

Strategize

Source

Assess

Hire

HR Job Posting Actions

Contents

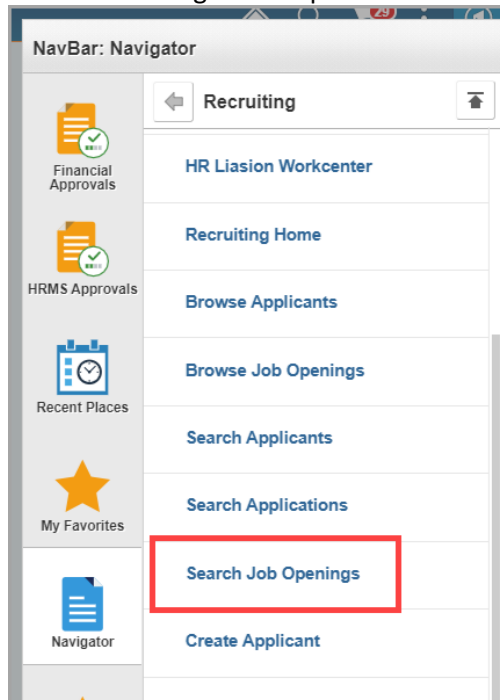
[Search Job Openings](#)


[Add/Modify Notes to Job Opening](#)

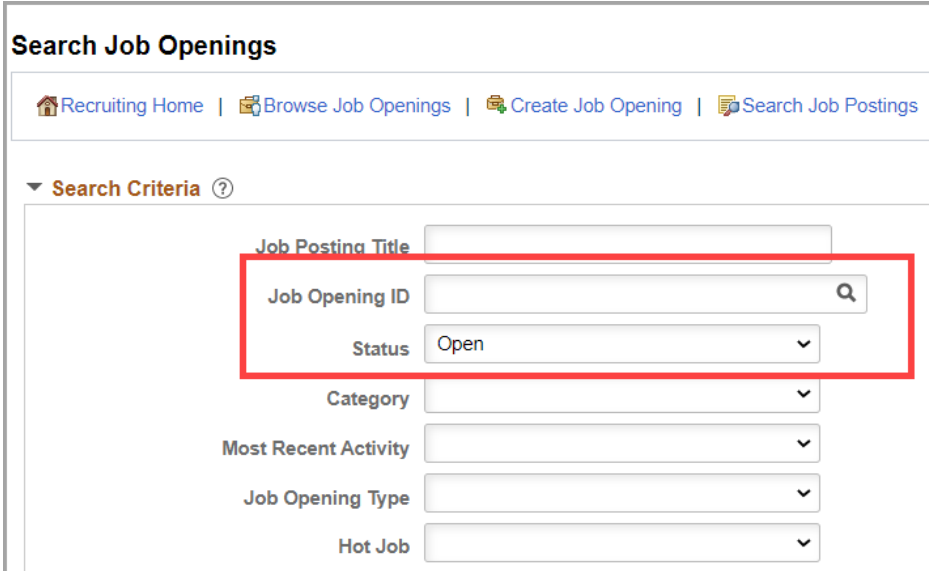
[Add/Modify Attachments to Job Opening](#)

Search Job Openings

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




2. In the **Search Criteria** box, click the magnifying glass  to search for Job Opening ID or type in if known. Select the arrow next to the **Status** box to change to the correct setting for the job you are looking for.




Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

▼ **Search Criteria** 

Job Posting Title

Job Opening ID 

Status ▼

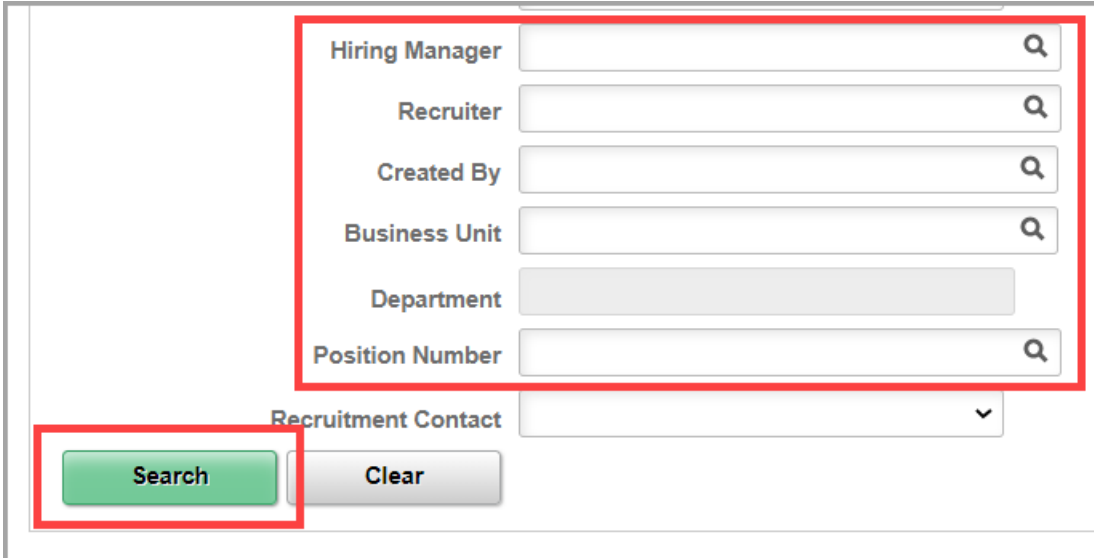
Category ▼


Most Recent Activity ▼


Job Opening Type ▼


Hot Job ▼


3. Search by **Hiring Manager, Recruiter, Created By, Business Unit, Department, and/or Position Number**. Then click **Search**




Hiring Manager 

Recruiter 

Created By 

Business Unit 

Department

Position Number 

Recruitment Contact ▼

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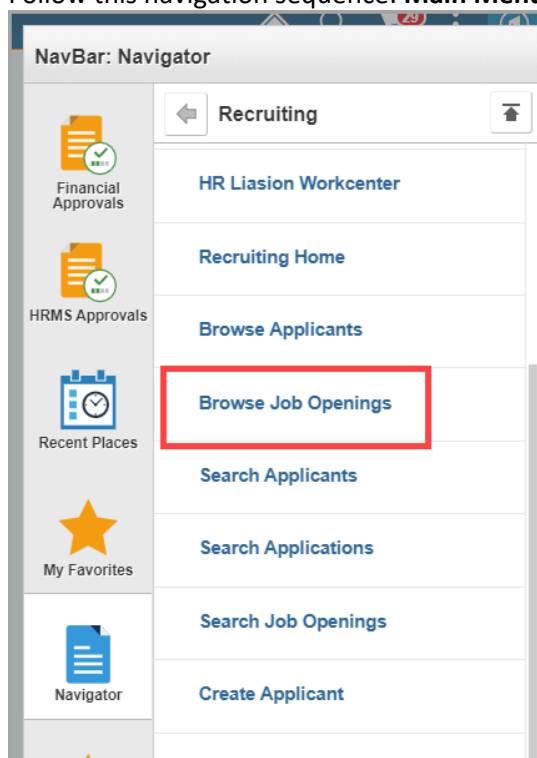
Source

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Add/Modify Notes to Job Opening

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



2. From the **Job Openings** list, 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 the **Activity & Attachments** tab.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#)

Job Opening ID 5062
Job Posting Title HUMAN RESOURCES SPEC II
Job Code 19542 (HUMAN RESOURCES SPEC II)
Position Number 10026226 (HUMAN RESOURCES SPEC II)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | **[Activity & Attachments](#)** | [Details](#)

[All \(7\)](#) | **[Applied \(1\)](#)** | [Reviewed \(1\)](#) | [Screen \(0\)](#)

Applicants ?

☰ 🔍

Select	Applicant Name	Applicant ID	Type	Disposition
<input type="checkbox"/>	Mickey Mouse	218368	External	Applied

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4. On the **Activity & Attachments** tab, click on **Add Note**

Strategize

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Manage Job Opening

Save

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Categ](#)

Job Opening ID 5062
Job Posting Title HUMAN RESOURCES SPEC II
Job Code 19542 (HUMAN RESOURCES SPEC II)
Position Number 10026226 (HUMAN RESOURCES SPEC II)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

Job History ?

