

Browse/Manage Job Opening

Purpose:

To review the job opening

Navigation:

Recruiting > Workforce Planning > Browse Job Openings

Instructions:

Browse Job Openings allows you to perform various tasks. You will be using it primarily to do the following:

1. **Review** information about a specific job opening
 2. Manage Applicants/View Applicants
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To Review and Add Information to a Job Opening

Browse Job Openings

View Drafts Find Job Openings

Display: All Jobs 010-Open Active within View All

010-Open Job Openings Customize | Find | View 100 | First 1-8 of 157 Last

Job Opening	ID #	Type	Location	Opened
Associate Professor	3040	Standard		05/10/2007
Library Assistant III	3040	Standard		05/09/2007
Administrative Assistant	3039	Standard		05/09/2007
Grad Asst-other	3033	Standard		04/25/2007
Applications Developer	3032	Standard		04/25/2007
Game Staff	3031	Standard		04/25/2007
Teacher	2734	Standard		03/06/2007
Project Manager	2732	Standard		03/05/2007

Select All Deselect All Select Action... Go

1. Locate the specific Job you want to review
 - a. Select **Display** if you want to see all jobs either assigned, associated or created by you

All Jobs

All Jobs

Job Assigned to me

Job Associated to me

Job Created by me

- b. Click **Job Opening** column to sort the jobs by description
2. Click **Job Opening** title to see the job information when you have found the job you want to review

Create New Job Find Job Openings Find Job Postings View Drafts

Job Opening

Posting Title: Library Assistant III Job Opening ID: 3040
 Job Opening Status: 010-Open Job Type: Standard
 Position Number: 00000038 Library Assistant III
 Business Unit: EAGLE
 Company: EAG

[Underutilization: AHANA: N: FEMALE: Y](#)

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[View Applicants](#)
[Screen Applicants](#)
[Interview Schedule](#)

Manage Applicants

Display: All

Applicant Name	ID	EmpID	Disposition	Resume	*Take Action
Karen Kline	32766		050-Route		Select Action...
don don	32744		050-Route		Select Action...
Will Dallison Kemeza	32762	10020183	Linked		Select Action...

[Select All](#)
[Deselect All](#)
 *Group Action:

Opening Information

*Template ID: BC_General

Job Opening Type: Standard Requisition

Created By: Karen A McDermott

Date Opened:

Openings to Fill: Limited

Target Openings:

Available Openings:

Establishment ID: Boston College

- Click **Job Opening Details** to review the Job Opening



4. Click **Save**
5. Click **Return to Previous Page**

Job Opening

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Job Opening Status: 010-Open Job Type: Standard
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[Underutilization: AHANA: N. FEMALE: Y](#)

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Return to Previous Page](#)

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Manage Applicants

Display: All

Applicant Name	ID	EmpID	Disposition	Resume	*Take Action
<input type="checkbox"/> Karen Kline	32766		050-Route		Select Action...
<input type="checkbox"/> don don	32744		050-Route		Select Action...
<input type="checkbox"/> Will Dallison Kemeza	32762	10020183	Linked		Select Action...

[Select All](#) [Deselect All](#) *Group Action: Select Group Action... [Go](#)

6. Click **Activity & Attachments** to add notes, attachments or expenses.

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Date	Subject	Reason	Who
03/27/2007	010-Open		Monique Lowd

Notes
No notes have been added to this Job Opening.

[+ Add Note](#)

Attachments
No Attachment have been added to this Job Opening.

[+ Add Attachment](#)

Expenses
No Expense have been added to this Job Opening.

[+ Add Expense](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Return to Previous Page](#)

7. Review **Job History** information

8. Click **+** icons to add notes, attachments or expenses.

Add Note

Job Opening ID: 2770

Add new Note

Note Date: 06/13/2007 Audience: Private

Subject: Hours

Notes: Be sure to let all applicants know of the hours required for this position

[Save & Return](#) [Cancel](#)

9. Click **Save and Return** after adding a note, attachment or expense

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<p>Manage Applicants Find Applicants Activity & Attachments Job Opening Details</p> <p> Save  Clone  Create New Previous Job Opening Next Job Opening Return to Previous Page</p>	<p>10. Click  Save</p> <p>Return to Previous Page</p> <p>11. Click Previous Page</p>
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