INDIANA
A State that Works

Job Aid

Create New Job Opening (R8-2014)

1.	Log into PeopleSoft
2.	Go to **Main Menu**
3.	Click **Recruiting**
4.	Click **Create New Job Opening**
5.	In the Business Unit field, enter your agency Business Unit.
6.	In the Position field, enter the position number (PCN) for the vacancy. **NOTE:** The position number must be approved by the Strategic Hiring Committee (SHC).
7.	Click the **Continue** button.
8.	Review the information on this page (Job Info tab). If you are posting more than one position, click on **Target Openings** and enter the number of positions to be associated to the requisition. (If you are only posting one position, no changes are necessary on this page and you can skip to step 13.)
9.	Tab out of the field. You will receive a warning message if headcount is different from position, click **OK**. The number of available openings will populate.
10.	Scroll to the section for positions and click on **Add Positions**. Click on the magnifying glass. In Position Number enter the next position number that has been approved by SHC. Click **OK**. To add more position numbers follow this step until all positions have been added. Make sure the number in the **Target Openings** match the number of position numbers you have entered into the list. ***Remember all positions you add must be approved by SHC***.
11.	If this is a field position, it may not have an associated **Recruiting Location**. If not, click the magnifying glass to find an appropriate location. No changes are necessary if there is already a Recruiting Location listed.
12.	OPTIONAL: At the bottom of the page, enter the name of the **Employees Being Replaced** exactly as it is in PeopleSoft. Click the magnifying glass to search by Employee ID if necessary. Click on **Next Step** link.
13.	Review the information on the Min Requirements page; however, make no changes. Click on **Next Step** link.
14.	Recruiter will add appropriate information on Competencies page. Click on **Next Step** link.
15.	Click the link with the vacancy's **posting title** found in the blue Job Postings section. This Posting Title was entered when the vacancy request was submitted to the Strategic Hiring Committee. (Example below: Recruitment Consultant).  **NOTE:** You must click this link before clicking Save as Draft or Save and Submit otherwise, the posting information added during the vacancy request process will not populate. If you have already saved at this point, it is recommended you start over with a new posting. Contact your agency recruiter to deny and cancel the original posting.
16.	Review the information listed in the sections on this page: Posting Title, Equal Employment Opportunity, Benefits, Preferred Experience, Responsibilities (if listed), and Job Description. Edit as necessary. **NOTE**: If not necessary, remove the Responsibilities section by clicking the trash can icon in the top right corner of the Responsibilities section. **NOTE**: All sections will default with a view of Internal and External meaning any applicant can apply. Should you wish the posting to be viewed by only internal State employees, change all sections to Internal Only. External Only is not recommended. Internal applicants should always be given the opportunity to apply to all positions.
17.	To add a section that isn't listed, click **Add Posting Descriptions**. If no additional information is necessary, skip to step 27.
18.	In the **Visible field**, click on the drop down box that matches the other sections: Internal Only (viewable by State of Indiana employees only), External Only (viewable by external applicants only), or Internal and External (viewable by all applicants).
19.	In the **Description Type field**, select the appropriate option: Additional Comments, Hire/Salary, or Other Information. Enter a brief description into the selected field(s).

	Typical uses of other Posting Descriptions/Description Types: Additional Comments – Use this if there is something out of the ordinary about the job. For example, 'Successful candidate will be on call 24 hours a day three days a week.' Hire Salary – Use this if you have been authorized to hire above the minimum salary. Other Information –This field should only be an option for DNR and DOC per agency practice.
20.	To add another section, repeat steps 20-22.
21.	After you have reviewed and/or edited all necessary posting information, scroll down to the Posting Destination section.
22.	Review the listed posting destinations and make any necessary changes. If no changes are made, your job opening will be posted to both internal and external candidates starting on the day the Recruiter approves the posting and will expire after 14 days. (If you changed your Visible fields to Internal Only, you will need to delete the line for External by clicking the icon.) **NOTE**: If you would like to change the amount of time your job is posted to the job bank, change the Posting Duration (Days) section to a more appropriate number. Contact your agency Recruiter with questions.
23.	Click the **Preview** button to review the posting as an applicant will view it. Then click the **Return to Previous Page** link.
24.	Click the **OK** button.
25.	Click the **Next Step** link.
26.	Recruiter will add appropriate information on Education/Experience page.
27.	Click the **Next Step** link.
28.	All Core SOI Screening Questions have been added and can only be deleted by your agency assigned recruiter as they must be on every posting. Should you wish to add job specific question sets, click the **Load from Question Sets** link. If you do not wish to add questions sets, skip to step 33.
29.	Select the box to the left of any relevant question set you wish to add to your posting. Then click the **OK** button. **NOTE**: To delete any unnecessary questions, click the icon next to the question. To view the questions once added, click the View Answers link to the right of the line that was added.
30.	Should you wish to add individual job specific screening questions, click the **Add Screening Questions** link. If you do not wish to add individual questions, skip to step 38.
31.	Click the icon to search for appropriate questions.
32.	Change the **Long Description** drop down to **contains** and then enter appropriate keywords into the blank field. Then click **Look Up**.
33.	Review the questions in the Long Description fields to determine the question you'd like to add. Click the **question** to add it.
34.	To add more individual screening questions, repeat steps 33-36. **NOTE**: For a full list of screening questions or should you wish to have questions added to the database, contact your agency Recruiter. Click the **Next Step** link.
35.	Review the individuals listed on the Hiring Team page and make any necessary changes. **NOTE**: To add another Hiring Manager or Interested Party, click the Add Hiring Managers (or Add Interested Parties) link and enter the appropriate name in the field or use the icon to search. Individuals listed in the Hiring Manager field must have appropriate access in PeopleSoft. Contact your agency Recruiter with questions.
36.	Click the **Save & Submit** button. Make note of the **job opening ID** at the top of the page. **NOTE**: Once you click Save & Submit, the individual listed as Recruiter will receive workflow to review the posting and approve. Individuals listed as Hiring Manager(s) and Interested Party(s) will receive workflow once the posting has been approved and is posted to the job bank.

