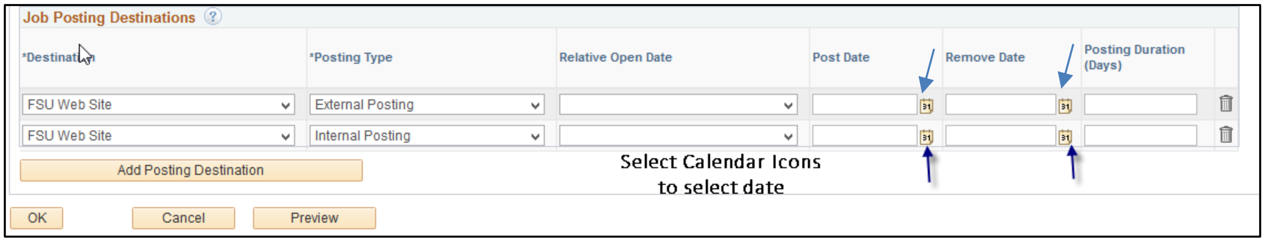
Step	Action
12.	Continue to click **Add Posting Description** until all required description types and content has been added. Click the **Delete Posting Description** button if you need to delete a posting description added in error.

Step	Action
13.	Set up the **Job Posting Destinations**: The **Posting Destinations** must be set to "FSU Web Site" and there should be two **Posting Type** rows—"Internal Posting" and "External Posting". All job openings must be posted for a minimum of seven days, and the system will automatically default to this posting period. You may increase the number of days, if desired, by adjusting the **Posting Duration Days**. 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 "FSU Web Site" > 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. For open until filled positions, follow the steps above entering a remove date of "01/02/9999". Add **Description Type** for **Open until Filled**, and include a statement outlining the anticipated application review date or if applications will be reviewed by the committee as received. Once a top candidate has been identified, be sure to ask your recruiter to remove the job opening from the website. **Note:** The posting remove date is a "to date" not a "through date" *(e.g., if the remove date is 05/12/2021, the job opening will close 05/11/2021 at midnight.)*. Openings should never be set to close on a weekend or holiday.

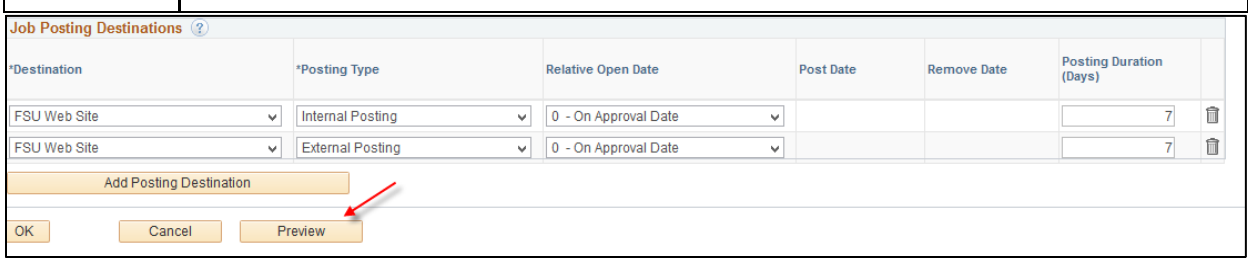


Example using the Calendar Icons to set specific dates for the job opening to post and close:





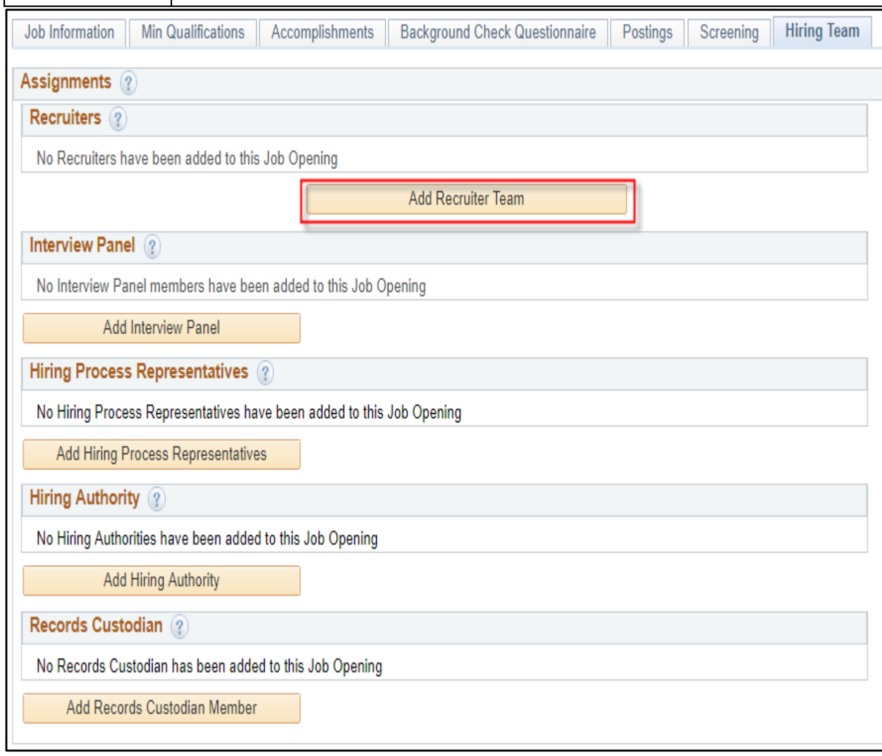
Step	Action
14.	**Preview** the posting. Click the **Preview** button. You may copy and paste the entire posting into a Word document or Outlook email to spell check it all at once, or use the spell check icons across from each posting description. Select **Return to Previous Page** > **OK**.

