CREATING A JOB OPENING

E-Guide

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Step By Step: Creating a Job Opening

Following is step-by-step information on how to create and post a job opening at the University of Minnesota Careers website. Job openings are created by hiring managers or unit recruiters. Job openings should ONLY be posted by unit recruiters. Central approval of a job opening is not required.

Follow these steps when creating and posting a job opening.

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</tr>
<tr>
<td></td>
<td>8. Update Qualification Level Tab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Save and Post</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 1: GETTING STARTED**

Before creating a job opening, make certain the following questions have been answered prior to performing work in HRMS.

- Does the approved and active position *Detailed Position Description* narrative follow the guidelines of the “Writing a Position Description” job aid.

- Is the language in the *Detailed Position Description* what you want to display on the job opening? Note: The *Detailed Position Description* will be pulled into the job posting.

- Are the details of the approved and active position accurate for the job that will be posted?

- What additional information will be added to the job posting that will capture the interest of the kind of candidate you would like to attract?

- Do you have the names and EmplID’s of the hiring team (if applicable)?

- Do you have the name and EmplID of the central recruiter for your unit?

- Is the job standard or continuous?

- Is the job posting for multiple positions?

- Have you considered how the job posting will attract and engage the best candidates?

- Can I clone an existing job rather than starting over? (See Appendix A for more information on cloning.)
Step By Step: Creating a Job Opening (cont.)

STEP 2: CREATE A JOB OPENING

Log in to myu.umn.edu. Navigate to: Key Links > PeopleSoft > Human Resources > Main Menu > Recruiting > Create Job Opening OR Key Links > Recruiting > Recruiting Home > Create a Job Opening

1. Select the Job Opening Type from the drop-down menu. Note: Refer to the “Standard vs. Continuous Job Posting Scenarios” job aid.
   - Standard: Limited number of vacancies, the position is appropriately classified, and the anticipated hire date is known.
   - Continuous: Position(s) with an ongoing need to hire with no anticipated hire date.

2. Enter the Position Number into the Position Number field. Note: Tab out of Position Number to populate the remaining fields. Information is pulled from Position Management and cannot be changed.

3. Click <Continue>.

4. The Job Opening page displays, defaulting to the Job Details tab.
STEP 3: POPULATE JOB DETAILS TAB

Most of the information on the Job Details tab does not need to be modified since position information populates much of it.

1. In Openings to Fill, leave the value at “Limited Number of Openings.” Do not exceed the max headcount of the position.

2. In Status Reason, leave the value at “New” unless you are hiring to replace someone who is leaving; in that case, select “Replacement.”

3. In Desired Start Date, enter the date you plan to have the employee begin work.

4. In Projected Fill Date, enter the date you expect the employee to be hired.

Information in the Locations and Recruiting Locations sections of the page defaults from position. Do not update this information.

5. If hiring against multiple Position Numbers, add Position Numbers in the Positions section.

6. If this is a replacement job opening, enter the ID of the employee being replaced in the Employee ID field of the Employees Being Replaced section of the Job Details tab.
Step By Step: Creating a Job Opening (cont.)

Most of the information in the Additional Job Specifications section is populated with information from Position Management and should not be updated, with the exception of Travel Percentage.

7. If the job requires travel, make the appropriate selection from the Travel Percentage drop-down menu.

![Additional Job Specifications](image)

**STEP 4: POPULATE JOB POSTING TAB**

A job posting is constructed by populating seven description type sections: (1) About the Job, (2) Qualifications, (3) About the Department, (4) How to Apply, (5) Diversity, (6) Background Check Information, (7) About the U of M. Some of these sections contain template text that does not have to be modified while other sections require direct entry into the text fields. Best practice is to enter each section in the order listed above.

1. On the Job Posting tab, click <Add Job Posting>.

2. From the Description Type drop-down menu, select “About the Job.”
   a. The Detailed Position Description will be pulled from the Position record into the text box.
3. Remove the qualifications section from the narrative.
   a. Select “Cut” so it can be pasted into the *Qualifications* section which will be added next.

4. From the **Visibility** drop-down menu, select the type of visibility for the job opening.
   - Internal: Only internal applicants can view the job posting.
   - External: Only external applicants can view the job posting.
   - Internal and External: Both internal and external applicants can view the job posting.
   
