

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.

PAWS GRU | GRHealth

From the PAWS Employee Portal (<https://paws.gru.edu>), select the All Apps icon from the Quick Access Bar.

Search this site

Departments Directory Apps & Tools Events News GRMC Policies/Plans Need Help?

Quick Access cimgx ITS Help POUNCE Manager Services All Employees Self Services SOFT-SER TimeNet GRU Last Camp one45 All Apps

I Would Like To: Select

I Would Like To Use: Select

People Finder

First Name Last Name Search

ITS Alerts

All Systems Online

GRU PRESIDENT EMERITUS UNIVERSITY

Presidential Lecture Series
"Making a Merger Work"

Dr. Eugene Tranl
President Emeritus
Virginia Commonwealth University

Tuesday, April 29, noon
Lee Auditorium

Upcoming Events

- Apr 27 Alumni Weekend Farewell Brunch
- Apr 27 Students Caught in the Act
- Apr 28 Reese Library Scavenger Hunt
- Apr 28 Graduation Regalia Pick-Up
- Apr 28 Finals Frenzy: De-stress Booth

View All

What's New View More

The Presidential Lecture Series is proud to host President Emeritus of Virginia Commonwealth University, Dr. Eugene Tranl.

GRReport

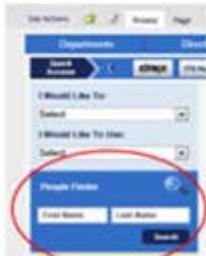
Dr. Karla K. Leeper, Vice President for Board and Executive Affairs and Chief Compliance Officer at Baylor University, has been named Chief of Staff at Georgia Regents Un ...

GRReport

The early stages of the planning process for the next Quality Enhancement Plan are underway and they want to know how you would make GRU a better place.

GRU Employee Concierge Service
706-721-9522

MyMCG



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](#)
- [GRMC Register](#)

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.

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr></table>	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
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																						

[GRU SoftServ Getting Started](#)

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

The screenshot displays the GRU system interface. At the top left is the GRU logo and a banner that says "Have an Awesome Day!". Below the logo is a "Main Menu" section with a "Search Menu" input field. A navigation tree on the left shows the path: Main Menu > Recruiting > Create New Job Opening. The "Create New Job Opening" option is highlighted in yellow. To the right of the navigation tree is a "Quick Search" section with a dropdown menu for "Applicant (Last,First Name)" and a "Search" button. Below that is a "Job Openings" section with a table of job details. At the bottom right, there is a "Full List" section with a "Create Job Opening" button.

GRU Have an Awesome Day!

Search Menu:

Menu - Cl:

Search:

- Board of Regents
- MCG
- Self Service
- Manager Self Service
- Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
- Administration
- Employee Referrals
- Postings
- Reports
- Pending Approvals
- Find Applicants
- Add New Applicant
- Applicant Lists
- Saved Searches
- Browse Job Openings
- Find Job Openings
- Create New Job Opening
- Interview Calendar

Quick Search

Applicant (Last,First Name)

Search

Job Openings

Job Details

Job Opening	Title
9986	Lecturer
9981	Assistant/Associate/Professor
9979	GCHC Office Assistant-Phillips St Prison
9973	GCHC Certified Nursing Asst-Ga & Classification Prison
9972	GCHC Certified Nursing Asst- Ga & Class Prison

Full List

Create Job Opening

Manager Dashboard

Personalize Content | Layout ? Help

 Pending Approvals

No approvals are pending at this time.

 Direct Line Reports

Personalize | Find | View 100 | 1-10 of 131

Summary Job Details Contact Career Plan Compensation

Name	Job Title	Position in Salary Range
▼ Actions	Associate Professor	
▼ Actions	Postdoctoral Fellow	
▼ Actions	Department Administrator	
▼ Actions	Graduate Research Assistant	
▼ Actions	Graduate Research Assistant	
▼ Actions	Temporary Professional	
▼ Actions	Assistant Professor	
▼ Actions	Postdoctoral Fellow	
▼ Actions	Adjunct Assistant Professor	
▼ Actions	Professor	