Date	Subject	Reason
06/03/2020	010 Open	
06/03/2020	006 Pending Approval	
06/03/2020	005 Draft	

Searches ?

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

Add Note

Attachments

No Attachments have been added to this Job Opening.

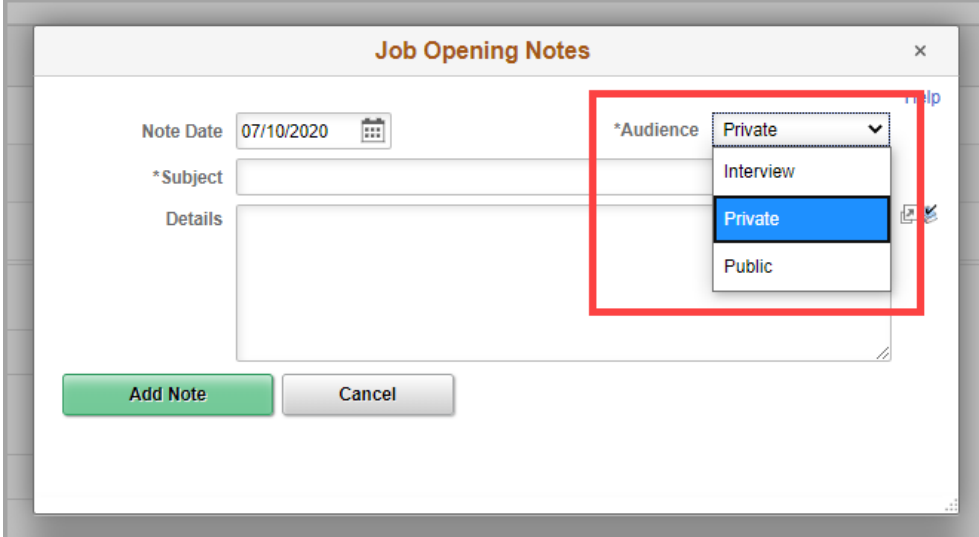
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5. Select the **Audience** from the dropdown



The screenshot shows a web form titled "Job Opening Notes". It includes a "Note Date" field with the value "07/10/2020" and a calendar icon. Below it is a "*Subject" text input field. A "Details" section contains a larger text area. To the right of the "Subject" field is a dropdown menu labeled "*Audience" with a list of options: "Private", "Interview", "Private", and "Public". The "Private" option is highlighted in blue. At the bottom of the form are two buttons: "Add Note" (green) and "Cancel" (grey).

Audience Definitions:

Interview- can be viewed by anyone who has access to the job opening, but only the note author or HR can modify the note.

Private- the subject can be viewed by anyone who has access to the job opening, but only the note author or HR can view or modify the note.

Public- can be viewed and edited by anyone who has access to the job opening.

6. Enter the **Subject** and **Details**, then click **Add Note**.

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Job Opening Notes

Note Date: 07/10/2020 *Audience: Private

*Subject: [Text Field]

Details: [Text Area]

Buttons: Add Note, Cancel

7. Finally, click **Save**



Expenses


No Expenses have been added to this Job Opening.

