



STAFF CREATE A JOB OPENING GUIDE

UW PEOPLESOFT TRAINING SCRIPT

Description: This script will walk you through the process of creating a job opening for a Classified Staff vacancy.

Note: Make sure that you allow pop-ups for this site.

The Process At-A-Glance

PART ONE: Logging In and Navigating to Job Opening.....pg.2

1. Log in to PeopleSoft HRMS and navigate to the Create New Job Opening page
2. Initiate the Job Opening by typing in the position number and clicking "Continue"
3. Review the Job Details tab – all information comes from the system – if anything is incorrect, notify your Staffing Partner.
 - ✓ Double check Recruiting Location and update the Status Reason and Employees Being Replaced if applicable. Indicate a Desired Start date if, there is any.
 - ✓ Typically, there is no Salary Range posted in the job advertisement, and the range is set at the Min+15% value through the Min+15% value. If a posting range is desired, please let your Staffing Partner know, and indicate that information in the "Please Note" section of the Job Posting (next step).

PART TWO: Completing the Job Posting.....pg.6

4. Click the title of the posting to edit (there should only be one) on the Job Postings tab. Standard language is pre-filled. Please do not delete any language, however, language may be added as necessary. Click OK when review of the Job Posting is complete.
 - ✓ "Please Note" Section: Add any special information regarding the job that would be beneficial for the applicant to know: job schedule if not typical, position location if not typical, information about the hiring department and/or other helpful information.
 - ✓ "Essential Duties" Section: This area pre-populates with information from the PDQ. Please do not delete sections. Details may be consolidated or re-worded to be better suited for the job posting. Questions can be directed to your Staffing Partner.
 - ✓ "Minimum Qualifications" Section: This area pre-populates with information from the PDQ. Please do not change the education and/or experience level requirement, as this is related to the job classification. You may clearly indicate specific experience that is minimally required for the position. This is what your Staffing Partner will initially screen candidates on.
 - ✓ "Desired Qualifications" Section: This area does not populate. Please list qualifications that would be job-related that are desired. It's recommended to list a combination of skills/abilities that can be determined after reviewing applicant materials and/or soft skills, or abilities that may be determined in the interview process. Again, consultation with your Staffing Partner is recommended.
 - ✓ "Required Materials" Section: This area is pre-populated with language. If you would like to only see complete packets, please indicate that or let your Staffing Partner know.
 - ✓ "Hiring Statement" Section: This area is pre-populated with language. Do NOT add or change anything within this section.
 - ✓ "Welcome to Laramie" Section: This area is pre-populated with language. This is the only section that may be deleted, and is only applicable to delete for positions not located in Laramie, WY.

PART THREE: Indicate Hiring Team.....pg.15

5. Add Recruiter(s) (Staffing Partner)
6. Add Hiring Manager/Search Chair(s)
7. Add Interview/Search Committee Member(s)
8. Add Interested Party(ies) if applicable
9. Save as Draft, if you need to come back and add/change anything. Save and Submit for approvals, if the Job Opening has been completed.

Questions about this process can be directed to HR at 307-766-2377, or to your Staffing Partner.

UW HRDEV

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening

Related Content ▾ ? Help ▾

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:

Business Unit:

Department: 🔍

Position Number: 🔍

Posting Title:

Step	Notes	
22	Once the Position Request has been approved – you will receive an auto-email informing you of the approval. To create the job opening, you can follow the link in the email, or navigate to: Main Menu>Recruiting>Create New Job Opening	
23	Enter the Position Number to initiate the job opening (After you have entered your number, click the tab key on your keyboard and the remaining information should auto-fill) and hit “Continue”	

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Favorites Main Menu > Recruiting > Create New Job Opening

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Left Tab

Create New Job Opening

Job Opening

Posting Title: Office Assistant, Senior
 Job Opening Status: 005 Draft
 Position Number: 0848 Office Assistant, Senior
 Business Unit: UNWYO University of Wyoming
 Department:

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Details Job Postings Hiring Team Rec Quals Rec Screen

Opening Information

*Template ID: 1 Staff Positions
 Job Opening Type: Standard Requisition
 Created By: 107775 Deborah Marutzky
 Created: 09/20/2016
 *Openings to Fill: Limited
 Target Openings: 1
 Available Openings: 1
 Establishment ID: 001 University of Wyoming
 Business Unit: UNWYO University of Wyoming
 Position Number: 0848 Office Assistant, Senior
 Job Code: 4210 Office Assistant, Senior
 Company: UW University of Wyoming
 Department: 25110 UW Fmly Med Resid Progm Chey
 Location: 231001 Family Practice Res Prog
 Recruiting Location: 24 Main Campus
[Add Additional Locations](#)

