



## Creating a Job Opening

### Understanding the Process:

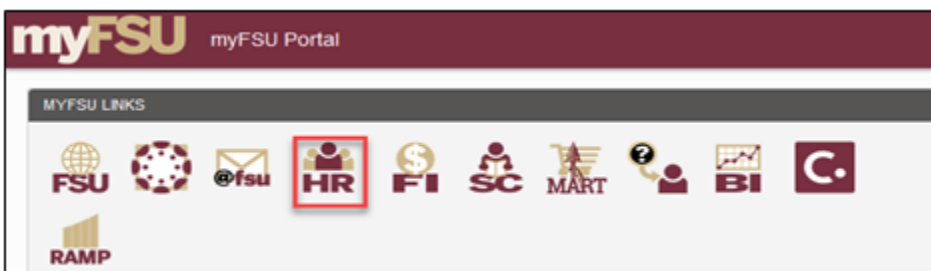
This training guide covers the steps to create a Faculty, Staff (A&P and USPS), or OPS job opening. The job opening is an integral step, as it drives the recruitment process. The OMNI recruitment process starts with the department creating and approving a job opening to advertise a vacant or soon to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



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



- [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

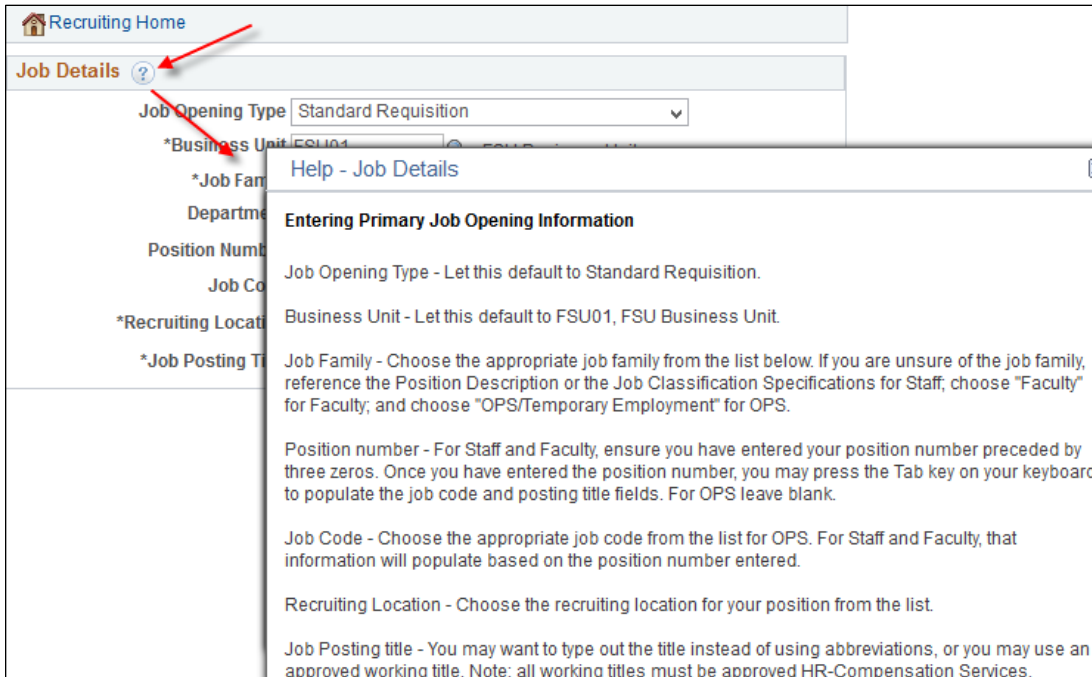
Job Code

\*Recruiting Location

\*Job Posting Title

||
Continue

Step	Action
3.	Certain tasks have <b>Embedded Help</b> 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 <b>Faculty</b> positions: select the “FAC” <b>Job Family</b>, enter the <b>Position Number</b> (preceded by 3 zeros), and press Tab on your keyboard to populate the <b>Department</b>, <b>Job Code</b>, and <b>Job Posting Title</b> fields.</p> <p>-For <b>Staff</b> positions: reference the <a href="#">Position Description</a>, select the appropriate <b>Job Family</b>, enter the <b>Position Number</b> (preceded by 3 zeros), and press Tab on your keyboard to populate the <b>Department</b>, <b>Job Code</b>, and <b>Job Posting Title</b> fields.</p> <p>-For <b>OPS</b>: select the “OPS” <b>Job Family</b>, enter the <b>Department</b> number, select the <a href="#">Job Code</a> that most closely matches the duties of the job, and update the <b>Job Posting Title</b> as needed and include “OPS”.</p> <p>-For <b>OPS Faculty</b>: select the “OPSFAC” <b>Job Family</b>, enter the <b>Department</b> number, select the appropriate <b>OPS Faculty Job Code</b> (reference <a href="#">Class Specs</a> and use correct modifier), and update the <b>Job Posting Title</b> as needed and include “OPS”.</p> <p>Select the <b>Recruiting Location</b> from the list. Click <b>Continue</b>.</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 <b>Job Information</b> tab.</p> <p>For <b>Staff</b> and <b>Faculty</b> 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, it is helpful to indicate that in the <b>Employees Being Replaced</b> section. Either type the employee’s first &amp; last name in the <b>Employee ID</b> field and press Tab on your keyboard, or click on the magnifying glass icon to search for and select the employee.</p> <p>For <b>OPS (including OPS Faculty)</b>:</p> <ul style="list-style-type: none"> <li>○ If creating an OPS job opening to recruit for multiple hires, adjust the <b>Target Openings</b> and <b>Available openings</b>.</li> <li>○ Enter or use the magnifying glass icon to select the physical <b>Location</b> of the job.</li> <li>○ Specify the <b>Schedule Type</b> (Full-Time or Part-Time). <i>(List details regarding the specific shift when you reach the <b>Postings</b> tab.)</i></li> </ul>

