PeopleSoft 9.1

Creating a Job Opening

Greetings:
Welcome to Creating your Job opening Power Point Presentation. Please following the following path for logging into the PeopleSoft System.

PeopleFinder is on the home page of PAWS

Health System Applications

Attendance Tracking

Attending Finder

CarpoolConnections

CDM Reference

CDM Request Form

CERMe

CIS Issue Log

Citrix Portal Access

Employment Opportunities

EP3 (Employee Patient Parking)

Faculty List Online

GRMC Catering & Floor Stock Ordering
   and Terrace Cafe Menu

GRMC Employee Self Service

GRMC OnCall

GRMC OnCall Manual

University Applications

Campus/USAMobility Paging

Crystal Reports

Echo360 (faculty use only)

GoVIEW (CERM_PNUR)

GRU Alert

Health eShop

JagCard

JagStore
(submit course materials)

one45

PeopleSoft Financials

PeopleSoft HRMS

Pounce

Pulse

SoftServ

Training/Orientation

Verizon Wireless Paging

Workforce Learn Online

Enterprise Applications

Complete Annual Training & Compliance

Cyber Anatomy

Cyber Science 3D

Desire2Learn

Faculty List Online

Greenblatt & Reese Libraries

HIPAA Disclosure Log

Live Chat with IT Service Desk

Outlook Web Access

Room and Event Scheduling

Security Authority (SA) Request for NetID

Submit a request to ITS

Who is MY SA?

Workforce Learn Online

**These links are for systems
that are NO LONGER USED,
but remain available for
historical reference only.**

AccessIS

ORACLE®

PEOPLESOFT ENTERPRISE

Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.

User ID:	
Password:	

Sign In

GRU SoftServ Getting Started

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

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Once you log into the system: Go to Main Menu>Recruiting>Create New Job Opening

OR you can go Under the *My Job Openings* category, select *Create Job Opening*

Enter the appropriate position number OR click on the magnifying glass to the right of the field to bring up a list of positions for the department.

GRU

Create New Job Opening

Enter Primary Job Opening Information

Select a Job Opening Type, Job Family and any other information you require to create a Job Opening. Select Continue once you have entered all required information.

Opening Information ❓

Job Opening Type:	Standard Requisition ⌄
Business Unit:	GRU Business Unit ⌄
Position Number:	00000030 🔍 Office Specialist
Job Code:	

Position Number	Description	Job Code
00000030	Office Specialist	510X03

Posting Title: Office Specialist

Continue

Return to Manager Dashboard

Once you have selected the correct position number and it appears in the
Position Number field, select the ***Continue*** button to proceed to the next
screen.

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Create New Job Opening

Enter Primary Job Opening Information

Select a Job Opening Type, Job Family and any other information you require to create a Job
Continue once you have entered all required information.

Opening Information ⍰

Job Opening Type:	Standard Requisition
Business Unit:	GRU Business Unit
Position Number:	🔍
Job Code:	🔍
Posting Title:	

Continue

? Help

Look Up Position Number

Search by: Position Number ⌄ begins with

Look Up   Cancel   Advanced Lookup

Search Results

Only the first 300 results can be displayed.
View 100   First ◄ 1-300 of 300 ► Last

Position Number	Description	Job Code
00000003	Administrative Assistant 2	505X02
00000004	Manager, Facilities Services	315X56
00000005	Maintenance Supervisor	700X12
00000006	Maintenance Supv-Bldg Mntc Trd	700X11
00000007	Maintenance Supervisor	700X12
00000008	Facilities Maintenance Spec 3	710X03
00000009	Locksmith	710X71
00000010	Painter	710X12
00000011	Facilities Maintenance Spec 2	710X02
00000012	Facilities Maintenance Spec 2	710X02
00000013	Painter	710X12
00000014	Facilities Maintenance Spec 2	710X02
00000015	Facilities Maintenance Spec 2	710X02
00000016	Facilities Maintenance Spec 3	710X03
00000017	Painter	710X12
00000018	Painter	710X12
00000019	Painter	710X12
00000020	Facilities Maintenance Spec 3	710X03
00000021	Painter	710X12
00000022	Painter	710X12
00000023	Grounds Foreman	800X02
00000024	Grounds Keeper	810X11

To pull up the appropriate
position number, either
type the number into the
field box to the right of
'Search by:'
OR
Select the position number
from the *Search Result*
options

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Enter both the *Desired Start Date* and *Projected Fill Date* fields

Note: These dates can be the same

If this job opening is being created to replace a current employee, enter the name of the individual in this section.

Click on the magnifying glass icon to pull up the individual.

Bypass the *Screening* tab and move onto setting up the **Team** tab

NOTE: HR will complete the screening tab.
Do not enter any information into these fields.

For Staff Positions: Select **ADD RECRUITER** to assign your Recruiter to this job opening.

NOTE: It is required that your Recruiter be added here so as not to negatively impact the approval process.