 My Job Openings

Personalize | Find | View All | 1-5 of 15

Job	Job Title	Days Open	Applicants in Process
1000136	Professor - Part Time	9	5
1000130	Postdoctoral Fellow	10	3
1000123	Administrative Assistant 2	11	3
1000118	Assistant Professor	16	2
1000117	Assistant Professor	16	2

 Browse Job Openings

 Create Job Opening

Quick Links

-  Search and Compare Profiles
-  Allocate Compensation
-  Add Template-Based Hire
-  GRU Request Dist Change

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

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:	<input type="text" value="Standard Requisition"/>
Business Unit:	<input type="text" value="GRU Business Unit"/>
Position Number:	<input type="text"/> 
Job Code:	<input type="text"/> 
Posting Title:	<input type="text"/>

Continue

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.

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 <input type="text"/> <input type="button" value="Search"/> Office Specialist						
Job Code:	<table border="1"><thead><tr><th>Position Number</th><th>Description</th><th>Job Code</th></tr></thead><tbody><tr><td>00000030</td><td>Office Specialist</td><td>510X03</td></tr></tbody></table>	Position Number	Description	Job Code	00000030	Office Specialist	510X03
Position Number	Description	Job Code					
00000030	Office Specialist	510X03					
Posting Title:	Office Specialist <input type="text"/>						

[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.

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. 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

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

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

Opening Information

Job Opening Type: Standard Requisition

Created By: 000721

Created: 03/28/2014

*Openings to Fill: Limited

Target Openings: 1

Available Openings: 1

Establishment ID: 120 Georgia Regents University

Business Unit: 12000 GRU Business Unit

Position Number: 00000030 Office Specialist

Job Code: 510X03 Office Specialist

Company: 120 Georgia Regents University

Department: 30900033 Bldg Maint-Work Mgmt Ctr

Location: 120 Georgia Regents University

Recruiting Location: 1 Georgia Regents University

[Add Additional Locations](#)

Status Code: 005 Draft

Status Reason: New Position

Status Date: 03/28/2014

Desired Start Date:

Encumbrance Date:

Projected Fill Date:

Date Authorized:

Referral Program ID:

Recruitment Contact:

Employees Being Replaced		Personalize	Find	First	1 of 1	Last
*Name	Empl ID					

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

Note: These dates can be the same

Business Unit: 12000 GRU Business Unit

Position Number: 00000030 Office Specialist

Job Code: 510X03 Office Specialist

Company: 120 Georgia Regents University

Department: 30900033 Bldg Maint-Work Mgmt Ctr

Location: 120 Georgia Regents University

Recruiting Location: 1 Georgia Regents University

[Add Additional Locations](#)

Status Code: 005 Draft

Status Reason: New Position

Status Date: 03/28/2014

Desired Start Date: 04/21/2014

Encumbrance Date:

Projected Fill Date: 04/16/2014

Date Authorized:

Referral Program ID:

Recruitment Contact:

Employees Being Replaced		Personalize	Find	First	1 of 1	Last
*Name	Empl ID					
<input type="text"/>						
+ Add Employees Being Replaced						

Job Opening Details [Screening](#) [Team](#) [Posting](#)

Save & Submit Save as Draft Cancel

Previous Step [Next Step](#)

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.

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Job Opening Details ~~Screening~~ Team Posting Approvals

Opening Information

Job Opening Type: Standard Requisition

Created By: 000721 Angelia Compton

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**

The screenshot shows the GRU system interface for creating a new job opening. The breadcrumb trail is: Favorites | Main Menu > Recruiting > Create New Job Opening. The main navigation tabs are: Job Opening Details, Screening, Team, and Posting. The 'Team' tab is active.

The 'Assignments' section contains the following sub-sections:

- Recruiters:** "No Recruiters have been added to this Job Opening". The "Add Recruiters" button is circled in red. A blue arrow points from this button to the "Add Recruiter Team" button.
- Hiring Manager:** "No Hiring Managers have been added to this Job Opening". The "Add Hiring Managers" button is circled in red.
- Interviewers:** "No Interviewers have been added to this Job Opening". The "Add Interviewers" button is circled in red.
- Interested Party:** "No Interested Parties have been added to this Job Opening". The "Add Interested Parties" button is circled in red.

