Create and Post a Job Opening

This job aid contains 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.

PREREQUISITES FOR CREATING A JOB OPENING

Before creating a job opening, you must have:

- Approved and active position numbers with current position description information for the job posting
- Names and EmplID’s of the hiring team, if applicable
- Name and EmplID of the central recruiter

PROCESS

Log in to www.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 aid.
   a. Standard: Limited number of vacancies, the position is appropriately classified, and the anticipated hire date is known.
   b. 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>.
Create and Post a Job Opening (cont.)

4. The Job Opening page displays defaulting to the Job Details tab.

**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. Refer to the “Create Job Opening Field Names and Definitions” job aid for more information.

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

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

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

8. 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.

9. If you are hiring against multiple position numbers, add Position Numbers in the Positions section of the page. Refer to the Adding Multiple Position Numbers to Job Openings resource document for more information.

10. 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.

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

11. If the job requires travel, make the appropriate selection from the Travel Percentage menu.
Create and Post a Job Opening (cont.)

JOB POSTING TAB

A job posting is constructed section by section, using template text where it is available, and sometimes entering text directly in the text entry field. Seven description types are available to construct the job posting.


13. From the Description Type menu, select one of the seven description types to populate as part of the job posting. See the options in the grid below.

14. From the Visibility menu, make a selection to display section information for internal applicants, external applicants, or both. The best practice, for regulatory compliance reasons, is to select “Internal and External.” See the options in the grid below.

15. Select the appropriate template from the Template menu. Available templates are dependent upon the description type selected earlier. If there is no appropriate template available, enter custom text directly in the description text. See the options in the grid below.

16. Click <Add Posting Description> to add an additional section of the job posting to populate and repeat steps 13-16 until all seven description types are populated in the job posting.

<table>
<thead>
<tr>
<th>Description Type</th>
<th>Visibility</th>
<th>Template</th>
<th>Type required for</th>
</tr>
</thead>
<tbody>
<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>
<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 Qualification 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>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 Information</td>
<td>• External Only</td>
<td>Background Check Language</td>
<td>When Applicable</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>
Create and Post 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 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>
</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 you will enter information about where the job opening will be posted, along with information about the timing of the posting. Note: Skip to step 21 if posting for a Finance Professional 1 or 2 position.

17. Select a value from the **Destination** menu.
   
   a. “Student Jobs” should be selected for undergraduate student posting and Graduate Assistant positions.
   
   b. “I” should be selected for non-student job postings.

Note: If the 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 reference document. 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.

18. From the **Posting Type** menu, select “Internal Posting” or “External Posting.”

19. 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.
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- If a specific posting date is desired, populate the date in the **Post Date** field and leave the **Relative Open Date** field blank.

20. 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.

21. Click <Preview> to preview the completed posting. Otherwise, click <OK>.

SCREENING TAB

Units can add screening questions to a job opening. Consult with your central recruiter on this process prior to using.

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.

22. 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.

23. 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. He/she may be a direct supervisor or a departmental administrator.

24. 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.

25. 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.

Central recruiters will review for Priority Hire Candidates within one business day of posting the position.
POSTING A SAVED AS DRAFT JOB OPENING

Unit recruiters can post saved job openings to the Careers website.

Navigate to Main Menu > Recruiting > Recruiting Home > Search for Job Openings

1. In the Search field, select “Draft” from the drop-down menu.
2. Click <Search>.
3. Review all the previous steps outlined in this job aid on creating a job opening. Validate data and updated information as needed.
4. Click <Save and Open> to post to the Careers website.