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
- GRMC Parking

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These links are for systems that are NO LONGER USED, but remain available for historical reference only.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
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.
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.
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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Search Results:

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Description</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000003</td>
<td>Administrative Assistant 2</td>
<td>505X02</td>
</tr>
<tr>
<td>00000004</td>
<td>Manager, Facilities Services</td>
<td>315X56</td>
</tr>
<tr>
<td>00000005</td>
<td>Maintenance Supervisor</td>
<td>700X12</td>
</tr>
<tr>
<td>00000006</td>
<td>Maintenance Suiv-Bldg Maint Mtrd</td>
<td>700X11</td>
</tr>
<tr>
<td>00000007</td>
<td>Maintenance Supervisor</td>
<td>700X12</td>
</tr>
<tr>
<td>00000008</td>
<td>Facilities Maintenance Spec 3</td>
<td>710X03</td>
</tr>
<tr>
<td>00000009</td>
<td>Locksmith</td>
<td>710X71</td>
</tr>
<tr>
<td>00000010</td>
<td>Painter</td>
<td>710X12</td>
</tr>
<tr>
<td>00000011</td>
<td>Facilities Maintenance Spec 2</td>
<td>710X02</td>
</tr>
<tr>
<td>00000012</td>
<td>Facilities Maintenance Spec 2</td>
<td>710X02</td>
</tr>
<tr>
<td>00000013</td>
<td>Painter</td>
<td>710X12</td>
</tr>
<tr>
<td>00000014</td>
<td>Facilities Maintenance Spec 2</td>
<td>710X02</td>
</tr>
<tr>
<td>00000015</td>
<td>Facilities Maintenance Spec 2</td>
<td>710X02</td>
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<td>00000016</td>
<td>Facilities Maintenance Spec 3</td>
<td>710X03</td>
</tr>
<tr>
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<td>710X12</td>
</tr>
<tr>
<td>00000018</td>
<td>Painter</td>
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</tr>
<tr>
<td>00000019</td>
<td>Painter</td>
<td>710X12</td>
</tr>
<tr>
<td>00000020</td>
<td>Facilities Maintenance Spec 3</td>
<td>710X03</td>
</tr>
<tr>
<td>00000021</td>
<td>Painter</td>
<td>710X12</td>
</tr>
<tr>
<td>00000022</td>
<td>Painter</td>
<td>710X12</td>
</tr>
<tr>
<td>00000023</td>
<td>Grounds Foreman</td>
<td>800X02</td>
</tr>
<tr>
<td>00000024</td>
<td>Grounds Keeper</td>
<td>R10X11</td>
</tr>
</tbody>
</table>
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
For faculty job openings, all three members of FSS will need to be added here.

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)
Select Posting to proceed

1. Recruiters:
   - Name: Rebecca Herzberg
   - Recruiter ID: 016830

2. Hiring Managers:
   - Name: Angella Compton
   - Manager ID: 000721

3. Interviewers:
   - Name: Ann Gambill
   - Interviewer ID: 001279

4. Interested Parties:
   - No Interested Parties have been added to this Job Opening

5. Job Opening Details:
   - Posting

Options:
- Save & Submit
- Save as Draft
- Delete
- Previous Step
- Next Step
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.
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**

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).
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
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**

CFC:

- 20040 30900040 17100 64022 MCGHI07425  5.00%  $4,162.20
- 10000 309010HS 17100 11000

Fringes $27,470.52
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.

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