At the bottom of the page, the "Save & Submit" button is circled in red. Other buttons include "Save as Draft", "Delete", "Previous Step", and "Next Step".

An overlay window titled "Look Up Recruiter ID" is visible on the right. It contains the following fields:

- Empl ID: begins with [dropdown]
- First Name: begins with [dropdown]
- Last Name: begins with [dropdown] Herzberg
- Display Name: begins with [dropdown]

Buttons: Look Up, Clear, Cancel, Basic Lookup.

Search Results

Empl ID	First Name	Last Name	Display Name
016830	Rebecca	Herzberg	Rebecca Herzberg

Find Job Opening

Job Opening

 [Print Job Opening](#)

Posting Title: Assistant Professor Job Opening ID: 999952
Job Opening Status: 010-Open Job Type: Standard
Job Title: Assistant Professor Job Code: 202X00
Position Number: 00008847 Assistant Professor
Business Unit: 12000 GRU Business Unit

 Save  Clone  Create New Previous Job Opening | Next Job Opening | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Job Opening Details](#) | [Screening](#) | Team | [Job Posting Details](#) | [Approvals](#)

Assignments ?

To assign a Recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

Recruiters ?

Name	Recruiter ID	Primary	
Laurie Bush	002621	<input checked="" type="checkbox"/>	
Joni Thurmond	016307	<input type="checkbox"/>	
Patricia Harris	021576	<input type="checkbox"/>	

[+ Add Recruiters](#)[+ Add Recruiter Team](#)

To assign a Hiring Manager to the Job Opening select the Add Hiring Managers hyperlink. To add a Hiring Manager Team containing one or more hiring managers to the Job Opening select the Add Hiring Manager Team hyperlink.

Hiring Managers ?

For FACULTY POSITIONS: In the “Recruiters” Section, Click “Add Recruiter Team”

√ (1001) Faculty Support Services”, √ Ok and √ the box beside your recruiter’s name. (FSS Team members: Laurie Bush, Joni Thurmond & Patricia Harris)

To assign a recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

Recruiters ?			
*Name	Recruiter ID	Primary	
Rebecca Herzberg	016830	<input checked="" type="checkbox"/>	

[+ Add Recruiters](#)

[+ Add Recruiter Team](#)

To assign a Hiring Manager to the Job Opening select the Add Hiring Managers hyperlink. To add a Hiring Manager Team containing one or more hiring managers to the Job Opening select the Add Hiring Manager Team hyperlink.

Hiring Managers ?			
*Name	Manager ID	Primary	
Angelia Compton	000721	<input checked="" type="checkbox"/>	

[+ Add Hiring Managers](#)

[+ Add Hiring Manager Team](#)

To assign an Interviewer to the Job Opening select the Add Interviewers hyperlink. To add a team of Interviewers select the Add Interviewer Team hyperlink.

Interviewers ?			
*Name	Interviewer ID		
Ann Gambill	001279		

[+ Add Interviewers](#)

[+ Add Interviewer Team](#)

To add an interested party to the Job Opening select the Add Interested Parties hyperlink. To add a group of interested parties select the Add Interested Parties Team hyperlink.

No Interested Parties have been added to this Job Opening

[+ Add Interested Parties](#)

[+ Add Interested Parties Team](#)

[Job Opening Details](#) [Screening](#)

Team

Posting

Page 4

[Save & Submit](#)

[Save as Draft](#)

[Delete](#)

[Previous Step](#)

[Next Step](#)

Select Posting to proceed

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](#)[Job Opening Details](#)[Screening](#)[Team](#)[Posting](#)

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Job Postings ?		
Postings	Primary Posting Title	

[+ Add Job Postings](#)[Job Opening Details](#)[Screening](#)[Team](#)[Posting](#)[Save & Submit](#)[Save as Draft](#)[Delete](#)[Previous Step](#)[Next Step](#)

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

Job Opening

Posting Information

Job Postings ?