### 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

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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>Click the <b>Min Qualifications</b> tab.</p> <p>-For <b>Faculty</b> and <b>OPS</b> positions: skip this tab.</p> <p>-For <b>Staff</b> positions: refer to the Position Description to determine the minimum education and experience needed for the position. Under the <b>Highest Education Level</b> and <b>Years of Work Experience</b> fields, select the minimum education level and enter the corresponding years of experience. Click the <b>Add Work Experience and Education</b> 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: Associate Degree and two years, Bachelors Level Degree, Masters Level Degree, Doctorate (Academic), and Doctorate (Professional).</i></p> <p><b>Note:</b> 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. The 'Work Experience & Education' section contains the following table:

*Highest Education Level	Years of Work Experience	
C-HS Graduate or Equivalent	4	

Below the table is a button labeled 'Add Work Experience and Education'.

Step	Action
7.	<p>Click the <b>Background Check Questionnaire</b> 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.</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 <span style="float: right;">▼</span>
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 <span style="float: right;">▼</span>
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 <span style="float: right;">▼</span>
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	NO <span style="float: right;">▼</span>

**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 <span style="float: right;">▼</span>
2	Is the position classified as Vice President level or above by job code/administrative code?	NO <span style="float: right;">▼</span>
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 <span style="float: right;">▼</span>
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	NO <span style="float: right;">▼</span>
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 <span style="float: right;">▼</span>

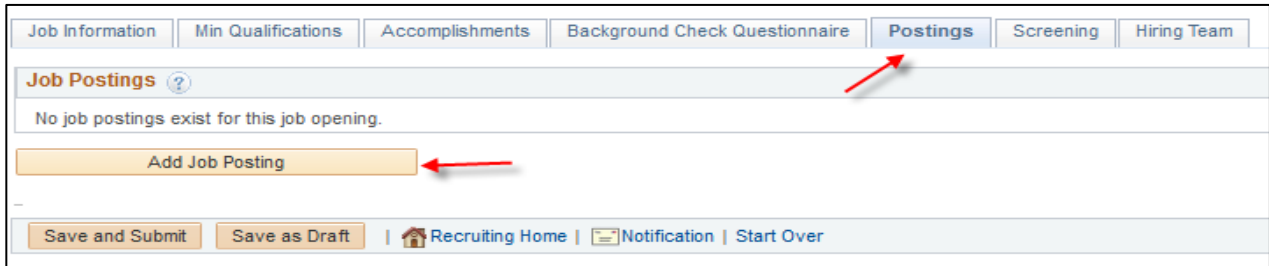
**Part 3:**

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 <span style="float: right;">▼</span>
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	YES <span style="float: right;">▼</span>

**Background Check Level Code:** BG01

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

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



Step	Action
9.	<p>The <b>Posting Title</b> 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.</p> <p><b>Note:</b> Working titles for Staff positions must be approved by HR-Compensation prior to advertising.</p>

