

Procedure for Requesting a Job Ad (For Schools/Departments)

1. Find the information necessary to run your ad

Option 1: This option starts you from the Position Inquiry panel and pre-populates the Job Class, Position #, Location; Group/BU data when going into the Job Opening Panel.

- Go to Position Inquiry (*Human Resources/Payroll>Human Resources>Position Control and Budgeting>Position Inquiry*)
- Search for the position you want to advertise by clicking on Search and entering the Position Number. Click on Accept. Verify that there is an open allocation by comparing the number of allocations in the Max Employees field with the number of allocations filled by the employees listed in the View Employees tab. You can also go to the Budget tab and compare the Budgeted FTE Max to the Actual FTE Count
- If you will be replacing a current employee, you will need the current employee's Munis ID #. To search for the current employee ID #, click on the View Employees tab to see the current employees in the selected position. Write down the number and click Return.
- Go to Job Openings: Click on Job Openings in the upper right portion of the ribbon to go to the Job Opening program. This will pre-populate the Job Class, Position #, Location; Group/BU data when going into the Job Opening Panel

Option 2: This option starts you directly into the Job Opening Panel. You may use this option if you already have the necessary information relating to the position or if there is no position number, such as with coaching supplements.

- Go to Job Openings: (*Human Resources/Payroll>Human Resources>Applicant Processing>Job Openings*)
- Click on the Add (green plus) icon.

2. Create the Job Ad by filling out the Header, Main and Advertising tabs and the Notes.

Job Openings - Munis [DISTRICT SCHOOL BOARD OF PASCO COUNTY]

Requisition Identification

Requisition: [] - [] +1

Description: []

Status: 1 - NEW

Entry Date: 10/10/2014

Leading Candidate: []

Requisition Numbers: DO NOT CLICK ON THE +1. Requisition numbers are unique to each location and are structured as follows: **19312001-1**.

- The first digit will be 1
- The next four digits are the cost center
- The last three are numbers 001 to 999
- The -1 is the requisition sequence. This is used for re-advertisements of the same position.

To see the last requisition number used, open a new window of Job Opening, and click on Browse. If you have responsibility for more than one location, then click on Search and enter the location, then click Accept. You can put the numbers in descending (reverse) order by clicking on the “Req” tab above the numbers.

Description. Enter or edit the description to fully type out the job title. Make sure the job title matches one of the board approved job titles. You may use the spreadsheet provided by HR (HR website under Hiring Manager Toolkit Resources). This is available in electronic format so you can copy and paste. To paste in Munis, you will press “Ctrl” and “V” on a pc; or depending on the type of Mac you have, you will press the Apple logo and “V” or the looped square logo and “V”.

Main Tab: Enter Employee ID # (if replacing someone), select **Job Family**, **Location**, and enter **Start** and **End** dates, **Requestor Name & Phone**, **Special Requirements**.

The screenshot shows the 'Main' tab of a Munis Job Opening form. The following fields are circled in red:

- Requisition Type (dropdown menu)
- Employee (text input with search icon)
- Job Class (text input with search icon)
- Job Family (dropdown menu with search icon)
- Position (text input with search icon)
- Location (dropdown menu)
- Group/BU (dropdown menu)
- Start (calendar icon) and End (calendar icon) dates
- Reference (dropdown menu with search icon)
- Workflow Status (dropdown menu)
- Track Profile (checkbox)
- Requestor Name (text input)
- Requestor Phone (text input)
- Special Requirements (text area)

Requisition Type: New Position-new allocation; Vacant Position-position was unfrozen, unfilled; Replacement-requisition is for replacement of an employee. If Replacement is selected, you will be required to enter the Employee identification number of the employee that is leaving the position.

Job Family: This tells Munis which reference form to send out. Click on the dropdown and select the appropriate code for the job opening: ITCH-for classroom teachers; PRIN-for principals and assistant principals; GENR-for all others.