   Note: Best practice, for regulatory compliance, is to select “Internal and External.”

5. If applicable, from the **Template** drop-down menu, select an available template. Note: Available templates are dependent upon the **Description Type** selected. If there is not an appropriate template available, enter custom text directly into the description text.

6. Click <Add Posting Description> to add this section to the job posting.

7. Repeat these steps for the remaining six (7) description types as applicable. See the following table for a breakdown of the eight types and when they are required.

<table>
<thead>
<tr>
<th>Description Type</th>
<th>Visibility</th>
<th>Template</th>
<th>Type required for</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Job*</td>
<td>• External Only</td>
<td>N/A (Data will be populated based on the Detailed Position Description from Position Management. Remove the qualifications in this section and place them under the Qualifications template.)</td>
<td>All Jobs</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications*</td>
<td>• External Only</td>
<td>Copy and paste the qualifications from the About the Job section.</td>
<td>All Jobs</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step By Step: Creating a Job Opening (cont.)

<table>
<thead>
<tr>
<th>Description Type</th>
<th>Visibility</th>
<th>Template</th>
<th>Type required for</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Department</td>
<td>• External Only</td>
<td>N/A</td>
<td>All Jobs</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Apply</td>
<td>• External Only</td>
<td>• Civil Service/P&amp;A</td>
<td>All Jobs</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td>• Faculty/P&amp;A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td>• Labor Represented</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student/Graduate Assistants</td>
<td></td>
</tr>
<tr>
<td>Diversity</td>
<td>• External Only</td>
<td>Diversity and Inclusion</td>
<td>All Jobs</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Background Check</td>
<td>• External Only</td>
<td>Background Check Language</td>
<td>When Applicable</td>
</tr>
<tr>
<td>Information</td>
<td>• Internal Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td></td>
<td></td>
</tr>
<tr>
<td>About U of M</td>
<td>• External Only</td>
<td>• About the University of MN Twin Cities</td>
<td>All Jobs</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td>• About the University of Crookston</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td>• About the University of Duluth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• About the University of Morris</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• About the University of Rochester</td>
<td></td>
</tr>
<tr>
<td>Special Notice for COVID-19</td>
<td>• External Only</td>
<td>• Special Notice for COVID-19</td>
<td>All positions that are exempt from the freeze or have had an exception request approved. This includes student and graduate assistant positions.</td>
</tr>
<tr>
<td></td>
<td>• Internal Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal and External</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Posted job qualifications and “about the job” information should match existing qualifications within Position Management and be in alignment with the generic position description found in the generic job classifications descriptions.

Next, enter information about where the job opening will be posted, along with information about the timing of the posting. Note: Skip to step 13 if posting for a Finance Professional 1 or 2 position.

8. Select a Destination from the drop-down menu.
   - Student Jobs: Undergraduate student postings and Graduate Assistant positions.
Step By Step: Creating a Job Opening (cont.)

• I: Non-student job postings.

![Job Posting Destinations](image)

Note: If Destination is not selected, the job opening will NOT post to the Careers website.

As a guide in completing the next fields, refer to the “Job Posting Guidelines” job aid. Always create an internal posting. In most cases, also create an external posting. The timing of each posting type can be specified in the Post Date and Remove Date fields.

9. From the Posting Type drop-down menu, select “Internal Posting” or “External Posting.”
   • If posting both internal and external, have one row for each entry. Note: Job openings advertised to both internal and external audiences require the HERC Job Category field to be populated.

10. Populate either the Relative Open Date field or the Post Date field to determine the date on which the job posting appears for the audience identified in the Posting Type field.
   • If a Relative Open Date is selected, the system calculates the posting date and displays it in the Post Date field, which becomes unavailable for entry. The system makes its calculation based on the date that the job opening reaches “Open” status.
   • If a specific posting date is desired, populate the date in the Post Date field and leave the Relative Open Date field blank.

11. Information in the optional Remove Date and Posting Duration (Days) fields determines when the job posting will be removed.
   • If a number is entered in Posting Duration, the system calculates the removal date and displays it in the Remove Date field, which becomes unavailable for entry. Or, a Remove Date can be entered and Posting Duration can be left blank.

