

Creating a Job Opening

Understanding the Process:

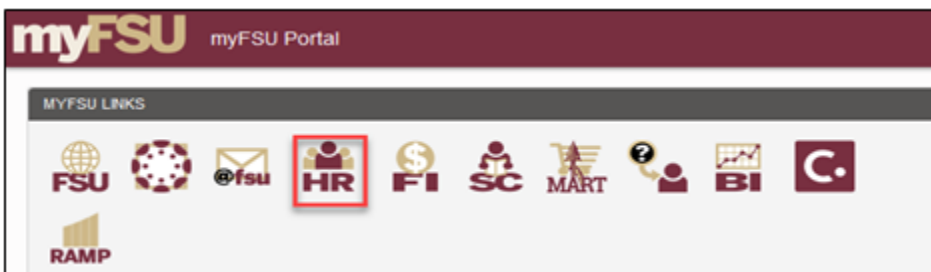
This training guide covers the steps to create a Faculty, Staff (A&P and USPS), or OPS job opening. The job opening is an integral step, as it drives the recruitment process. The OMNI recruitment process starts with the department creating a job opening to advertise a vacant or soon to be vacant position.


Once all of the information has been reviewed and confirmed, the Recruiter will approve and post the job opening in OMNI. The job opening creator 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 <i>or</i> the NavBar icon  > Menu , click on Recruiting > Create Job Opening .


