Overview
This business process guide demonstrates how to create a Job Opening and Job Posting after a Recruitment Request has been fully approved. The Human Resources (HR) office creates the Job Opening and Job Posting and notifies the hiring department. Once a Job Posting is published on the internal and external Careers website, applicants can start applying for that job.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Create the Job Opening
After a Recruitment Request is fully approved, an automatic email notification is sent to the HR. The HR Manager or the HR Specialist then creates the Job Opening for this fully approved Recruitment Request.

A sample email notification displays.

1. Click the hyperlink in the email message

The PeopleSoft login page displays.

2. Enter your NetID and Password

3. Click Sign In

The Main Menu displays.
Navigate to East Bay HR > eRecruit > Recruitment Request

The Recruitment Request page displays.

4. Type the Recruitment Request ID (Job Opening Req ID) from the email notification and click the Search button.

The Approvals page displays.

Note: The Recruitment Request shows fully Approved. You may click on the arrow next to the Recruitment Request: Approved to see the approval workflow which shows all the approvers who approved this Recruitment Request.

5. Click the Basic Recruit Info page to see if this request is for a new or existing position.

The Basic Recruit Info page displays.

6. If this request is for a new position, you will need to first create the new position in Position Management and generate the position number.
Note: If this request was for a new position, after generating the new position number in Position Management, return back to the Recruitment Request’s Position Information page and replace the default position number with the real position number.

7. Click the **Approvals** hyperlink

The Approvals page displays.

8. Click the **Create Job Opening** button

The Job Opening dialog box displays with the Job Opening number.

Note: The Job Opening ID now shows on the Approvals page and the Create Job Opening button is now inactive.

9. Note down the **Job Opening ID** and click the **OK** button
Note: If you click the Create Job Opening button and see a message stating “There was a problem creating your Job Opening. Please contact the HR systems support”, it typically is caused by two reasons below:

- The Recruitment Request is for a **new position** and the new position number is not yet generated in Position Management and if it is generated, it is not yet entered on the Recruitment Request’s Position Information page.

- The Recruitment Request is for an **existing** position, but the position number is inactive.

Navigate to Recruiting > Find Job Openings

11. Enter the **Job Opening ID**

12. Change **Status** to blank

Note: When the Job Opening is created through the Recruitment Request Approvals page, it defaults to Draft status (not Open).

13. Click the **Search** button
14. Click the **hyperlink** for the Job Opening

The Job Opening page displays.

*Note: Most of the data defaults from the information on the Recruitment Request. Enter the remaining data as shown on next page.*

The Created By field defaults with the EmplID of the person who clicked the Create Job Opening button on the Recruitment Request Approvals page.
15. **Establishment ID**: Enter HAY

16. **Status Code**: Select Open

17. **Status Reason**: Select the appropriate reason. In this example this position is New Authorization

18. **Encumb. Dt**: Select Authorization Date

*Note: Review the Positions, Employee Being Replaced, Additional Job Specifications, and Salary Information sections.*

19. **Screening Questions**: Select **US Eligible** (Question ID 1002)

  *Note: You may click the Save & Open button anytime to prevent loss of any data in case you need to stop or get interrupted.*

20. Click the **Hiring Team** hyperlink
Add Hiring Team information

This section demonstrates how to add search committee/hiring team information to the Job Opening. The hiring team information must be added before any applicants (job applications) are routed to the hiring team.

The Hiring Team page displays.

Note: This Hiring Team page is very critical because individuals added on this page are given access to the routed job applications.

If you have the names of the Search Committee/Hiring Team members, you can enter them now or you can enter them later before routing job applications.

1. Enter the Recruiter's name, this is the name of the HR Manager responsible for this recruitment.

   Note: All the Name fields on this page require you enter the exact legal names of the members as they are listed in PeopleSoft.

2. Hiring Managers: Enter the name of the Hiring Manager. If a name is entered before the Job Posting is created, he/she will receive an automatic email indicating that the job opening has been posted.

3. Interviewers: Enter the name(s) of the people in the Search Committee/Hiring Team. Click the Add Interviewers hyperlink to add more rows.

4. Interested Party: You can enter the name of the Interested Party if there is one.

   Note: You cannot add an external person (non-CSUEB employee) as an Interested
party.

Note: When entering a Name, the field may turn red. This means there are duplicate names in the database or the name you entered is not correct legal name. An error message will display stating that you need to use the lookup (prompt) button/icon.

You may click the trash icon to remove a name from the hiring team.

5. Click the magnifying glass icon

The Look Up page displays.

Note: It is critical that you select the correct employee id/name of the actual person on the Search Committee/Hiring Team. If you select the wrong name/id, you will give access to the routed job applications to the wrong person and the actual person on the hiring team will have no access.

6. If you cannot find the correct name/id or are unsure of the legal name of any of the hiring team members, open a new window and do a CSUID Search to find the correct employee name/id

7. Click the Save & Open button

Note: You may click the Save & Open button anytime to prevent loss of any data in case you need to stop or get interrupted.

8. Click the Postings hyperlink
# Create the Job Posting

This section demonstrates how to create a Job Posting and publish it on the internal and external Careers website. Before creating the Job Posting, the Job Opening must be opened as shown in the previous section. After creating the Job Posting, HR notifies the hiring department and applicants can start applying for the job based on the posting date.

The Job Postings page displays.