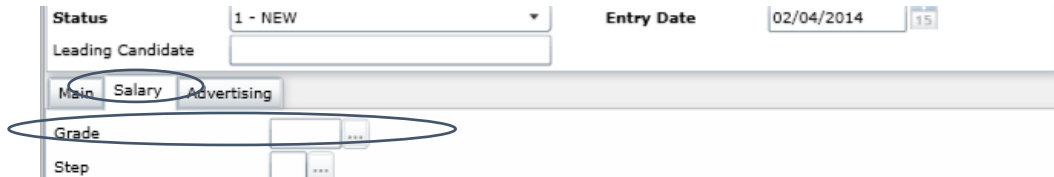
Start and End Dates: Enter the dates the job opening is to run (normally 7 calendar days). All ads will run from 12:01AM on the start date to midnight on the end date.

Requestor: Enter the name of the person completing the requisition (it may pre-populate). Enter a contact phone number. This is for HR use and will not be published on the job opening.

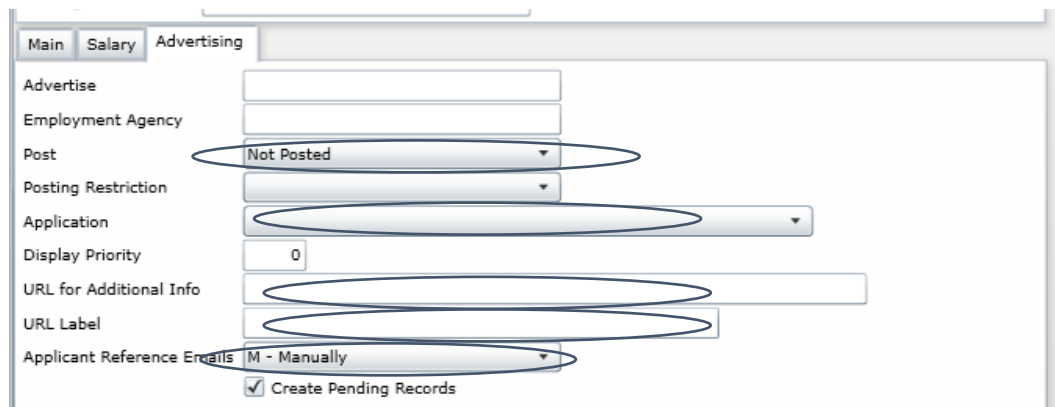
Special Requirements: Type any clarifying info to assist with processing the ad. Some examples may include “3-day requested due to _____” or “Ms. Harmon is retiring on 11/15”) or “John Smith transferred to LOLHS”. This area is only to inform HR of any needed information and will not be printed on the job opening.

3. If you use **Option 2** to open the Job Openings panel, enter the **Job Class, Position, Location** and **Group/BU**, unless there is no position number, such as with coaching supplements.

Salary Tab: Will autofill. Disregard the content. No changes needed unless an error shows, then delete whatever is in the Grade box.



Advertising Tab: Select correct Post (**Internal and External**) location, Select appropriate Application (**MAST, MATI or MAPI**), URL For Additional Information (web address/hyperlink- leave blank if there is no job description for the position), URL Label (Type “Job Description” or leave blank if there is no job description for the position), Applicant Reference Materials (**Automatically on Apply**)



Post: Indicates who can see the ad (whether the person needs to be logged into ESS or not). Always select **Internal and External** as ads should be visible to all.

Application: Indicates which application to use. You may use the spreadsheet provided by HR (HR website under Hiring Manager Toolkit Resources – Job Descriptions and Hyperlinks).

MAST: This is the general application with no links to Teacher Insight or Principal Insight. Use this link for all SRP, NNB, Prof/Tech and some instructional and administrative positions (see URL sheet for a complete listing).

MATI: This application will have a link attached to redirect applicant to Teacher Insight

MAPI: This application will have a link attached to redirect applicant to Principal Insight.

URL For Additional Info: Type (or paste) the address/hyperlink to the corresponding job description. You may use the spreadsheet provided by HR (HR website under Hiring Manager Toolkit Resources – Job Descriptions and Hyperlinks).

