



**Activity: Applicant Processing (End Users)**  
**Create a Job Opening**

**Create Job Openings via Position Inquiry**

*Used to autofill the Description, Job Class, Position, Location and Group/BU fields on the Job Openings panel*

- i. Run the Positions with Roster Report

**Human Resources/Payroll > Human Resources > Position Control and Budgeting > Positions with Roster\***

- a. Select desired **Location**
- b. Select All for **Position status**
- c. Click **View Report**
- d. From the report that is generated/downloaded, identify:
  - i. If the position is currently occupied, make a note of the current employee's name, employee ID and position # for the position you want to advertise
  - ii. If the position is currently vacant, verify there is an available allocation (in the Over/Under column) and the position # for the position you want to advertise
  - iii. If the position you want to advertise is not listed on the report, information on the job ad will need to be entered manually. Skip Step #2 below and go directly to Job Openings

**Human Resources/Payroll > Human Resources > Applicant Processing > Job Openings**

- Click **Add** to create a new requisition
- Follow procedures for **Creating a Job Ad** Below

- ii. Navigate to Position Inquiry

**Departmental Functions > Position Inquiry**

- a. Click **Search** and enter the position number you identified from the Positions with Roster in Step #1.
- b. Click on **Job Opening** – this creates a new Job Requisition and populates data from Position Inquiry
- c. Follow procedures for Creating a Job Ad Below

**Creating a Job Ad**

1. Input the requisition number in the **Requisition** field - **DO NOT CLICK ON THE +1**
  - a. Requisition numbers are in the following format: 1COSTNUM – 1
    - i. The initial **1** indicates that the cost center is using the first thousand available numbers
    - ii. **COST** is replaced with your cost center (e.g. 9420)
    - iii. **NUM** is a unique number, from 001 – 999 (e.g. 002 for the second requisition in 9009)
    - iv. The - **1** indicates an original – each re-advertisement increases this number (e.g. 19420002 – 1 is the second new advertisement for 9420 and is not a re-ad)



Each position advertised requires a new requisition number. The sequence number is only used for re-advertising an existing requisition.



To see the last requisition number that was used, open a new window of Job Openings. Click **Search** and input the cost center in **Location**, then click **Accept** and **Browse**. To put the numbers in descending (reverse) order, click on the **Req** tab above the numbers.

2. Tab to **Description**
  - a. Ensure that job title is not abbreviated. Full titles for each position can be found on the Hiring Manager’s Toolkit under the **Job Descriptions/URLs** document.
3. Tab to **Fiscal Year** and enter the fiscal year for which the job corresponds. (e.g., if the employment will start within the 2017-2018 work calendar, type “2018”). For summer positions that will start prior to June 30<sup>th</sup>, use the previous fiscal year (e.g., if an ESY job will start on June 6, 2017, use 2017 as the fiscal year).
4. Tab to **Requisition Type** and select the appropriate type from the drop-down
  - a. **New Position** – new allocation
  - b. **Vacant Position** – position is currently unfilled
  - c. **Replacement** – replace existing employee (the employee ID of vacating employee must be inputted) Be sure to promptly send any resignation/retirement paperwork to your assigned staffing Specialist in HREQ
5. Enter/verify **Job Class** – May be found on the Positions with Roster report
6. Tab to **Job Family** and select the appropriate type from the drop-down
  - a. **ITCH** – classroom teachers
  - b. **PRIN** – assistant principals and principals
  - c. **GENR** – any position that is not ITCH or PRIN
7. Enter/verify **Location** - If blank, select the correct cost center
8. Enter/verify **Group/BU** - If blank, select the correct Group/BU
9. Tab to **Start date** and input the desired date for the ad to begin running
10. Tab to **End date** and input the desired date for the ad to close
  - a. Ads are recommended to run for at least seven calendar days, from 12:01 a.m. on the start date to midnight on the close date
  - b. The minimum standard job ad shall run for 5 business days
  - c. A shortened 3-day ad may only be run with approval from the Human Capital Partner in HREQ
  - d. Re-advertisements for instructional positions may be run as “Open until filled” – Use 12/31/9999 as the end date
11. Tab to **Requestor Name** and input the requestor’s name (if it is someone else)
12. Tab to **Requestor Phone** and input the requestor’s phone number – this is for HR use only and is not published on the ad
13. Tab to **Special Requirements** and input any special instructions for HR (e.g. requesting 3-day ad, transfer to WCHS, FMLA, mini, etc.) – these are not published on the ad and are only visible to HR
14. Click the **Advertising** tab (if the grade field on the Salary tab highlights in error, delete the data in that field) NOTE: Steps 15 through 21 are not required for BCE Student job ads.
15. Click on the **Post** drop-down and select **Internal and External**
16. Tab to **Application** and select the type of application needed for this ad
  - a. **MATI** – classroom teachers
  - b. **MAPI** – principals or assistant principals
  - c. **MAST** – any position that is not MATI or MAPI
17. Tab to **URL for Additional Info**
  - a. Copy and paste (or manually input) the URL from the Hiring Manager’s Toolkit spreadsheet
  - b. If there is no job description, leave this field blank
18. Tab to **URL Label**
  - a. Type **Job Description**
  - b. If there is no job description, leave this field blank
19. Select **A – Automatically on apply** in the **Applicant Reference Emails** drop-down
20. Click **Accept**
21. Click on **Notes** in the ribbon
  - a. Input comments pertinent to the job opening
    - i. These comments **will be published as-written** on the job ad
  - b. Use the Sample Wording For Writing Job Advertisements document from the Hiring Manager Toolkit Resources to copy and paste the required comments for the job opening (e.g., Must be certified and highly qualified)
  - c. Click on **File** in the ribbon, then click **Save** to save the notes
  - d. Click on the ‘X’ icon to return to the main screen or click on File > Exit