Department Administration ▾


Attendance & Leave



Employees & Positions



FACET



Faculty Contracts


Manage Job


Faculty Promotion & Tenure


Recruiting


Payroll


Query & Reports


Recruiting

Search Job Openings

Pending Approvals

Create Job Opening

Add Express Appointment

Search Applicants

View References

Recruiting Home

Job Details ⓘ

Job Opening TypeStandard Requisition ▾

*Business UnitFSU01FSU Business Unit

*Job Family

*Department

Position Number

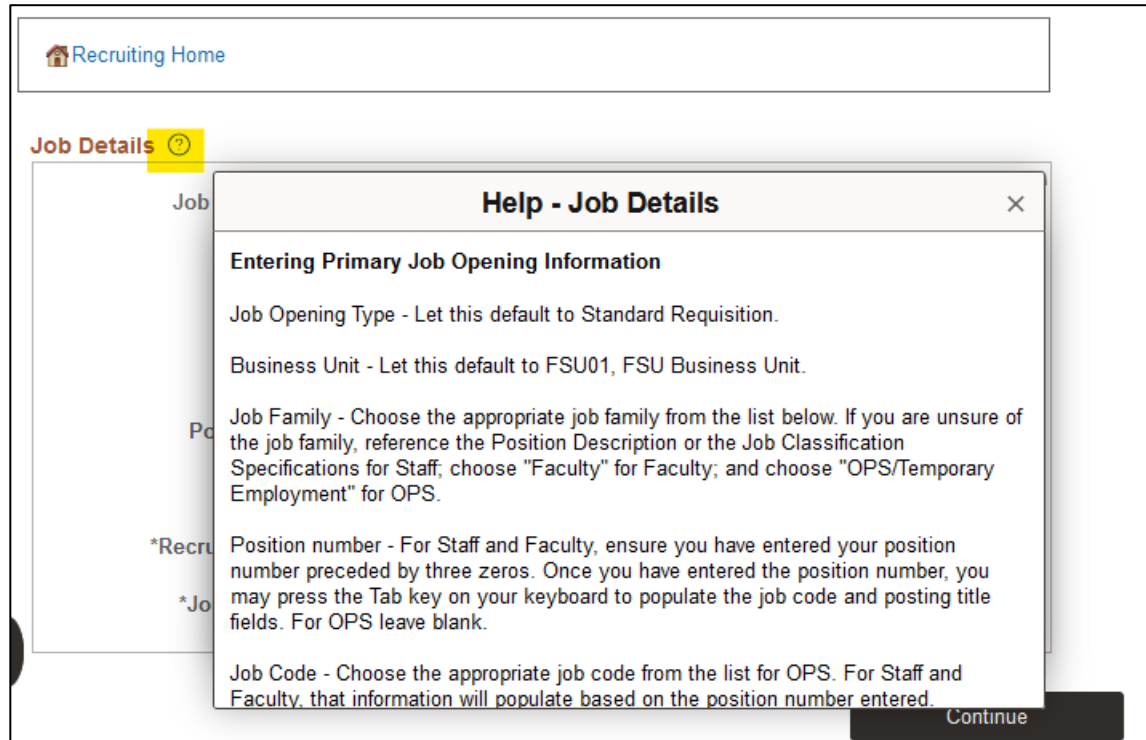
*Job Code

*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. Click Continue.</p>

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 and 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>

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

Opening Information ⓘ

*Template ID1017QUSPS/A&P One Page Template

Job Opening TypeStandard Requisition

Created ByQ

Created10/07/2024📅

*Openings to FillLimited Number of Openings▼

Target Openings1

Available Openings1

Establishment ID00001QFSU Main Campus

Business UnitFSU01FSU Business Unit

Position Number00081300Program Associate

CompanyFSUFlorida State University

Job Code4250Program Associate

Department025000Human Resources

Status Code005 Draft

Status Reason▼

*Status Date10/07/2024📅

Desired Start Date📅

Encumbrance Date▼

Projected Fill Date📅

Date Authorized📅

Referral Program ID▼

Recruitment Contact▼

Locations ⓘ

*Location	Location Description	Primary Location	
0223A0200Q	UNIVERSITY CENTER - BLDGA0200	<input checked="" type="checkbox"/>	🗑

Add Location

Recruiting Locations ⓘ

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
571Q	Tallahassee, FL	<input checked="" type="checkbox"/>	1	🗑

Add Recruiting Location

Employees Being Replaced

	*Employee ID	Name	
1	Q		🗑

Add Employee

Additional Job Specifications ⓘ

1<<<1 of 1>>>View All

Staffing Information ⓘ

RegionUSAQ

Schedule TypeFull-Time▼

Regular/TemporaryRegular▼

Begin Date📅

End Date📅

ShiftNot Applicable▼

Hours40.00

Work PeriodWKLY 52.2▼

Salary Information ⓘ

Salary Admin Plan023QUniv Support Personnel System

From Grade004QUSPS Pay Band 4

From StepQ

To GradeQ

To StepQ

Last Updated: October 2024

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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 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: Associate's Degree and two years, Bachelor's Level Degree, Master's 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>

Job Information	Min Qualifications	Accomplishments	Background Check Questionnaire	Postings	Screening	Hiring Team	Approvals
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Additional Job Specifications ⓘ

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Work Experience & Education ⓘ

*Highest Education Level	Years of Work Experience	
C-HS Graduate or Equivalent	4.0	
F-Associate Degree	2.0	
G-Bachelors Level Degree		
I-Masters Level Degree		
J-Doctorate (Academic)		
K-Doctorate (Professional)		

Add Work Experience and Education

Step	Action
7.	Click the Background Check Questionnaire tab. You must obtain these answers from the hiring supervisor prior to entering them. Answer each question; No or Yes. 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. For more information, visit our Background Checks page .

Example:

Job Information	Min Qualifications	Accomplishments	Background Check Questionnaire	Postings	Screening	Hiring Team
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Additional Job Specifications Q | < > 1 of 1

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

1	Is this job/role located in the FSU Childcare Center?	NO v
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 v
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 v
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	NO v

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 v
2	Is the position classified as Vice President level or above by job code/ administrative code?	NO v
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 v
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	NO v
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 v

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 v
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	YES v

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 of standard working hours, 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>

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 the correct order once posted.</p>