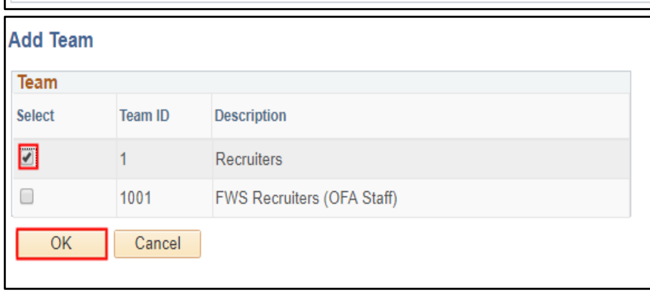


Step	Action
15.	Skip the **Screening** tab. Your recruiter will enter that information and set up the screening process.

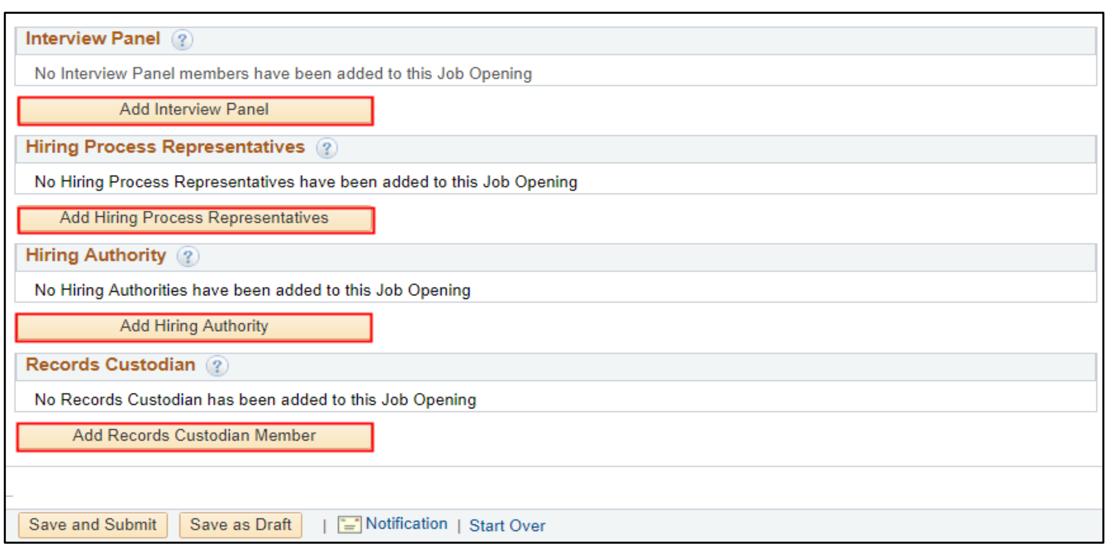
Step	Action
16.	On the **Hiring Team** tab, the department will be prompted to indicate the following: • Recruiter • Interview Panel • Hiring Process Representatives • Records Custodian • Hiring Authority This documents who was involved in the process and provides the employees access to the applicant pool.

17.	Click **Add Recruiter Team** > check **Team ID 1 – Recruiters** > click **OK** > check the **Primary** box across from your [assigned recruiter]().



