HR Job Posting Actions

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Search Job Openings
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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.

3. Search by **Hiring Manager**, **Recruiter**, **Created By**, **Business Unit**, **Department**, and/or **Position Number**. Then click **Search**.
Add/Modify Notes to Job Opening

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

![Navigational Sequence Diagram]

2. From the **Job Openings** list, click on the **Posting Title**
3. Click the **Activity & Attachments** tab.
4. On the **Activity & Attachments** tab, click on **Add Note**
Manage Job Opening

Job Opening ID: 1052
Job Posting Title: HUMAN RESOURCES SPEC II
Job Code: 19542 (HUMAN RESOURCES SPEC II)
Position Number: 1002922 (HUMAN RESOURCES SPEC II)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details
---|---|---|---|---

Job History

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/2020</td>
<td>010 Open</td>
<td></td>
</tr>
<tr>
<td>06/03/2020</td>
<td>005 Pending Approval</td>
<td></td>
</tr>
<tr>
<td>06/03/2020</td>
<td>005 Draft</td>
<td></td>
</tr>
</tbody>
</table>

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

![Job Opening Notes](image)

**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**.
7. Finally, click **Save**

8. Once the Note is saved, click the edit icon or delete icon to modify the note.
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**
3. Click the Activity & Attachments tab.

4. On the Activity & Attachments tab, click on Add Attachment.
5. Click **Choose File**

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

7. Click **Upload**
8. Select the **Audience** from the dropdown

**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.

9. Finally, click **Save**
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.