Frequently Asked Questions

Q: The information that is pulling through to my posting information isn't accurate. What should I do?
A: Contact your recruiter. This information should be pulling from the most recently approved SHC vacancy request.

Q: Can I edit any of this pre-populated information on my job opening?
A: Yes. The only section you can not edit is the core SOI screening question set. This section can be edited by your assigned agency recruiter.

Q: Can I hard code in an approve date or remove date for the job bank posting?
A: Yes. To hard code an approve date, change 'Approve Dt' to the blank line in the drop down box and then add in a date when the Post Date field opens. To hard code a remove date, delete the number in the Posting Duration (Days) field and add in a date when the Remove Date field opens. Reminder: the job opening will not be posted to the job bank until the Recruiter has approved it regardless of the date you enter in the Post Date field.

Q: What if I already know who will be hired on this vacant PCN and just want to link my preferred candidate (i.e. internal promotion, candidate already identified, etc)?
A: You are still welcome to create a dummy req/job bank exception so that you can link your preferred candidate. However, you will need to remember to delete the pre-populated posting destination fields so it doesn't get posted to the job bank.

Q: Whom should I list as my Hiring Team (i.e. Recruiter, Hiring Manager, Interested Party)?
A: The Hiring Manager Supervisor approval has been removed in PeopleSoft, you will need to determine how this will affect your current business process. Based on the updated workflow, definitions of suggested individuals are below:

> <u>Recruiter</u> – enter the name of your agency's recruiter. Nothing changes with this field.
> <u>Hiring Manager</u> – enter the name of the individual that will be tasked with creating the job opening in this field. Individuals listed in this field must have appropriate access. Contact the Talent Acquisition division with questions.
> <u>Interested Party</u> – enter the name of anyone who should be associated with the applicants or interviews but isn't tasked with creating the job opening / job bank posting. Any state employee, regardless of access, can be listed in this field.

Q: I created and submitted (or saved as draft) the job opening but my posting information didn't pull through. What happened and how do I fix this?
A: When creating the job opening, you MUST click the link that populates on the Posting Info tab before clicking Save as Draft or Save and Submit. It is recommended that you start over with the Create New Job Opening process otherwise you will have to manually add all information and modifications to the current posting. Contact your agency's recruiter about cancelling the original posting.

Q: Who gets workflow with this process and what will the workflow say?
A: Individuals listed as Recruiter, Hiring Manager and Interested Party will receive workflow once the Recruiter has reviewed the job opening information and has posted it to the job bank. Please ensure that you have workflow on with your PeopleSoft profile.

<u>Hiring Manager/Recruiter workflow</u>

Greetings!

This vacancy has been approved and is posted to the state's job bank. You are welcome to view candidates which have applied to this vacancy at any time. Instructions for viewing applications can be found here. Should you have questions or concerns pertaining to your applicant pool, sourcing or interviews please contact your agency Recruiter.

Job Opening ID: 586404

Posting Title: Recruitment Consultant

Internal Candidate Expiration Date: 2013-11-11

External Candidate Expiration Date: 2013-11-11

Recruiter: Heather Whitaker

(Please Note: This message was automatically generated. Please do not respond to this e-mail.)

Interested Party workflow

Greetings!

You have been listed as an Interested Party for the following job opening that has been posted to the state's job bank. If you have questions or concerns pertaining to this process, please contact your agency Recruiter.

Job Opening ID: 586404

Posting Title: Recruitment Consultant

Internal Candidate Expiration Date: 2013-11-11

External Candidate Expiration Date: 2013-11-11

Recruiter: Heather Whitaker

(Please Note: This message was automatically generated. Please do not respond to this e-mail.)

Q: I have more questions. Whom should I contact?
A: Feel free to contact the SPD Talent Acquisition Division: jobs@spd.in.gov or 1-855-SPD-INHR #2.