Step	Notes	
26	The Job Details tab on the Job Opening page should now be displayed	
27	This tab will auto fill with information based on details from the PDQ and Position Request Form. Review that the opening information in the Job Details section is accurate and add details as necessary (see below for more information)	

The screenshot shows the 'Create New Job Opening' form in the HRDEV system. The 'Status Code' is set to '005 Draft'. The 'Status Reason' dropdown menu is highlighted with a black arrow. Below it, the '* Status Date' is '09/20/2016'. Other fields include 'Desired Start Date', 'Encumbrance Date', 'Projected Fill Date', 'Date Authorized', 'Referral Program ID', and 'Recruitment Contact'. A table titled 'Employees Being Replaced' is shown with a search box circled in red and a magnifying glass icon. Below the table is a link 'Add Employees Being Replaced'. The 'Additional Job Specifications' section includes 'Staffing Information' with fields for Region (USA), Schedule Type (Full-Time), Regular/Temporary (Regular), Begin Date, End Date, Shift (Not Applicable), Hours (40.00), Work Period (Weekly), Travel Percentage (None), FLSA Status (Nonexempt), Workers' Comp Code (Clerical - WC), and Grant Funded (unchecked). Employee Classification is set to Staff.

Step	Notes	
29	Scroll down and update the Status Reason by indicating if this is a new position or a replacement position (arrow)	
30	If the Status Reason replacement, add the Employees Being Replaced (red circle) by typing their name into the box. For troubleshooting tips – see additional notes	*Click the magnifying glass icon. Type in the full name of the employee and click the Lookup button. Select the name of the employee you are replacing.

Salary Information ?

Salary Admin Plan:	<input type="text" value="UW"/>		University of Wyoming
From Grade:	<input type="text" value="14"/>		Salary Grade 14
From Step:	<input type="text"/>		
To Grade:	<input type="text"/>		
To Step:	<input type="text"/>		
Salary Range From:	<input type="text" value="24,036.000000"/>		(Default From Job Code) ←
Salary Range To:	<input type="text" value="33,144.000000"/>		(Default From Job Code) ←
Pay Frequency:	<input type="text" value="Year"/>		
Currency:	<input type="text" value="US Dollar"/>		

Job Details
[Job Postings](#)
[Hiring Team](#)
[Rec Quals](#)
[Rec Screen](#)

Save & Submit
Save as Draft
Cancel
Previous Step
[Next Step](#)

Step	Notes	Notes
33	Scroll down to the Salary Information area to modify the salary information to meet department standards	
a	If you want to advertise a range, you can leave the Salary Information as is or update as necessary, consulting with your Staffing Partner	
b	If you want to advertise the minimum only, set the Salary Range From and Salary Range To as the same number	
c	When you are finished reviewing the Job Details section, click on the Next Step link at the bottom of the page	

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening

Related Content ▾ ? Help

Create New Job Opening

Job Opening

Posting Title: Office Assistant, Senior
 Job Opening Status: 005 Draft
 Position Number: 0848 Office Assistant, Senior
 Business Unit: UNWYO University of Wyoming
 Department:

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Details Job Postings Hiring Team Rec Quals Rec Screen

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.

Postings	Primary Posting Title	
Office Assistant, Senior	<input checked="" type="checkbox"/>	

+ Add Job Postings

Job Details Job Postings Hiring Team Rec Quals Rec Screen

Save & Submit Save as Draft Cancel Previous Step Next Step

Step	Notes	
37	The Job Postings section should now be displayed. Click on the postings title in the Job Postings area (arrow) to see the Job Ad	

Job Postings ?

Posting Title: Office Assistant, Senior

Job Descriptions ? Find First 1-7 of 7 Last

*Visible: Internal and External

*Description Type: **Please Note**

Description ID:

Description:

The University of Wyoming invites diverse applicants to consider our employment opportunities. We are also especially interested in candidates who have experience working with diverse populations and/or diverse initiatives.