URL Label: Type the words “**Job Description**”

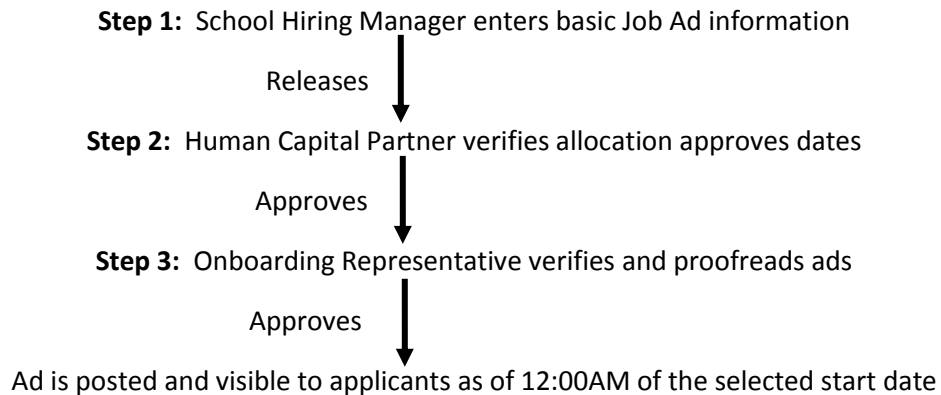
Applicant Reference Email: Always select **Automatically on Apply**

4. Enter the Notes for the Job Ad. Once all info is entered on the tabs, click on **Accept** (green check). The yellow **Notes** icon will now be accessible from the ribbon. The notes are what will actually appear on the Job ad. There is standard language that is required for specific jobs. For example, teacher ads will always read “Must be certified and highly qualified.” You may use the document provided by HR (HR website under Hiring Manager Toolkit Resources – Sample Wording for Writing Job Advertisements).

Once done, go to **File** in the ribbon, click on **Save**, and click the red box with an “X”. You will return to the main screen.

5. Release the Job Requisition: Go to the right side of the ribbon and click on **More** and then **Release**. The action will flow to HR for their review and publication.

WORKFLOW FOR COMPLETING A NEW JOB REQUISITION



RUNNING A RE-ADVERTISEMENT

A re-advertisement extends the time period for publishing a job ad that has already been run. The procedures for a re-advertisement will be the same as a regular job ad, except for the following. When entering the requisition number, click on **Search** from the Job Opening panel, **enter the requisition number** and then **Accept**. Click on **Duplicate** in the ribbon and **Yes** in the Copy Requisition box. The Requisition Sequence number will change to the next number (example: 19009001-1 will change to 19009001-2). Click **Update** and change the **Start** and **End** dates. Enter Readvertisement in the Special Requirements and then click **Accept**. Go to **Notes** and **General** in the Ribbon to enter comments needed to show it is a re-advertisement. Once the notes are saved, release the job opening into workflow.

CORRECTING AN AD

1. Go to Job Openings panel and search for the Requisition number (Job ad) that you want to correct.
2. Click on Update in the ribbon. Follow the normal procedures for writing an ad, making changes as needed.
3. On the Main tab, type "Updated _____ (noting what changes were made)" in the **Special Requirements** field.
4. Click on **More** in the ribbon and **Release**.

CANCELING AN AD

5. Go to Job Openings panel and search for the Requisition number (Job ad) that you want to cancel.
6. Go to the yellow **Notes** icon in the ribbon. Click on General. The window with the original ad information will appear. At the top of the ad type "CANCEL" in all caps. Click **File** and **Save** and exit by clicking on the red box with the X to the right of the screen.
7. On the Main tab, type "Cancel" in the **Special Requirements** field.
8. Go to the Advertising tab. Click on Update. On the Application dropdown, select the "blank" space at the bottom of the list. This will unselect all options and remove the "Apply" button from the actual ad so that no one can apply to the position.
9. Click on **More** in the ribbon and **Release**.