**Posting Information**

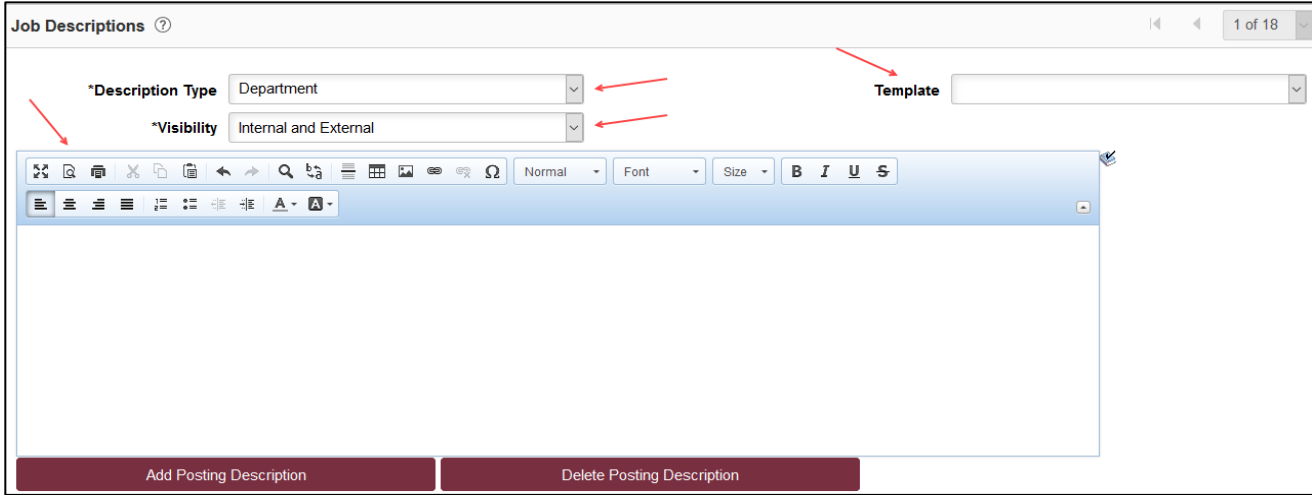
Job Postings ?