*Add information about job schedule

*Add information about position location

*Add information about the department, or what is special about this job

*Helpful information

+ Add Posting Descriptions

Step	Notes	
39	The Posting Information page should now be displayed. Some of the posting information will auto fill	
40	Review each section on this page - Starting with the Please Note section . Add shift hours, position location, helpful information about the department and/or other helpful information of note for applicants to see	*Do not alter information that is auto-filled – you can add information into each section that applies

The screenshot shows the 'Create New Job Opening' interface in HRDEV. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that, a breadcrumb trail reads: Favorites | Main Menu > Recruiting > Create New Job Opening. The main form has the following fields:

- *Visible: Internal and External
- *Description Type: **Essential Duties** (circled in red)
- Description ID: (empty)
- Description: A rich text editor containing the following text:

Greet patients in a professional, courteous manner. Collect insurance and demographic data accurately. Schedule appointments with continuity of care in mind. Schedule with primary doctor or correct team coordination in a timely and appropriate manner. Be able to problem solve and work with open access scheduling and patients' medical necessity.

Must be able to "multi-task" in a fast paced clinic setting. Accounting skills are essential.

Knowledge of computers, printers, copiers and 10 key. Must be able to print schedules, look up patient accounts and answer detailed questions from patients about their respective accounts.

Check out patients following doctor's appointment. Collect co-pays or amount due as per clinic policies. Schedule follow-up appointment as necessary with both continuity of care and our open-access scheduling model in mind.

Actively participates in clinic improvement activities. This position is a key team player in continually evaluating existing and developing new/revised policies and procedures to improve clinic operations and potential revenues.

At the bottom left of the description field, there is a link: [+ Add Posting Descriptions](#)

Step	Notes	
42	The Essential Duties area comes auto-filled based on information from the PDQ. Review the information and make small adjustments as necessary	Keep in mind this section should be the Essential Duties of the position, not every step it takes to complete the duty.
a	Each percentage block of information from the PDQ must be represented in the Essential Duties of the job advertisement – we recommend only making minor changes. If there are any large changes to be made, consult your Staffing Partner	

*Visible: Internal and External

*Description Type: **Minimum Qualifications**

Description ID:

Description:

HS Graduate or GED and 2 years of comparable experience. **(auto-filled)**

High School Graduate or GED and two years of experience in an office setting with reception and/or frontline skills. **(revised)**

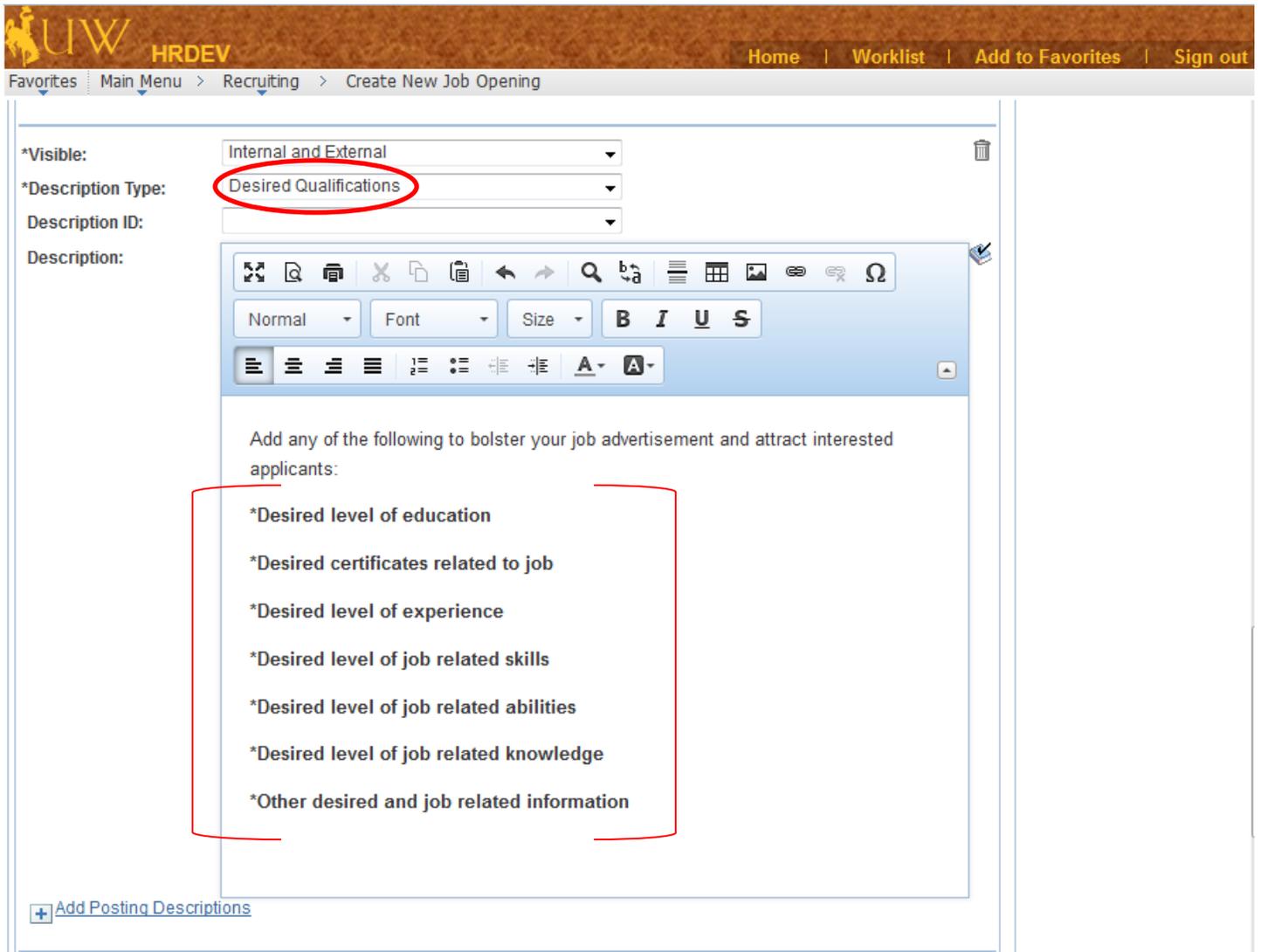
Demonstrated knowledge in Microsoft Office **(added)**