Add Expense

Save

Return | Recruiting Home | Search Job Ope

8. Once the Note is saved, click the edit icon  or delete icon  to modify the note

Note Date	Author		
07/10/2020	Enrique Barrera		

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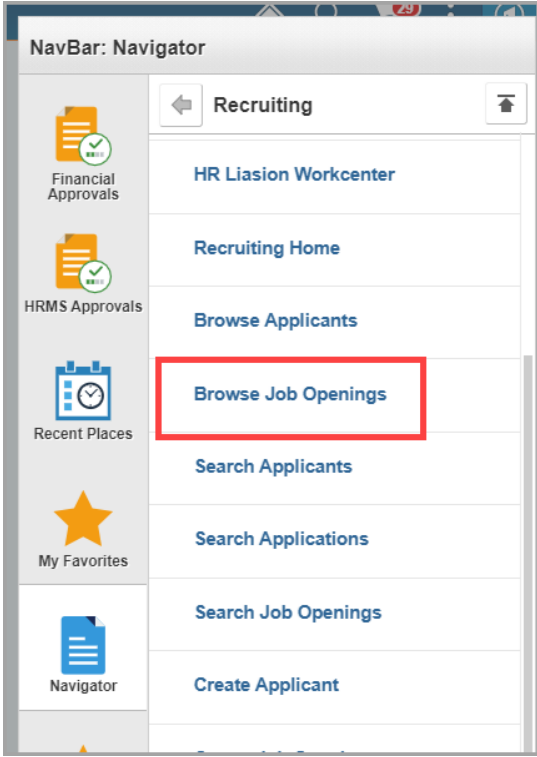
Source

Assess

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Add/Modify Attachments to Job Opening

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



2. From the **Job Openings** list, 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
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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 the **Activity & Attachments** tab.

Manage Job Opening

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Job Opening ID 5062
Job Posting Title HUMAN RESOURCES SPEC II
Job Code 19542 (HUMAN RESOURCES SPEC II)
Position Number 10026226 (HUMAN RESOURCES SPEC II)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | **[Activity & Attachments](#)** | [Details](#)

[All \(7\)](#) | **[Applied \(1\)](#)** | [Reviewed \(1\)](#) | [Screen \(0\)](#)

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition
<input type="checkbox"/>	Mickey Mouse	218368	External	Applied

4. On the **Activity & Attachments** tab, click on **Add Attachment**

Notes

No notes have been added to this Job Opening.

[Add Note](#)

Attachments

No Attachments have been added to this Job Opening.

[Add Attachment](#)

Expenses

No Expenses have been added to this Job Opening.

[Add Expense](#)

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#)

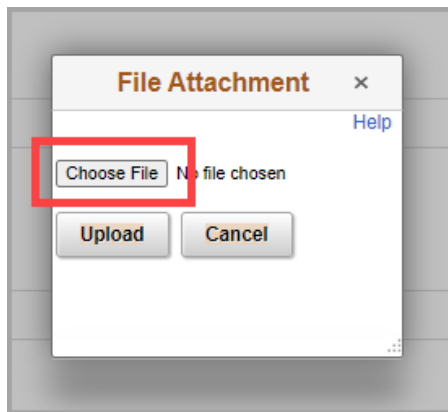
Strategize

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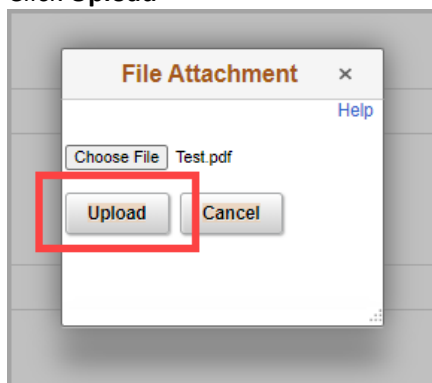
Hire

5. Click **Choose File**



6. Choose your desired pdf file, then click **Open**

7. Click **Upload**



8. Select the **Audience** from the dropdown

File Name	Description
Test.pdf	Test.pdf

Attachments

Audience

- Interview
- Private
- Public

Expenses

No Expenses have been added to this Job Opening.

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Private- the subject can be viewed by anyone who has access to the job opening, but only the note author or HR can view or modify the note.

Public- can be viewed and edited by anyone who has access to the job opening.

9. Finally, click **Save**

Expenses

No Expenses have been added to this Job Opening.

Add Expense


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10. Once the Attachment is saved, click the link to open, or update the **Description** and **Audience** as necessary. Click the delete icon  to delete the attachment.

Attachments

File Name	Description	Audience
Test.pdf	Test.pdf	Private

Updated	Uploaded By	
07/10/2020 5:24PM	Enrique Barrera	