Create Job Opening

**Purpose:**
To initiate recruitment activity and post a job opening

**Navigation:**
Recruiting > Create New Job Opening

**Necessary Information:**
- Position number
- Name of recruiter – (add link to look up recruiter)
- Name of interviewers
- Job description

**Instructions:**
This task will require you to:
1. **Review** information which defaults into the field
2. **Enter** information
3. **Select** the correct information by using the magnifying glass or drop down
4. **Click** buttons to initiate actions
1. Select Boston College for **Company**

2. Enter the **Position Number** or select it from the Look Up

3. Click Continue

4. Select **Template ID** from the Look Up, if not using BC Basic

5. Review the defaulted information for
   - **Business Unit**
   - **Company**
   - **Department**
   - **Location**

Select from the eight BC options shown.

7. Review defaulted Positions information

8. Enter Employees Being Replaced when necessary

9. If Temporary Job, enter Begin and End Dates otherwise leave blank
10. Click on the “Load from Question Sets” to load the OID questions to the job opening template.

12. Click **OK**

13. Review the **OID questions** that were loaded.
14. Select the **OID Requirements** Link to check the required fields.
15. Select the **Required** checkboxes for the two OID Questions.

16. Click **OK**
17. Enter **Recruiters** (First name only) as shown followed by the wildcard symbol (%) to minimize the search.

18. Enter **Hiring Managers** (First name only) as shown followed by the wildcard symbol (%) to minimize the search.

19. Enter **Interviewers** (First name only) as shown followed by the wildcard symbol (%) to minimize the search.

20. Click **Add Interviewers**, if more than one interviewer.

21. Enter **Interested Party** if there is someone that should be notified about this job opening.
22. Click **Add Job Postings** (Required)
23. Select **Visible** for **Internal Only** or **Internal and External**. Default is **Internal and External**.

24. Select **Description Type** as needed.

25. Click **Add Posting Descriptions** for additional descriptions to show up in the body of the posting.

26. Review **Destination**.

27. Select **Posting Type**.

28. Enter **Post Date** or use the Calendar Option to select the month and day.
29. Click **Preview** to review and verify the information before submitting it.

30. Click **Switch to Internal View** to see how the posting will be viewed by internal applicants, if this is an external and internal posting.

31. Click **Return to Previous Page** to continue.

32. Click **OK**.
33. You have 3 Choices on this page

- Job Opening goes to the next person on workflow
- Job Opening is saved in the system for future reference
- Job Opening is removed from the system

After clicking Save and Submit you will see the Approval Workflow

34. Click **Save**

Your Job Opening is now created and has been assigned an ID which can be seen by scrolling to the top of the screen.

You can move on to your next menu item by returning to the main menu