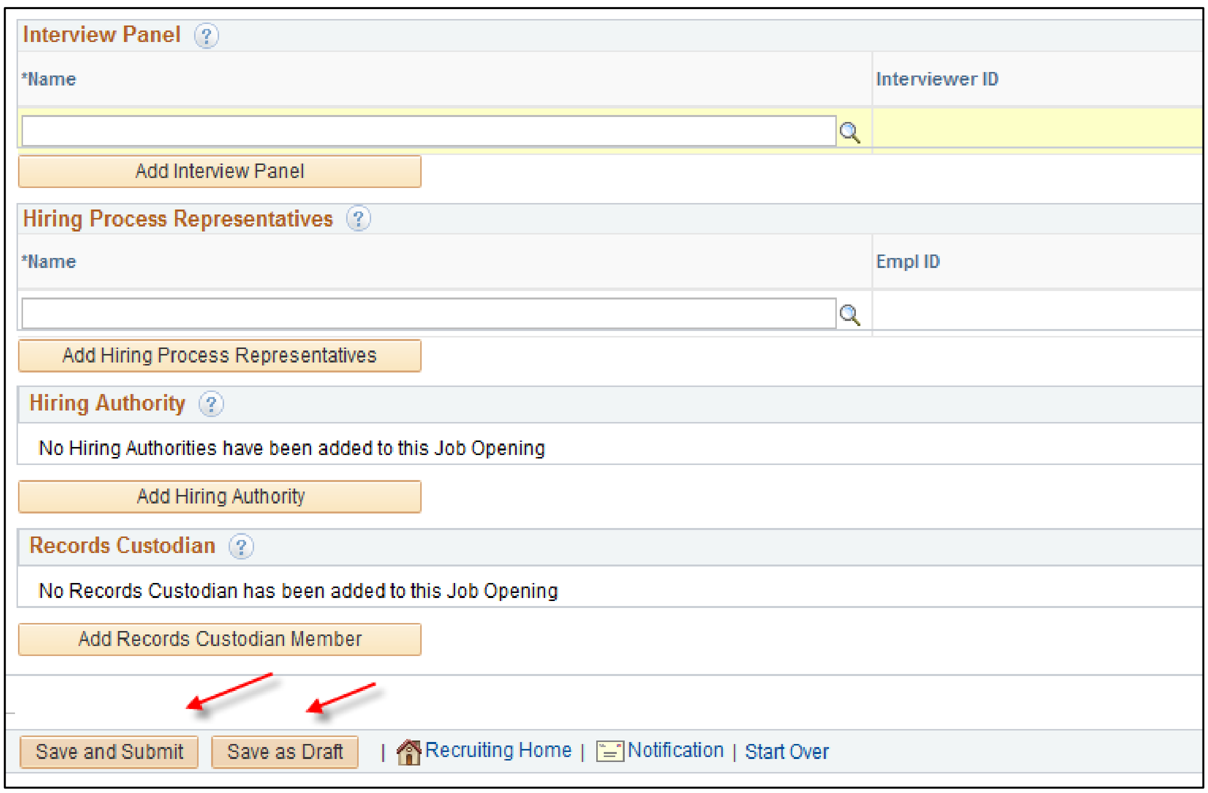


Step	Action
18.	Click each button to add the **Interview Panel**, **Hiring Process Representatives**, **Hiring Authority**, and the **Records Custodian** accordingly: **a. Interview Panel**: *Faculty and/or staff members responsible for interviewing candidates. The panel should be the same group of individuals 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.*

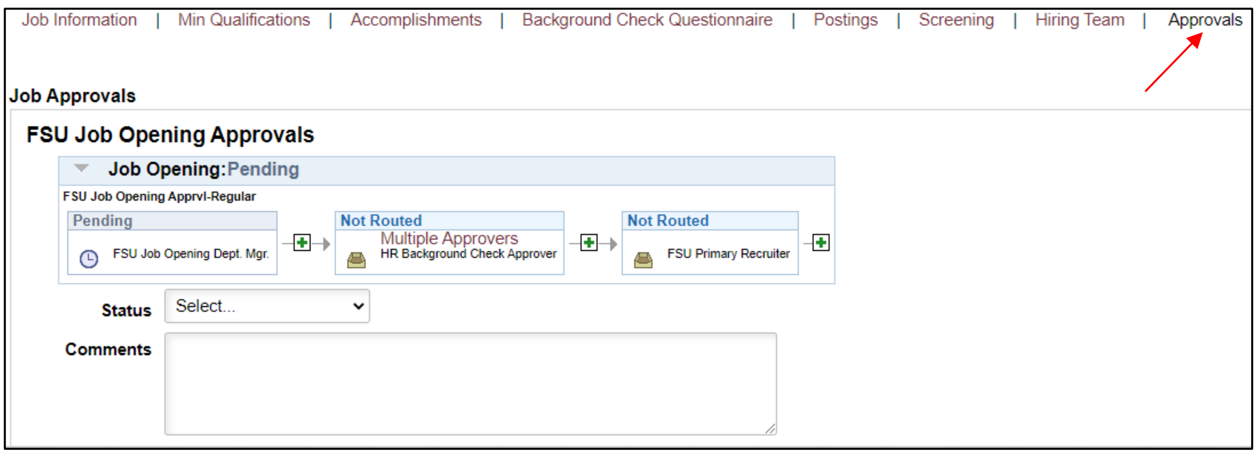


Step	Action
Notes:	You must list the names of the **Records Custodian** and **Hiring Authority** in order to save or submit the job opening. If the names for the Interview Panel or Hiring Process Representatives are not available at the time of creating the job opening, leave them blank; however, you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

Step	Action
19.	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. **Note:** The job opening information is not saved until you click the **Save as Draft** or the **Save & Submit** button.



Step	Action
20.	Click the **Approvals** tab to confirm the approval workflow generated accordingly. The job opening will first go to the OMNI Department Manager, then to the Background Check Approvers to review the background check level, and finally to your assigned recruiter for review and posting. 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. *(When checking on the status of the job opening, on the **Search Job Openings** page, set the **Status** to be blank before entering the **Job Opening ID** and clicking **Search**.)* If you plan to advertise externally, follow the External Advertising Guidelines and send a draft to your recruiter for review prior to advertising.



Congratulations!
You have completed this topic.

Questions on these procedures? *Contact your* Assigned Recruiter.