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.
### Step 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**

### Step 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”
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)
### Step 29
Scroll down and update the **Status Reason** by indicating if this is a new position or a replacement position (arrow)

### 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.*

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>29</td>
<td>Scroll down and update the <strong>Status Reason</strong> by indicating if this is a new position or a replacement position (arrow)</td>
</tr>
<tr>
<td>30</td>
<td>If the <strong>Status Reason</strong> replacement, add the <strong>Employees Being Replaced</strong> (red circle) by typing their name into the box. For troubleshooting tips – see additional notes</td>
</tr>
</tbody>
</table>
### Step 33: Salary Information

**Scroll down to the Salary Information area to modify the salary information to meet department standards**

| Notes |  
|-------|---
| 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 |
### Step 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.

<table>
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<td>37</td>
<td>The <strong>Job Postings</strong> section should now be displayed. Click on the postings title in the Job Postings area (arrow) to see the Job Ad.</td>
</tr>
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</table>
### Step 39

The **Posting Information** page should now be displayed. Some of the posting information will auto fill.

### Notes

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 **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.

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.
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 statement also promotes a more inclusive search.

**Notes**: 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 46**
The **Desired Qualifications** area comes blank – and is the hiring manager’s responsibility to fill in.

**Notes**

**Step 47**
Add any of the following job related desired qualifications to bolster the job advertisement and attract interested applicants:
- Desired level of education
- Desired certificates related to job
- Desired level of experience
- Desired level of job related skills
- Desired level of job related abilities
- Desired level of job related knowledge
- Other desired and job related information
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 Hiring Statement area comes auto-filled based with standard information – Do not make adjustments to this area.
Step 50

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

Notes

*No need to input anything into the Job Posting Destination area – your Staffing Partner will take care of this during finalization.
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.
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.

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.

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.

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.

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<td>59</td>
<td>The <strong>Hiring Team</strong> tab on the <strong>Job Opening</strong> page should now be displayed.</td>
</tr>
<tr>
<td>60</td>
<td>Click on the <strong>Add Recruiters</strong> 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.</td>
</tr>
<tr>
<td>a</td>
<td><strong>“Recruiter” Information:</strong> Deborah Maria Marutzky: “Even” Pay grades up to 20 Mandy Watson Davis: “Odd” Pay grades up to 19 Taimi Kuiva: Pay grades 21 and above</td>
</tr>
<tr>
<td></td>
<td>Click on the <strong>Add Hiring Managers/Search Chair, Add Interviewers/Search Committee</strong> and <strong>Add Interested Parties</strong> to add appropriate hiring team information. You can only add people that have taken the required training: OFCCP – A Diverse Workplace.</td>
</tr>
<tr>
<td></td>
<td>Once you are finished noting your <strong>Hiring Team</strong>, scroll to the bottom of the page and click <strong>“Save &amp; Submit”</strong>. Your Staffing Partner has been notified and will work with you to finalize and post this position.</td>
</tr>
<tr>
<td></td>
<td>There is no need to complete the <strong>Rec Quals</strong> tab or the <strong>Rec Screen</strong> tab – your Staffing Partner will complete that information upon finalization and posting.</td>
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</table>
### Step 67

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<td>There is a small approval process associated with the job posting – click the &quot;Approvals&quot; tab to see where the posting is being routed to, which follows this chain: <strong>UW Hiring Mgr Posn Supervisor&gt;Appointing Authority&gt;Recruiter</strong></td>
</tr>
<tr>
<td>Your Staffing/Employment Partner will contact you when your job opening has been approved, finalized and posted</td>
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</tbody>
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**END OF PROCEDURE**