22. If **Replacement** was selected in step **3** and the vacating employee is resigning, attach resignation paperwork to job opening
  - a. Click **Attach**
  - b. Select **Job Opening** from the Document Mapping menu that appears
  - c. Click **View Documents**
  - d. Click **New**
  - e. Input 'Resignation paperwork' in the **Notes** field on the right-hand side of the viewer
  - f. To import documents from saved files
    - i. Click **Import** and select the document to attach; you can **Choose File** or drag and drop the file
    - ii. Click **Import**, then click **Save** to finish attaching the documents
    - iii. Click **Close Viewer** to return to **Job Openings**
  - g. To direct scan documents
    - i. Click **Scan** to scan documents, then click **Save** to finish attaching documents
    - ii. Click **Close Viewer** to return to **Job Opening**
  
23. Click **More** in the ribbon, then click **Release** to send the ad to HR for approval.

#### Re-advertising a Job Ad

1. Navigate to Job Openings  
**Human Resources/Payroll > Human Resources > Applicant Processing > Job Openings**
  - a. Click **Search**
  - b. Input the requisition number of the ad to re-advertise
  - c. Click **Accept**
2. Click on **Notes** in the ribbon. Highlight and copy the entire contents of the window (the notes do not copy during the duplication process)
3. Click **Duplicate** in the ribbon
  - a. The prompt 'Copy the current active requisition?' appears – click **Yes**
  - b. The requisition sequence number increases by one (e.g. 19009001 - 1 will change to 19009001 - 2)
4. Click **Accept**
5. Click **Update**
  - a. Change the **Start Date** and **End Date**
  - b. Click the **Special Requirements** field and input **Re-advertisement**
6. Click **Accept**
7. Click **Notes**
  - a. Paste the notes that were copied in Step 2 above.
  - b. Edit the language from the original ad that is relevant to the re-advertisement
  - c. Input the comment 'Previous applicants will be considered and need not reapply. Re-advertisement.' – this is needed for a re-advertisement and is placed below all other notes
  - d. Click on **File** in the ribbon, then click **Save** to save the notes
  - e. Click on the 'X' icon to return to the main screen or click File > Exit
8. Click **More** in the ribbon, then click **Release** to send the ad to HR for approval

#### Correcting an Ad

1. Navigate to Job Openings  
**Human Resources/Payroll > Human Resources > Applicant Processing > Job Openings**
  - a. Click **Search**
  - b. Input the requisition number of the ad to update
  - c. Click **Accept**
2. Click **Update** and make the necessary corrections to the job ad
3. Navigate to the Special Requirements field – type **Update** and briefly describe what corrections were made
4. Click **Accept**
5. Click **More**, then click **Release** to send the ad to HR for approval

## Canceling an Ad

1. Navigate to **Job Openings**  
**Human Resources/Payroll > Human Resources > Applicant Processing > Job Openings**
  - a. Click **Search**
  - b. Input the requisition number of the ad you want to cancel
  - c. Click **Accept**
2. Click **Notes**
  - a. On the top line of the box, type **CANCEL** in all caps
  - b. **Delete** all other notes
  - c. Click on **File** in the ribbon, then click **Save** to save the notes
  - d. Click on the 'X' icon to return to the main screen or click File > Exit
3. Click **Update**
4. Select the **Special Requirements** field
  - a. Type **Cancel**
5. Select the **Advertising** tab
  - a. Click the **Application** drop-down and select the blank space at the bottom of the menu
  - b. Delete any information in the **URL For Additional Info** and **URL Label** fields
  - c. Change the selection in **Applicant Reference Email** to **Manual**
6. Click **Accept**
7. Click **More**, then click **Release** to send the ad to HR for approval