Posting Title:

Job Descriptions ? Find First 1 of 1 Last

*Visible:

*Description Type:

Description ID:

Description:

External Only
Internal Only
Internal and External

Format Font Size B I U abc

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.*

The screenshot shows the GRU Job Posting Information form. The 'Posting Title' is 'Office Specialist'. The 'Job Descriptions' section has a dropdown menu for 'Description Type' that is open, showing a list of categories. The categories are: Internal and External, Closing Statement, Conditions of Employment, Credit Check, Driver's License Statement, Equal Employment Opportunity, GA Defined Contribution Plan, Job Information, Minimum Requirements, Org Marketing Statement, Other Information, PostDocStatement, Preferred, Public Safety Statement, Qualified Internal Candidate, Repost, Responsibilities, and Shift/Salary. The categories 'Minimum Requirements', 'Preferred', 'Qualified Internal Candidate', and 'Responsibilities' are highlighted with red boxes. The 'Internal and External' category is also highlighted with a red box. The form includes fields for 'Description ID' and 'Description', and a rich text editor with formatting options (B, I, U, abc).

For Faculty:

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

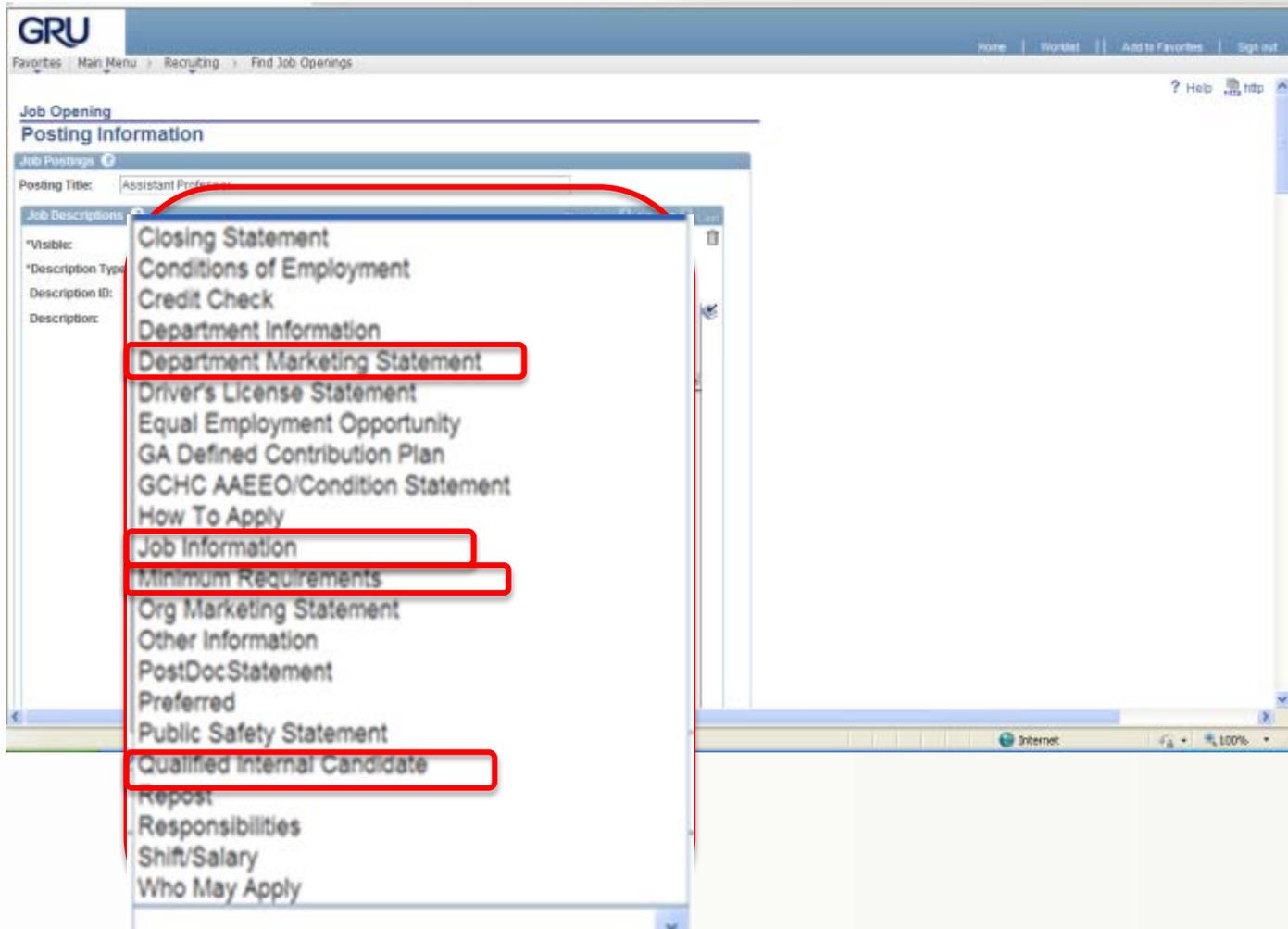
QIC Statement (if
applicable)