Step	Action
11.	<p>Click Add Posting Description. Click the Visibility drop-down menu and choose Internal and External. Referencing the job posting checklist, select the Description Type from the drop-down menu. Click Edit Posting Description to enter or update the information in the pop-up text box.</p> <p>As outlined on the job posting checklists, certain Description Types have a Template linked to them which populates standard language when selected (e.g., <i>Equal Employment Opportunity, Considerations, etc.</i>). <u>Although a department can edit and add additional requirements to the Considerations and How to Apply, do not edit the Equal Employment Opportunity, Total Rewards, or Veterans' Preference statements.</u></p> <p>Within each posting description box, there is a text editor feature that can be used to format any non-template descriptions.</p> <p>Please ensure consistency by following these 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>TIP: If pasting text into a posting description box, please "Paste as plain text" (in Chrome), "Paste without Formatting" (in Firefox) to remove source formatting first.</p>

Example of entering Department Description Type

Job Postings ?

*Posting Title

Program Associate

Job Descriptions ?

Q

I

*Visibility

Internal and External

▼

*Description Type

Department

▼

Template

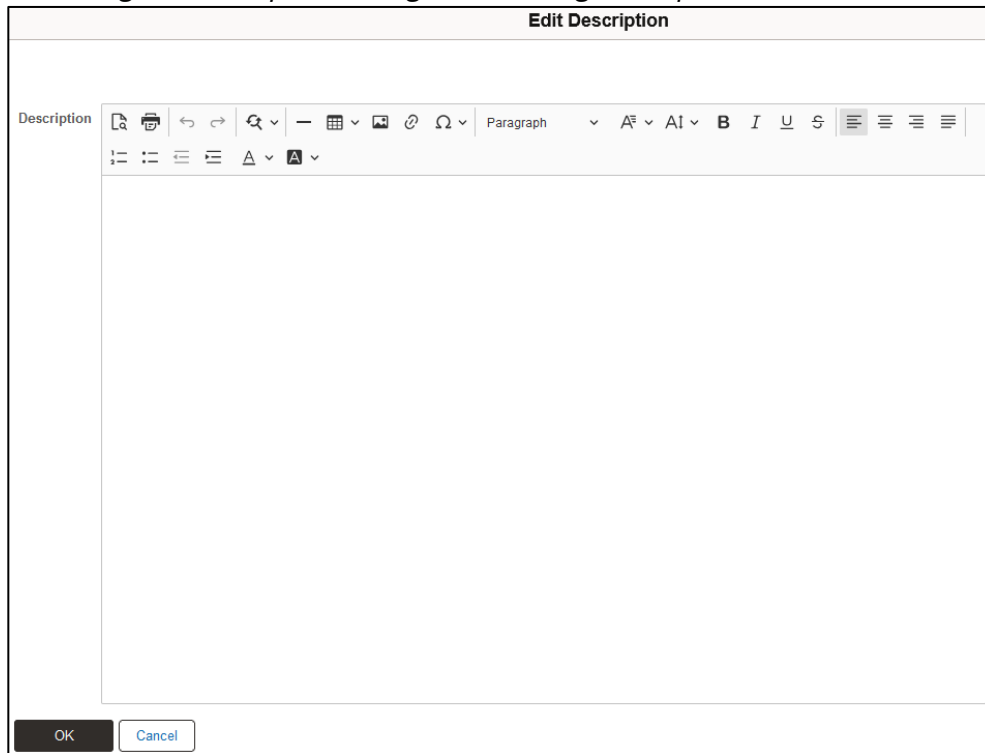
▼

Description

+ Add Posting Description

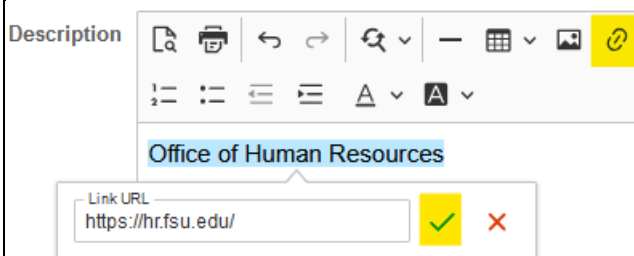
Edit Posting Description

Text box generates upon clicking "Edit Posting Description"



Step 11.
Continued

As it relates to the **Department** posting description, type the department's name, select the text, click the link icon, paste the department's website URL into the box from another browser, and click the green checkmark.