12. The HERC Job Category field should be selected if advertising to both internal and external audiences. Select an advertising category for the job opening (e.g., Academic/Faculty - Engineering). Note: HERC - Higher Education Recruitment Consortium is FREE advertisement of jobs at the University. Select a category identifying where the open position should be advertised. HERC scrapes the U of M website and posts job openings on their website at no cost to the U of M. The job opening can be viewed nationally by all member institutions and the general public. U of M is a member of the...
Upper Midwest HERC, covering Minnesota, Eastern North Dakota, Eastern South Dakota, and Western Wisconsin.

13. Click <Preview> to preview the completed posting.

![Job Description]

14. Click <Return to Previous Page>. Edit posting descriptions as needed or advance to step 15.

15. Click <OK> and advance to next step.

**STEP 5: POPULATE HIRING TEAM TAB**

Add a unit recruiter and central recruiter to the Recruiters section and a hiring manager to the Hiring Manager section. If the position requires a search committee, add its members in the Screening Team section.

1. Click <Add Recruiter> to open the Name field for entry. Enter a name in the field, or click the lookup icon to select a recruiter. Every job posting MUST have a central recruiter marked as “primary” for routing purposes. At a minimum, assign a central recruiter and at least one unit recruiter to a job posting. Note: For Finance Professional 1 and 2 positions, add both Finance Recruiting Consultant (primary) and your central recruiter.
2. Click <Add Hiring Manager> to open the Name field for entry. Enter a name in the field, or click the lookup icon to select a hiring manager. Note: The hiring manager is responsible for hiring for the job opening, may complete the hiring team, and has the capability to edit the disposition of applicants after they have been routed. The hiring manager may be a direct supervisor or a departmental administrator.

3. If the job opening requires a search committee, use the same process to add the members of the search committee to the hiring team, in the Screening Team section.

Central recruiters will review for Priority Hire Candidates within one business day of posting the position.

STEP 6: SAVE AND OPEN

Click one of the following options depending on your role:

- Hiring Manager: <Save as Draft> to create the job opening for your unit recruiter to review.
- Unit Recruiter: <Save and Open> to create and post immediately to the Careers website.

STEP 7: UPDATE SCREENING TAB

The status of the job opening must be “Open” in order to update the Screening tab.

Navigate to: Main Menu > Recruiting > Search Job Openings

1. Select “Open” from the Status drop-down menu.
2. Click <Search>.
3. Click on the title of the job opening to update.
4. Click on the Details tab.
5. Click on the Screening tab.

- Units can add screening questions to the job opening. Consult with your central recruiter on this process prior to using.
Step By Step: Creating a Job Opening (cont.)

STEP 8: UPDATE QUALIFICATION LEVEL TAB

The status of the job opening must be “OPEN” in order to update the Qualification Level tab.

1. Click on the Qualification Level tab.

2. Select the appropriate education level required for the position from the Highest Education Level menu.

   Multiple selections are NOT allowed. Select only ONE education level.

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<thead>
<tr>
<th>Careers Website Display</th>
<th>Highest Education Level Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry</td>
<td>• C – High School Graduate or Equivalent</td>
</tr>
<tr>
<td></td>
<td>• D – Some College</td>
</tr>
<tr>
<td></td>
<td>• E – Technical School</td>
</tr>
<tr>
<td></td>
<td>• F – 2-year College Degree</td>
</tr>
<tr>
<td>Mid Level</td>
<td>• G – Bachelor’s Degree</td>
</tr>
<tr>
<td>Senior</td>
<td>• H – Some Graduate School</td>
</tr>
<tr>
<td></td>
<td>• I – Master’s Level Degree</td>
</tr>
<tr>
<td></td>
<td>• J – Doctorate (Academic)</td>
</tr>
<tr>
<td></td>
<td>• K – Doctorate (Professional)</td>
</tr>
<tr>
<td></td>
<td>• L – Post-Doctorate</td>
</tr>
</tbody>
</table>

STEP 9: SAVE AND POST

• Both hiring managers and unit recruiters can update a job opening.

• Click <Save> to post the updated job opening to the Careers website.

STEP 10: VALIDATE DATA

Navigate to the Careers website and validate that the information posted as expected. For a list of available queries and reports related to Recruiting Solutions, see the “Queries and Reports for Recruiting Solutions” job aid.
Appendix A: Cloning a Job Opening

Following is step-by-step information on how to clone and post a job opening at the University of Minnesota Careers website. Job openings can be created by cloning when there is a need to duplicate a job opening that was previously posted, such as when a job opening needs to be “refreshed” or when there needs to be a rehire for the same position.