1. Click the **job title** hyperlink in the Postings section

![Job Opening Image]

<table>
<thead>
<tr>
<th>Job Opening</th>
<th>View Job Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Title:</strong></td>
<td>Mgr Grds Svs</td>
</tr>
<tr>
<td><strong>Job Opening Status:</strong></td>
<td>010 Open</td>
</tr>
<tr>
<td><strong>Job Title:</strong></td>
<td>Administrator II</td>
</tr>
<tr>
<td><strong>Position Number:</strong></td>
<td>000012345 Mgr Grds Svs</td>
</tr>
<tr>
<td><strong>Business Unit:</strong></td>
<td>HW001 Cal State East Bay</td>
</tr>
<tr>
<td><strong>Job Family:</strong></td>
<td>EXMGT Executive Management</td>
</tr>
</tbody>
</table>

### Job Postings

<table>
<thead>
<tr>
<th>Postings</th>
<th>Primary Posting Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mgr Grds Svs</td>
<td>✓</td>
</tr>
</tbody>
</table>
The Posting Information page displays.

Note: If the hiring department entered any posting information on the Recruitment Request, it will all display on the Job Descriptions sections. You can still edit (add, delete or modify) any sections as applicable.

2. Change the Posting Title as applicable.

3. Add the standard Description Type sections, such as About CSUEB and EEO Statement. Select the default Description ID from the drop-down menu.

4. Modify any other sections as applicable.

Note: The sections on this page can be in any order. When this posting is published on the Careers website, each section will display based on the pre-set order defined in PeopleSoft. See the Preview page to see how the order of each section appears.

5. The Visible field must be Internal and External for all sections.

6. Click the Spell Check icon to review the spellings.

7. Click the Preview button to review how the Job Posting will display on the Careers website.
Administrative Applications Recruiting Solutions/Create Job Opening and Posting

The Preview page displays.

Note: There might be no spacing between each section of the job description, but when it is posted on the Careers website, the spacing will be accurate.

8. Click Return to Previous Page hyperlink

About CSU East Bay
The California State University, East Bay, main campus is located in the hills overlooking the San Francisco Bay. The University has an educational center in Concord and a professional development center in Oakland. Founded in 1957, Cal State East Bay is one of 23 universities of the California State University system (CSU). The university, with an enrollment of about 13,000 students, is noted for its excellence in applied education as well as for the beauty of its campuses and proximity to all major Bay Area cities. The campus community benefits from its increasingly multicultural environment, and maintains a strong commitment to diversity.

Department Statement
The function of the Administrative Applications department is to manage and support all Information Technology initiatives in the Administration & Finance division, and across campus as appropriate.

Responsibilities
This position is responsible for analyzing existing business processes as associated with technology, developing and delivering documentation and training to end users as it relates to the technology and supporting users with software-related processing issues. The incumbent will work with functional business leads/users and programming and database staff to facilitate design and development of local software customizations, as well as all aspects of software implementations and upgrades. Under limited supervision, the incumbent will serve as a subject matter expert for one or more PeopleSoft modules as well as other software used in the division. The incumbent must know the software intimately and be able to troubleshoot and resolve user problems. Must be proactive in their approach in order to create processes that best utilize the software, and be aware of potential problems that may occur.

The incumbent may also lead/manage projects and provide guidance on analysis, testing and implementation methods to Software Analysts/Trainers. This position may also act as the first level of escalation for service desk tickets for other members of the team.

Specific responsibilities include, but are not limited to:

- Supporting all HRIS environments, including production; reviewing workflow processes; conducting fit-gap analysis; prototyping/configuration; working with end-users and internal customers to ensure the integrity of the application and data in the production system; managing conversions, interfaces, and reports; and providing knowledge transfer and training for project team members, end-users, and other CSUEB employees.

The incumbent will also be responsible for gathering functional system requirements for all related activities.

Salary
The starting salary will be commensurate with experience and may be up to $61,512 per year.

How To Apply
In addition to the standard CSUEB application, please submit a letter of application, resume, and a list of references that have been in a position to evaluate your professional work. To apply online, please go to www.csueastbay.edu/jobs.

EEO Statement
CSUEB is an equal opportunity employer and women and minorities are strongly encouraged to apply.
The Posting Information page displays.

9. Scroll down to the **Job Posting Destinations** section. This section allows the job posting to be published on the Careers website for applicants to see and start applying for this job.

10. Click **Add Posting Destinations** hyperlink to add a second row. Two rows are needed for posting on the internal and external Careers website.

11. **Destination**: Select Internet for both rows.

12. **Posting Type**: Select Internal for one row and External for another row. You can enter this in any order.

13. **Post Date**: Select the date you wish to publish this job posting on the internal and external Careers website. You may choose a future date.

   *Note: Relative Open Date, Remove Date and Posting Duration are not used by CSUEB.*

14. Click the **OK** button.
15. Click Save (Save & Open) hyperlink/button if you are ready to publish this Job Posting on the Careers website for internal and external applicants based on post date.

16. Verify if this posting is correctly showing up on the internal Careers website by navigating to Self Service > Recruiting Activities > Careers.

17. Log out of PeopleSoft and log back in again and verify if this posting is correctly showing up on the external Careers website by navigating to the Careers link on the main menu.

Note: If you notice an error or spelling mistake on the actual job posting on the Careers website, you can return to the Job Opening Postings page and correct it. Save your data again so it will automatically publish the updated job posting on the Careers website.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).