As it relates to the **Responsibilities** posting description:

- 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 listed. The impact the role has on the unit/university can also be included.

Add Posting Description for each required posting description type box.
Edit Posting Description as applicable.

Job Postings ?

*Posting Title

Program Associate

Job Descriptions ?

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1 of 1

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*Visibility

Internal and External

*Description Type

Department

Template

Description

[Office of Human Resources](#)

+ Add Posting Description

Edit Posting Description

<p>Step 11. <i>Continued</i></p>	<p>As it relates to the Qualifications posting description:</p> <ul style="list-style-type: none"> -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, experience, physical ability (<i>if applicable</i>), and licensure/certification (<i>if applicable</i>) required. -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>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>
<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 your recruiter for assistance. <i>Example: "Mid to high \$30,000's, commensurate with education and experience."</i></p>

Step	Action
12.	<p>Continue to click Add and Edit 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>” with two Posting Type rows—“Internal Posting” and “External Posting”.</p> <p>All job openings must be posted for a minimum of seven (7) days, and the system will default to this posting period. If desired, you may increase the number of days 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 10/18/2025, the job opening will close 10/17/2025 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. 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 prior to a job offer being submitted.</p>

Job Posting Destinations

1-2 of 2

*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

Job Posting Destinations

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1-2 of 2

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*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

Job Posting Destinations

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1-2 of 2

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*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
FSU Web Site	External Posting					
FSU Web Site	Internal Posting					

Step	Action
14.	<p>Preview the posting.</p> <p>Click the Preview button. Copy and paste the posting into a Word document or Outlook email to spell check it. Make any needed corrections.</p> <p>Select Return to Previous Page > OK.</p>

Job Posting Destinations

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1-2 of 2

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*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

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

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 <i>important step</i> documents who participated in the process and provides the employees access to the applicant pool.</p>

17.	Click Add Recruiter Team > check Team ID 1 – Recruiters > click OK > check the Primary box across from your <u>assigned recruiter</u> .
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Job InformationMin QualificationsAccomplishmentsBackground Check QuestionnairePostingsScreeningHiring Team

Assignments ⓘ

Recruiters ⓘ

No Recruiters have been added to this Job Opening

Add Recruiter Team

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

Add Team

Team

Select	Team ID	Description
<input checked="" type="checkbox"/>	1	Recruiters
<input type="checkbox"/>	1001	FWSRecruiters-FWS JO's ONLY!!!

OK

Cancel

Last Updated: October 2024

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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: <i>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.</i> b. Hiring Process Representatives: <i>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.</i> c. Hiring Authority: <i>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.</i> d. Records Custodian: <i>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.</i>

Notes:	<p>-You must list the names of the Records Custodian and Hiring Authority 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>
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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>The job opening will not be saved until you click the Save as Draft or the Save & Submit button.</p>

Save and Submit

Save as Draft

| Recruiting Home | Notification | Start Over

Step	Action
20.	<p>Click the Approvals tab to confirm that 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>If you plan to advertise externally, follow the External Advertising Guidelines and send a draft to your recruiter for review prior to advertising.</p> <p>Refer to respective Employment Appointment Checklist for next steps and details on the hiring process.</p>

Job Information

Min Qualifications

Accomplishments

Background Check Questionnaire

Postings

Screening

Hiring Team

Approvals

Job Approvals

FSU Job Opening Approvals

Job Opening: Pending

FSU Job Opening Apprvl-Regular

Pending

FSU Job Opening Dept. Mgr.

→

Not Routed

HR Background Check Approver

→

Not Routed

FSU Primary Recruiter

→

Comments

Congratulations!

You have completed this topic.

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