Job Information
(responsibilities)

**Department
Marketing
Statement** (if
applicable)

**Minimum
Requirements**

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



Posting Title: Office Specialist

Job Descriptions ?

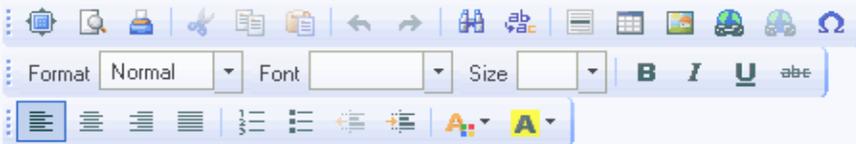
Find First 1 of 1 Last

*Visible: Internal and External

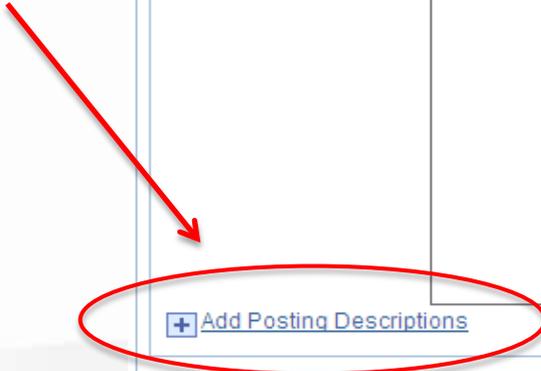
*Description Type: Equal Employment Opportunity

Description ID: EEO Stmt

Description:



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.

[+ Add Posting Descriptions](#)

Job Posting Destinations ?

Personalize | Find | First 1 of 1 Last



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.

description.

Format Normal Font Size B I U abc

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

+ Add Posting Descriptions

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)

Ad
* Internal
Other

OK Cancel **Preview**

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

Favorites | Main Menu > Recruiting > Create New Job Opening

Job Description

Job Title: Office Specialist
Job ID: 9999999999999999
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 | 1-2 of 2 | Last

*Destination	*Posting Type	Relative Open	Post Dt	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](#)

Select **OK** once ready to proceed

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).



Favorites | Main Menu > Recruiting > Create New Job Opening

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](#)

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

Create New Job Opening

Job Opening

Posting Title: Office Specialist [Print Job Opening](#)

Job Opening Status: 006 Pending Approval [Job Opening ID](#)

Job Title: Office Specialist Job Code:

Position Number: 00000030 Office Specialist

Business Unit: 12000 GRU Business Unit

[Previous Step](#)

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

Enter Budget Information in the **Comments** section:

CFC String
Total Amount Funded
Amount for Fringes

Job Opening Details Screening Team Posting **Approvals**

Supervisor/Recruiter Grp Aprv



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](#)

[Previous Step](#) [Next Step](#)

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

Supervisor/Recruiter Grp Aprv

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.

Supervisor/Recruiter Grp Aprv

Job Opening: **Approved** [View/Hide Comments](#)

Routing for Faculty

Approved ✓ Kelly Callaway GRU Job Opening Sec Authority 04/28/14 - 12:25 PM	→	Admin Approved ✓ Thomas Northcutt Budget Approvers 04/28/14 - 1:50 PM	→	Approved ✓ Carol Rvchly GRU VP AA for AWE 04/28/14 - 1:55 PM	→	Approved ✓ Gretchen Caughman GRU Provost for AWE 04/28/14 - 1:57 PM	→	Approved ✓ Patricia Harris Recruiter Group 04/28/14 - 2:15 PM
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Comments

Status:

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

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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