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| **Overview** | |
| **Purpose**  *Why is this process in place*? | This work instruction details how to create a Job Opening and submit it for approval. |
| **Outputs**  *What does this process produce?* | A new Job Opening with the status – ‘Pending Approval’. This activity is complete when the newly created Job Opening is submitted for approval. |

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| **Before you start** | |
| 🛉  *Roles this applies to* | Recruiter  Hiring Manager |
| **Prerequisite** | A Job Opening requires either a Jobcode or Position Number to derive the job requirement.   * If the requirement is for a budgeted Position driven then either create or identify a Position to associate with the Job Opening * If the requirement is not for a budgeted position, then identify a Job code to associate with the Job Opening |

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| **Navigation** | 1. Login to SPC Human Resource System 2. In the list of homepages, select ‘SPC Recruiter Home’ 3. In the list of tiles, select ‘Recruiting Activities’      1. In the ‘Recruiting Activities’ tile, navigate to ‘Create Job Opening’ link. |

##### Instructions

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| **Step 1** | **Primary Job Opening Information**   * Job Opening Type is defaulted to ‘Standard Requisition’, user can alternatively chose ‘Continuous Job Opening’ * Business Unit and Department are defaulted based user’s organization * Enter either a Position Number or Jobcode and system will default Job Posting Title * Enter a Recruiting Location from the available look up options. |
| **Step 2** | **Job Opening – Details Page**   * Data entered on the Primary Job Opening Information page (step 1) is displayed in the header * Notice Job Opening ID – NEW and the Status is 005 Draft * Job Opening contains multiple sections of data      * Click on ‘Save as Draft’ button to save the job opening and generate a unique Job Opening ID * Continue to save the job opening as you complete data entry on each page. |
| **Step 3** | **Job Opening - Job Details Page**   * Use ‘Opening Information’ section to enter basic organizational information about the job opening. * Enter the number of openings to fill in this job opening. Default value is 1. * Populate the date fields if the information is available      * Locations represent your organization’s physical locations as defined in HR Module * Recruiting locations are the locations that are visible to applicants in the job portal * Values are defaulted based on Position or Jobcode      * Enter staffing information for a job opening, including data about the work schedule, travel percentage, full-time or part-time status, and regular or temporary status. * Salary information for a job opening is defaulted based on Jobcode and is for read-only purpose      * Use the “SPC Job Data” section to enter ‘Employee Classification’ and ‘Cost Center’. At least 1 cost center is mandatory to submit a Job Opening.      * You can split the allocate across multiple cost centers by Percent or Amount. Example below. |
| **Step 4** | **Job Opening - Qualifications Page**   * Enter desired Qualification attributes like Highest Education Level and Work Experience. These entries are used for automated screening process (if enabled)      * Note that screening questions are loaded and marked as default. * Click on ‘Pre Screening’ hyperlink to select the pre-qualification questions. |
|  | * In the ‘Screening Criteria’ page, select the flags ‘Use in Screening’ and ‘Required to Pass’ for the first 2 questions. * Click OK to return to main page. |
| **Step 6** | **Job Opening – Job Postings Page**   * Job Posting page allows users to create a Posting (advertisement) for a Job Opening. Click on ‘Add a Job Posting’ link to access the posting information page.      * ‘Positing Title’ is the title of the job advert that will be posted on the job portal. Review and edit as needed. * Use “Description Type” field to select the ‘Job Series’ information. * Use the “Description” field to select ‘Classification Series’ information.   *Note: When the Description field is selected, the pre-defined job posting content from the library will be populated in the section below.*  *Note: Pre-defined posting description is only a template and needs to be reviewed and updated to meet the requirements of the specific job that needs to be advertised.*   * Set ‘Visibility’ to Internal or External or Both.        * In the ‘Job Posting Destination’ section enter 2 destinations to post the job.   + Internet – For external candidates to see and apply for this job   + Intranet – For internal employees to see and apply for this job   + Chose the Post Date and Remove Date as per requirement      * Click OK on the bottom of the page to return to the main page. |
| **Step 7** | **Job Opening – Hiring Team Page**   * Use the ‘Assignments’ section on the Job Opening page to select recruiters, hiring managers, and other members of the hiring team. * Recruiter section is pre-populated with the list of recruiters and one recruiter is defaulted as Primary.   + *You can change the Primary Recruiter as needed for this specific Job Opening.* * Use the “Add Hiring Manager” button to add one or more Hiring Managers for this Job Opening * Optionally, ‘Add Interview’ button to add one or more Interviewers for this Job Opening     **Example** (Hiring Manager and Interviewers)**:** |
| **Step 8** | **Save or Submit Job Opening**   * Once the Job Opening has been updated with all the required details. Proceed to submit it for approval. * Use the ‘Save and Submit’ button on the top or bottom of the page. If any mandatory fields are missing, system will provide validation message to complete the missing fields.      * When the Job Opening is successfully submitted, its status will change to ‘006 Pending Approval’ * A new tab ‘Approvals’ will appear that shows the list of approvers who need to approve this Job Opening, before it is posted to the job portal for recruitment * Every Job Opening require following approval level   + *Budget Supervisor Approver – Determined based on the Cost Center*   + *Supervisor Approver – Based on the Hiring Manager’s supervisor*   + *Budget Department – Based on Budget Department Role*   + *Vice President – Based on the Org Structure*   + *HR Department – Recruiting Team*     ***End of Task – Create Job Opening*** |
| **Navigation** | **Accessing an Saved or Submitted Job Opening**  A Job Opening that has been saved or submitted can be accessed from following navigation,   * Login to SPC Human Resource System * In the list of homepages, select ‘SPC Recruiter Home’ * In the list of tiles, select ‘Recruiting Activities’      * In the ‘Recruiting Activities’ tile, you will land on the ’Search Job Opening’ page. * In the ‘Search Criteria’ section to look for specific Job Openings. E.g. Use Status field to look for Job Openings that are Pending’      * Search results will show the list of Job Openings that are pending approval * Click on the Job Opening title to open the Job Opening for reviewing the details. |