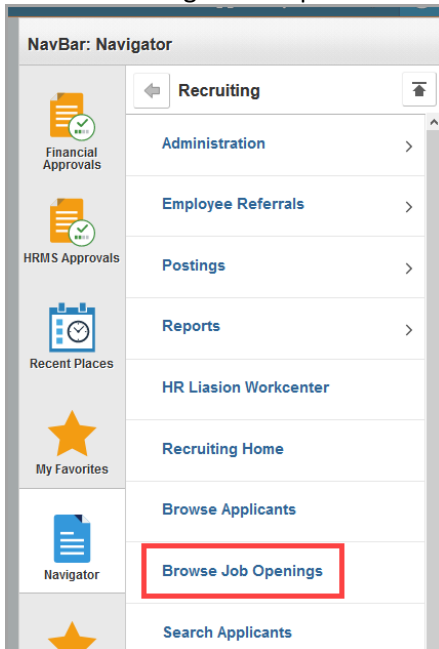




Print Job Opening

1. Follow this navigation sequence: **Main Menu > HRMS > Recruiting > Browse Job Openings**



2. Click on the **Posting Title**

4 matches found.

Job Openings

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit
5062	HUMAN RESOURCES SPEC II	<input type="checkbox"/>	San Antonio, TX	HUMAN RESOURCE SERVICES	VP of Business Affairs
4859	HUMAN RESOURCES SPEC-10025816	<input type="checkbox"/>	San Antonio, TX	HUMAN RESOURCE SERVICES	VP of Business Affairs
4858	WS Student Assistant	<input type="checkbox"/>	Harlingen, TX	Human Resources & Talent Devt	Div Finance & Administration
4857	WS Student Assistant	<input type="checkbox"/>	Edinburg, TX	Human Resources & Talent Devt	Div Finance & Administration

3. Click on **Print Job Opening**



[Browse Job Openings](#) Manage Job Opening

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 5062 **Status** 010 Op
Job Posting Title HUMAN RESOURCES SPEC II **Business Unit** UTS03
Job Code 19542 (HUMAN RESOURCES SPEC II) **Department** BHR00
Position Number 10026226 (HUMAN RESOURCES SPEC II) **Job Family** UT020

4. Select each section to be included, or click the **Select All** or **Deselect All** buttons

<input checked="" type="checkbox"/>	HR ONLY - SCREENING Interviewer Assignments
<input checked="" type="checkbox"/>	HR ONLY - SCREENING Recruiter Assignments
<input checked="" type="checkbox"/>	HR ONLY - SCREENING Screening Notification Team
<input checked="" type="checkbox"/>	HR ONLY - SCREENING Screening Options
<input checked="" type="checkbox"/>	OTHER Notes
<input checked="" type="checkbox"/>	OTHER Applicants
<input checked="" type="checkbox"/>	OTHER Job History

[Select All](#) [Deselect All](#) [Return to Previous Page](#)

5. Select **Create Report**

Select Job Opening Sections

Job Opening 5062 HUMAN RESOURCES SPEC II

Create Report

Job Opening Print Selection

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Select	Section to Print [PAGE.Section]
<input checked="" type="checkbox"/>	JOB DETAILS Job Information

6. The File will now be available in your downloads