Office skills (routing phone calls, filing and scheduling) are necessary **(added)**

Excellent interpersonal, verbal and written communication skills. **(added)**

[+ Add Posting Descriptions](#)

Step	Notes	
44	The Minimum Qualifications area comes auto-filled based on information from the PDQ.	
a	Specify and/or define what “comparable experience” minimally qualified candidates must possess. Work with your Staffing Partner for help	
b	Add other information to this section if it is expected that candidates have these skills, and communicate with your Staffing Partner specific criteria to screen on	
c	If you would like to consider applicants without degrees, the Equivalency Statement may be used: “or an equivalent combination of education and work experience” This statements also promotes a more inclusive search	HS/GED=1 additional year of experience Associate Degree=2 additional years Bachelor’s Degree=4 additional years Master’s Level Degree=6 additional years Doctorate Degree=8 additional years



Step	Notes	
46	The Desired Qualifications area comes blank – and is the hiring manager’s responsibility to fill in	
47	Add any of the following job related desired qualifications to bolster the job advertisement and attract interested applicants: Desired level of education, certificates related to the job, experience, job related skills/abilities/knowledge and/or other desired job related information	

The screenshot shows the 'Create New Job Opening' page in the HRDEV system. At the top, there is a navigation bar with 'Home | Worklist | Add to Favorites | Sign out'. Below that is a breadcrumb trail: 'Favorites | Main Menu > Recruiting > Create New Job Opening'. The main form area includes several fields:

- *Visible: Internal and External
- *Description Type: **Required Materials** (circled in red)
- Description ID: (empty)
- Description: A rich text editor containing the text: "Complete on-line application, resume, cover letter, and contact information for three work-related references." The editor has a toolbar with various icons for text formatting and editing.

 At the bottom left of the form, there is a link: '+ Add Posting Descriptions'.

Step	Notes	
48	The Required Materials area comes auto-filled based with standard information	
49	You may add any other materials that may be required for an applicant to submit, if necessary – or consult with your Staffing Partner	

The screenshot shows the HRDEV web application interface. At the top, there is a navigation bar with 'Home | Worklist | Add to Favorites | Sign out'. Below that is a breadcrumb trail: 'Favorites | Main Menu > Recruiting > Create New Job Opening'. The main form area includes several fields:

- *Visible: Internal and External
- *Description Type: Hiring Statement (circled in red)
- Description ID: (empty)
- Description: A rich text editor containing pre-filled text. The text includes a statement on the University of Wyoming's EEO policy and background check procedures.

 At the bottom left of the description area, there is a link: '+ Add Posting Descriptions'.

Step	Notes	
50	The Hiring Statement area comes auto-filled based with standard information – Do not make adjustments to this area	

***Visible:** Internal and External

***Description Type:** Welcome to Laramie

Description ID:

Description:

The University of Wyoming is located in Laramie, a town of 30,000 in the heart of the Rocky Mountain West. Wyoming is investing in its university, helping to make it a leader in academics, research and outreach.

