

ENTER JOB OPENING - PAGE 1

Enter Primary Job Opening

1. Login to PeopleSoft at <https://hcm.uakron.edu>
2. From the main menu, select **Recruiting > Create New Job Opening**.
3. In the **Job Opening Information** box, enter one of the following:
 - a. **Position Number:** Enter position number provided by HR. The information for department, location and recruiting location will populate automatically.
 - b. **Job Code:** Only enter for part-time, temporary jobs. Information for department, location and recruiting location must be entered.
4. Click **Continue**.

Enter Primary Job Opening Information

Opening Information	
Job Opening Type:	Standard Requisition
Business Unit:	STDBU
Position Number:	00003339 Administrative Secretary
Job Code:	Administrative Secretary
Posting Title:	Administrative Secretary

Continue

5. The **Job Opening – Job Details** page displays.

Enter Job Details

Enter information for the following fields on the “Job Details” page:

1. **Status Reason:** Either “**New Position**” or “**Replacement**”
2. **Desired Start Date:** Estimated start date. Must be a minimum of first day after person leaves, if this is a replacement position. If funded by a grant account, contact your Grant Accountant to verify the date.
3. **Employees Being Replaced:** If replacement position, enter the incumbent’s name.

4. **Schedule Type:** Full-Time or Part-Time
5. **Regular/Temporary:** Select the appropriate option.
6. **Begin Date:** Leave blank, unless a temporary position. If temporary, should match Start Date
7. **End Date:** Leave blank, unless temporary position.
8. **Salary Range From and To:** Review and match to position approval
9. **Pay Frequency:** Review and match to position approval
10. Click **Save as Draft**.
11. **Job Opening ID** is assigned – **write down this number!**

Refer to the Training Manual, Appendix H, for instructions regarding the Search Waiver process

Enter Hiring Team

1. Click the **Hiring Team** link.
2. Click “**Add Team**”. Mark the checkbox to select the team and click OK.
3. Check the **Primary** box for the primary recruiter.
4. Enter the **Hiring Manger** by entering their name (first name last name) or enter their EMPLID.
5. Enter the **Interviewers** (Search Committee).
6. Enter the **Interested Parties**. NOTE: Add yourself as an Interested Party to view data in My Akron.
7. Click **Save as Draft**.

ENTER A JOB OPENING - PAGE 2

Enter Job Posting Information

Use the Classification Specification to complete this information.

1. Click the **Job Posting** Link.
2. Click **Add Job Postings**.
3. **Visible**: Select Internal/External.
4. **Description Type**: Select the type from the drop down.
The HPM should enter: Required Qualifications, Preferred Qualifications, Responsibilities, and Application Instructions.
5. **Description Type**: Leave blank – except when using the Description Type of “Application Instructions”. In that case, the Description Type should be “Application Instructions”.
6. **Description**:
 - a. **Required Qualifications**: Copy and paste from Classification Specification.
 - b. **Responsibilities**: Use the Classification Specification as a guideline and modify as needed.
7. Continue to click on the **Add Job Posting** link until all of the information had been entered.
8. NOTE: The information on the Job Posting Destinations frame will be completed by your assigned Recruiter.

Staff Positions are posted for 8 days

Contract Professional Positions are normally posted for 30 days

Faculty Positions can be posted with a deadline, if requested

9. Click **Preview**.
10. Click **Return to Previous Page**.
11. Click **OK**.
12. Click on **Save as Draft**.

Enter Advertising Information

1. Click the **Advertising** Link.
2. **Tenured Position**: Select, if this is a tenured faculty position.
3. **If temporary, is job sponsored?**: Check if this is a grant position.
4. **Advertising Activities**: Copy and paste advertising text, if placing an outside advertisement. Enter advertising locations along with networking activities, conferences, direct contacts, list serves, online resources, etc.

**If requesting an internal to UA only search, indicate here.
**If requesting a CP shortened search, indicate here.
5. **Background Check Account Code**: Enter the six digit account code followed by a hyphen and **5750**
 - a. If needed, use the **add a Row (+)** tool to split the background expense to multiple account codes.
6. **Advertising Account Code**: Enter the six digit account code followed by a hyphen and **5789**
 - a. If needed, use the **add a Row (+)** tool to split the background expense to multiple account codes.
7. **Salary and Benefits Account Code**: Should populate automatically. If not, enter the speedtype followed by a hyphen and the GL Pay Type.
8. **Click Save**.

Save and Submit Job Opening

1. Click the **Return to Job Opening** link.
2. Click **Save as Draft**.
3. Click **Save & Submit**.
4. The job status should change from “**Draft**” to “**Pending Approval**”.
5. The **Approvals** link is now available. Use this link to view where the job opening is in the process.

Save & Submit kicks off the workflow routing and sends notification to the Recruiter