Follow these steps when cloning and posting a job opening.

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<td></td>
<td>4. Update Job Posting Tab</td>
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<td></td>
<td></td>
<td>5. Update Hiring Team Tab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Save and Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Update Screening Tab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Update Qualification Level Tab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Save and Post</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Validate Data</td>
</tr>
</tbody>
</table>

STEP 1: GETTING STARTED

Before cloning the job opening, make certain the following questions have been answered prior to performing work in HRMS.

- What is the status of the job to be cloned? (Open or Filled)
- Why does this job opening need to be refreshed?
- What is the new Desired Start Date and Project Fill Date?
- Were the salary range codes for this job code verified?
- Do screening questions that may not have been included on the original posting need to be added?
- Do educational qualifications that may not have been included on the original posting need to be added?
- What are the new Relative Open/Post Date and Remove Date/Duration fields?

STEP 2: CLONE A JOB OPENING

Navigate to: Main Menu > Recruiting > Search Job Openings

1. From the Search Job Openings page, select the appropriate status from the Status field.
   a. Select “Open” if an existing job opening needs to be refreshed.
   b. Select “Filled” if the job opening has been filled, details have not changed, and new job opening needs to be created.
2. Click <Search>.
3. Click on the title of the job opening to be cloned.
Appendix A: Cloning a Job Opening (cont.)

4. Click <Clone> found in the header or footer of the Manage a Job Opening page.
   a. Modify the job title, if needed, in the New Posting Title field.
   b. Modify the number of job openings to clone, if needed, in the Number of New Job Openings field.

5. Check the <Draft> button next to the New Job Opening Status field.

6. Click <Clone>.

7. Click the Job Opening ID number to navigate to the job opening.

   ![Clone Job Opening](image)

   - The Job Opening page displays. The cloned job opening uses the same Position Number as the original, so, like the original, much of the information is already populated and cannot be changed.

**STEP 3: UPDATE JOB DETAILS TAB**

On the Job Details tab, update the information that has changed. Desired Start Date and Projected Fill Date may need to be updated.

- Verify that other information on the Job Details tab is correct, such as the Additional Job Specifications section and Salary Range From and Salary Range To fields. Salary ranges, when cloned, do not pull updated ranges from the job code. Verify ranges before posting the job.

**STEP 4: UPDATE JOB POSTING TAB**

Click the Job Posting tab and verify that the posting information is correct. Make updates to the posting itself and to the Relative Open/Post Date and Remove Date/Duration fields as needed. Click <Preview> to preview the posting.
Appendix A: Cloning a Job Opening (cont.)

STEP 5: UPDATE HIRING TEAM TAB

Click the Hiring Team tab and verify members of the hiring team are identified correctly. Verify that your central recruiter is identified as the primary recruiter. Make updates as needed.

STEP 6: SAVE AND OPEN

Click one of the following options depending on your role:

- Hiring Manager: <Save as Draft> to create job opening for unit recruiter to review.
- Unit Recruiter: <Save and Open> to create and post immediately to Careers website.

STEP 7: UPDATE SCREENING TAB

The status of the job opening must be “Open” in order to update the Screening tab.

Navigate to: Main Menu > Recruiting > Search Job Openings

1. Select “Open” from the Status drop-down menu.
2. Click <Search>.
3. Click on the title of the job opening to update.
4. Click on the Details tab.
5. Click on the Screening tab.
   - Units can add screening questions to the job opening. Consult with your central recruiter on this process prior to using.

STEP 8: UPDATE QUALIFICATION LEVEL TAB

The status of the job opening must be “Open” in order to update the Qualification Level tab.

Click the Qualification Level tab and verify that a selection has been made in the Highest Education Level field. Only one education level is allowed. Update if needed.

STEP 9: SAVE AND POST

Both hiring managers and unit recruiters can update a job opening. Click <Save> to update the post immediately to the Careers website.

STEP 10: VALIDATE DATA

Navigate to the Careers website and validate that the information posted as expected. For a list of available queries and reports related to Recruiting Solutions, see the “Queries and Reports for Recruiting Solutions” job aid.