The university has state-of-the-art facilities in many areas and is a cultural center for the state. Located on a high plain between the Laramie and Snowy Range mountain ranges, Laramie has more than 300 days of sunshine a year and is near year-round outdoor activities that include skiing, hiking, camping, bicycling, fishing and climbing.

The community provides the advantages of a major university and a distinctive identity as an important city in a frontier state. Laramie is near many of Colorado's major cities and university communities (Fort Collins: 1 hour; Boulder: 1.5 hours; Denver: 2 hours; Colorado Springs; 4 hours).

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

Buttons: OK, Cancel, Preview

Step	Notes
50	<p>The Welcome to Laramie area comes auto-filled based with standard information – Consult your Staffing Partner before altering. Click “Preview” to view advertisement, or click “OK” to be directed back to the Job Opening</p> <p>*No need to input anything into the Job Posting Destination area – your Staffing Partner will take care of this during finalization</p>

UW HRDEV Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Create New Job Opening

Related Content ? Help

Create New Job Opening

Job Opening

Posting Title: Office Assistant, Senior
 Job Opening Status: 005 Draft
 Position Number: 0848 Office Assistant, Senior
 Business Unit: UNWYD University of Wyoming
 Department:

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Details Job Postings Hiring Team Rec Quals Rec Screen

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.

Postings	Primary Posting Title	
Office Assistant, Senior	<input checked="" type="checkbox"/>	

+ Add Job Postings

[Job Details](#) [Job Postings](#) [Hiring Team](#) [Rec Quals](#) [Rec Screen](#)

Save & Submit Save as Draft Cancel Previous Step **Next Step**

Step		Notes
52	Once you've completed all the edits to the job ad and navigated back to the Job Postings page, click the "Next Step" link to complete the last required step.	

Posting Title: Office Assistant, Senior
Job Opening Status: 005 Draft
Position Number: 0848 Office Assistant, Senior
Business Unit: UNWYO University of Wyoming
Department:

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Details Job Postings Hiring Team Rec Quals Rec Screen

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.

*Name	Recruiter ID	Primary	
<input type="text"/>		<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.

Only those who have taken the OFCCP training can be added to this list.

*Name	Manager ID	Primary	
<input type="text"/>		<input type="checkbox"/>	

+ Add Hiring Managers/Search Chair + 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.

Only those who have taken the OFCCP training can be added to this list.

*Name	Interviewer ID	
<input type="text"/>		

+ Add Interviewers/Search Committee + 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.

Only those who have taken the OFCCP training can be added to this list.

Interested Party ?
No Interested Parties have been added to this Job Opening

+ Add Interested Parties + Add Interested Parties Team

Job Details Job Postings Hiring Team Rec Quals Rec Screen

Save & Submit Save as Draft Cancel Previous Step Next Step

Step	Notes	
59	The Hiring Team tab on the Job Opening page should now be displayed	
60	Click on the Add Recruiters link – and type directly into the box to find your recruiter/Staffing Partner. For troubleshooting tips see notes	Click on the magnifying glass icon and select the appropriate Staffing/Employment Partner.
a	<p>“Recruiter” Information: Jourdan Kovacs: “Even” Pay grades up to 20 Mandy Watson Davis: “Odd” Pay grades up to 19 Deborah Maria Marutzky: Pay grades 21 and above</p>	
	Click on the Add Hiring Managers/Search Chair, Add Interviewers/Search Committee and Add Interested Parties to add appropriate hiring team information	You can only add people that have taken the required training: OFCCP – A Diverse Workplace
	<p>Once you are finished noting your Hiring Team, scroll to the bottom of the page and click “Save & Submit”</p> <p>Your Staffing Partner has been notified and will work with you to finalize and post this position</p>	
	There is no need to complete the Rec Quals tab or the Rec Screen tab – your Staffing Partner will complete that information upon finalization and posting.	


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Find Job Opening

Job Opening

 [Print Job Opening](#)

Posting Title: Office Assistant, Senior **Job Opening ID:** 8264
Job Opening Status: 006 Pending Approval **Job Type:** Standard
Position Number: 0848 Office Assistant, Senior
Business Unit: UNWYD University of Wyoming
Department: 25110 UW Fmly Med Resid Progm Chey

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

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Supervisor/Recruiter Grp Aprv



Comments Text:

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Approvals

Step	Notes	
67	There is a small approval process associated with the job posting – click the “ Approvals ” tab to see where the posting is being routed to, which follows this chain: UW Hiring Mgr Posn Supervisor>Appointing Authority>Recruiter	
	Your Staffing/Employment Partner will contact you when your job opening has been approved, finalized and posted	

END OF PROCEDURE