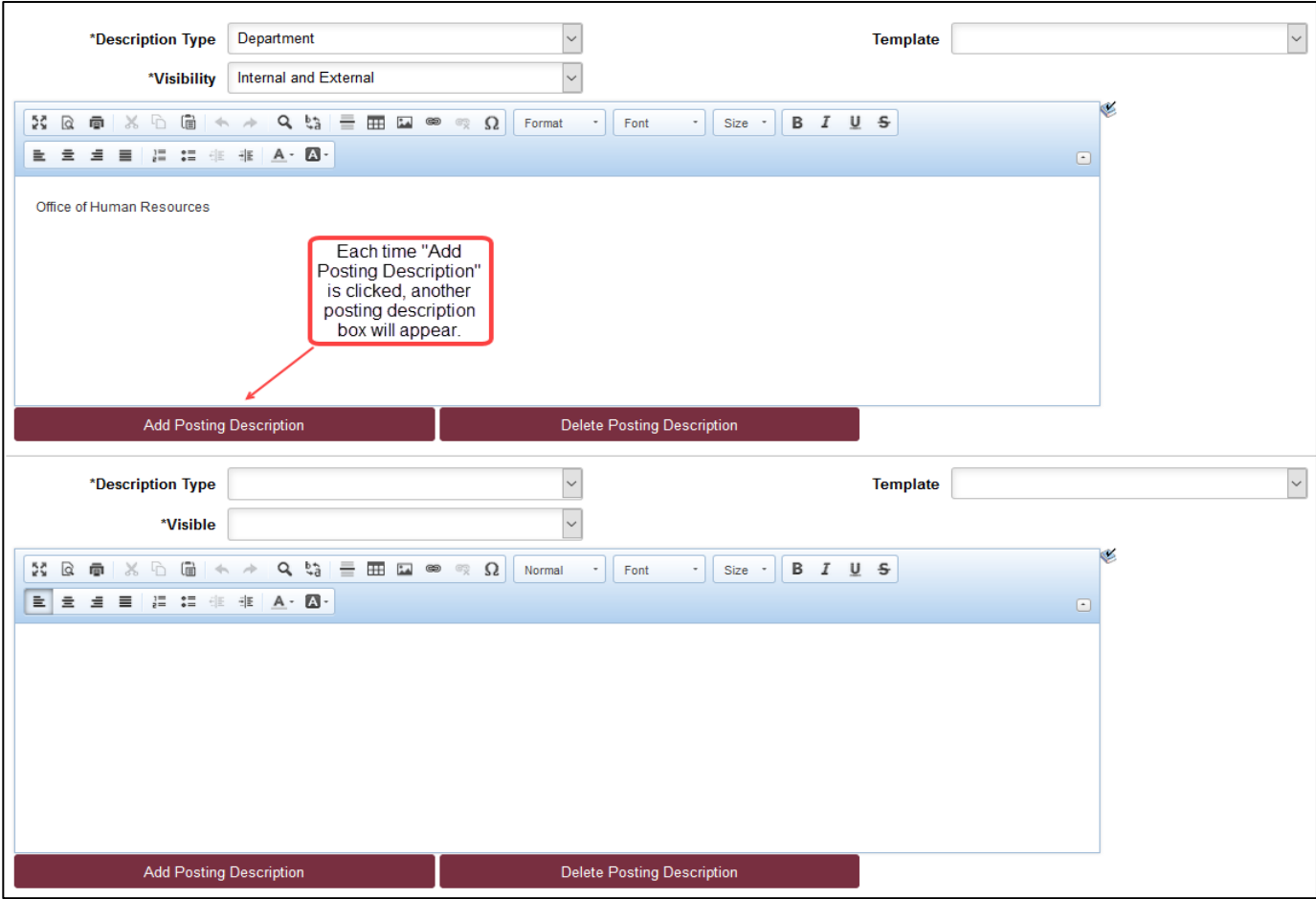
\*Posting Title

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 <b>Faculty, Staff, and OPS</b> 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, as they will default to a standardized order once posted.</p>



Step	Action
11.	<p>Click <b>Add Posting Description</b>. Select the <b>Description Type</b> from the drop-down menu. Click the <b>Visibility</b> drop-down menu and choose <b>Internal and External</b>. Type the corresponding information in the text box or select the <b>Template</b>, as applicable.</p> <p>As outlined on the job posting checklists, certain description types have a <b>Template</b> linked to them that will populate standard language when selected (e.g., <i>Criminal Background Check, Equal Employment Opportunity, Veterans' Preference, How to Apply, etc.</i>). <u>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 <a href="#">assigned recruiter</a>.</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. They are as follows:</p> <ul style="list-style-type: none"> <li>• <i>Job postings should not contain inserted lines, tables, or pictures.</i></li> <li>• <i>The hyperlink feature should be used to embed URLs within the text. (The standard statements already have the URLs embedded.)</i></li> <li>• <i>Font &amp; font size should remain set to default.</i></li> <li>• <i>Bold, Italics, and Underline can be used within reason.</i></li> <li>• <i>Paragraphs should remain defaulted to align left.</i></li> <li>• <i>Bullets and numbering can be used within reason, with bullets being preferred over numbering for items in a list.</i></li> <li>• <i>Text and background colors should remain set to automatic.</i></li> </ul>





<p><b>Step 11.</b> <b>Continued</b></p>	<p>As it relates to the <b>Responsibilities</b> posting description:</p> <ul style="list-style-type: none"><li>-For <b>Faculty</b> positions: consult the Department Chair.</li><li>-For <b>OPS</b> openings: consult the hiring manager.</li><li>-For <b>Staff</b> 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.</li></ul>
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<b>Step 11. Continued</b>	<p>As it relates to the <b>Qualifications</b> posting description:</p> <p>-For <b>Faculty</b> positions: consult the <a href="#">Job Class Specifications</a> and the Department Chair/hiring authority for the education, experience, and any certification/licensure required.</p> <p>-For <b>OPS</b>: consult the hiring manager for the education and experience/skills needed.</p> <p>-For <b>Staff</b> 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.)</p> <p><b>Note:</b> 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.</p>
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<b>Step 11. Continued</b>	<p>The <b>Preferred</b> 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>
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Step	Action
12.	<p>Continue to click <b>Add Posting Description</b> until all required description types and content has been added.</p> <p>Click the <b>Delete Posting Description</b> button if you need to delete a posting description added in error.</p>