Insert the **HIRING MANAGER;**

And those who will be assisting with **INTERVIEWS**

Select *Add Job Postings* to begin creating the posting for the job board

Choose appropriate selection from *Visible* dropdown menu:

Internal Only: Qualified Internal Candidates (QIC)

External Only: Posting only visible on external job board

Internal and External: Posting visible on both internal and external job boards

Under ***Description Type***, select and complete the following options:

QIC Statement (if applicable)

Minimum Requirements

Preferred (if applicable)

Responsibilities

Your Recruiter will add the other required categories to the posting.

For Faculty:

Under *Description Type*, select & complete the following options:

QIC Statement (if applicable)

Job Information (responsibilities)

Department Marketing Statement (if applicable)

Minimum Requirements

Faculty Support Services will add the other required categories to the posting.

To add another posting category, select *Add Posting Descriptions*

JOB POSTING TIP: As you are finalizing your Position Classification form and your job posting, ensure that you are also listing the expected goals and objectives needed for this position. Job Postings are also an avenue to ensuring candidates understand the expectations necessary. The items/responsibilities which the individual will be accountable for should be listed on the job posting as well as during the screening process.

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The ***Job Posting Destination*** portion will be completed by HR.

Please leave these fields empty.

Select ***Preview*** once you have added your Posting Descriptions.

After reviewing your posting, select **Return to Previous Page**

GRU

Job Description

Job Title:	Office Specialist
Job ID:	999999999999999
Location:	Georgia Regents University
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Return to Previous Page   Switch to Internal View

Minimum Requirements

Candidate must have HS diploma/GED and the minimum of four years of professional administrative support experience.

Conditions of Employment

All candidates are required to successfully pass a Background Check review. For specific positions, the final candidate may be subject to a (pre-employment) credit check.

Equal Employment Opportunity

Georgia Regents University of Augusta is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to age, disability, gender, national origin, race, religion, sexual orientation or veteran status.

Return to Previous Page   Switch to Internal View

Job Posting Destinations ❓						Personalize	Find	🔲	First ◄ 1-2 of 2 ► Last
*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
Internet	External	Approve Dt	03/28/2014	04/02/2014	5	🗑
Internet	Internal	Approve Dt	03/28/2014	04/02/2014	5	🗑

➕ Add Posting Destinations

OK   Cancel   Preview

Select **OK** once ready to proceed

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Completion of the Job Posting

Once you have completed your job posting, any editing will need to be completed by the HR Talent Partner/HR Representative with Talent Acquisition (Staff) and Faculty Support Services (Faculty).

Select **Save & Submit** once ready to proceed with the approval process

OR

Select **Save as Draft** to save and return to this posting when ready

GRU

Create New Job Opening

Job Opening

Posting Title:	Office Specialist	Job Opening ID:	1000143
Job Opening Status:	005 Draft		
Job Title:	Office Specialist	Job Code:	510X03
Position Number:	00000030 Office Specialist		
Business Unit:	12000 GRU Business Unit		

Save & Submit   Save as Draft   Delete   Previous Step   Next Step

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Favorites | Main Menu > Recruiting > Create New Job Opening

Create New Job Opening
Job Opening

🖨 Print Job O...

Posting Title:	Office Specialist	Job Opening ID
Job Opening Status:	006 Pending Approval	
Job Title:	Office Specialist	Job Code:
Position Number:	00000030 Office Specialist	
Business Unit:	12000 GRU Business Unit	

Save   Previous Ste

| Job Opening Details | Screening | Team | Posting | Approvals |

Click on the Approvals tab to confirm that your job opening has been routed correctly AND to add the budget information

| Job Opening Details | Screening | Team | Posting | Approvals |

Supervisor/Recruiter Grp Aprv

Enter Budget Information in the *Comment*s section:

CFC String
Total Amount Funded
Amount for Fringes

▽ **Job Opening:Pending**

Routing for Staff

Pending		Not Routed		Not Routed		Not Routed	
⏲ Hiring Manager Posn Supervisor	➕	Multiple Approvers Budget Approvers	➕	TAM HR Assistant	➕	Rebecca Herzberg Recruiter Group	➕

Comments Text:

CFC:
20040 30900040 17100 64022 MCGHI07425 5.00% $4,162.20
10000 309010HS 17100 11000   95.00% $79,081.81
Fringes $27,470.52

Job Opening Details **Screening**   **Team**   **Posting**   Approvals

Save   Previous Step   Next Step

To add an approver to the *Routing* process, click on the green plus sign *in front* of the Budget Approvers and select the individual to add.

FACULTY INSTITUTIONAL ROUTING PROCESS:
This will be the normal institutional approval process.
Departments will need to insert the appropriate individuals within each college.

Points of Contact

- **System Access Inquiries:** Sharri Peck

- **Faculty Support Services:** Laurie Bush, Cathy Carver-Parker & Rani Bhatt

- **Executive Recruitment:** Carolyn Burns, Sharon Wingard & Sherena Hobbs

- **Staff Recruitment:** Dena Pickett, Jacob Usry, Toneshia Rickerson, Veeta Perry, Anna Bone, Susan Reynolds, and Becky Burke