Step	Action
13.	<p>Set up the <b>Job Posting Destinations</b>:</p> <p>The <b>Posting Destinations</b> must be set to “<u>FSU Web Site</u>” and there should be two <b>Posting Type</b> rows—“Internal Posting” and “External Posting”.</p> <p>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 <b>Posting Duration Days</b>.</p> <p>You may select certain dates for the posting to open and close by clicking the <b>Trash Can</b> icons across from each row &gt; <b>Add Posting Destination</b> so both rows display &gt; set the <b>Destination</b> for both rows to “<u>FSU Web Site</u>” &gt; set the <b>Posting Type</b> rows to “Internal Posting” for one and “External Posting” for the other &gt; select the <b>Post Date</b> and <b>Remove Date</b> from the calendar icons for both rows.</p> <p>For open until filled positions, follow the steps above entering a remove date of “01/02/9999”. Add <b>Description Type</b> for <b>Open until Filled</b>, 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.</p> <p><b>Note:</b> The posting remove date is a “to date” not a “through date” (<i>e.g., if the remove date is 05/12/2021, the job opening will close 05/11/2021 at midnight.</i>). Openings should never be set to close on a weekend or holiday.</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 to post and close:**

**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

**Job Posting Destinations** ?

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

Add Posting Destination

OK Cancel Preview

Select Calendar Icons to select date

Step	Action
14.	<p><b>Preview</b> the posting.</p> <p>Click the <b>Preview</b> 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.</p> <p>Select <b>Return to Previous Page &gt; OK</b>.</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

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

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

17.	<p>Click <b>Add Recruiter Team</b> &gt; check <b>Team ID 1 – Recruiters</b> &gt; click <b>OK</b> &gt; check the <b>Primary</b> box across from your <a href="#">assigned recruiter</a>.</p>
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The screenshot shows the 'Hiring Team' tab in a software interface. It contains several sections for adding team members:

- Recruiters:** A section with the text 'No Recruiters have been added to this Job Opening' and a highlighted 'Add Recruiter Team' button.
- Interview Panel:** A section with the text 'No Interview Panel members have been added to this Job Opening' and an 'Add Interview Panel' button.
- Hiring Process Representatives:** A section with the text 'No Hiring Process Representatives have been added to this Job Opening' and an 'Add Hiring Process Representatives' button.
- Hiring Authority:** A section with the text 'No Hiring Authorities have been added to this Job Opening' and an 'Add Hiring Authority' button.
- Records Custodian:** A section with the text 'No Records Custodian has been added to this Job Opening' and an '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)

Below the table are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Step	Action
18.	<p>Click each button to add the <b>Interview Panel</b>, <b>Hiring Process Representatives</b>, <b>Hiring Authority</b>, and the <b>Records Custodian</b> accordingly:</p> <ul style="list-style-type: none"> <li>a. <b>Interview Panel:</b> 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.</li> <li>b. <b>Hiring Process Representatives:</b> 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.</li> <li>c. <b>Hiring Authority:</b> 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.</li> <li>d. <b>Records Custodian:</b> 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.</li> </ul>

**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
<b>Notes:</b>	<p>You must list the names of the <b>Records Custodian</b> and <b>Hiring Authority</b> 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.</p> <p>Ensure you add the correct employees by verifying the employee IDs via <b>Job Data</b>.</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 <b>Save &amp; Submit</b> button to submit the job opening, or <b>Save as Draft</b> to save for later.</p> <p><b>Note:</b> The job opening information is not saved until you click the <b>Save as Draft</b> or the <b>Save &amp; Submit</b> button.</p>

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

- Interview Panel:** Includes a search for '\*Name' and 'Interviewer ID'. Below the search is an 'Add Interview Panel' button.
- Hiring Process Representatives:** Includes a search for '\*Name' and 'Empl ID'. Below the search 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 these buttons is a navigation bar with links for 'Recruiting Home', 'Notification', and 'Start Over'.



Step	Action
20.	<p>Click the <b>Approvals</b> 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.</p> <p>Once the job opening has been saved or submitted, the <b>Job Opening ID</b> is generated by OMNI. Use this number when returning to <b>Recruiting &gt; Search Job Openings</b> to check the status and/or view the applicant pool. <i>(When checking on the status of the job opening, on the <b>Search Job Openings</b> page, set the <b>Status</b> to be blank before entering the <b>Job Opening ID</b> and clicking <b>Search</b>.)</i></p> <p><u>If you plan to advertise externally, follow the <a href="#">External Advertising Guidelines</a> 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](#).**