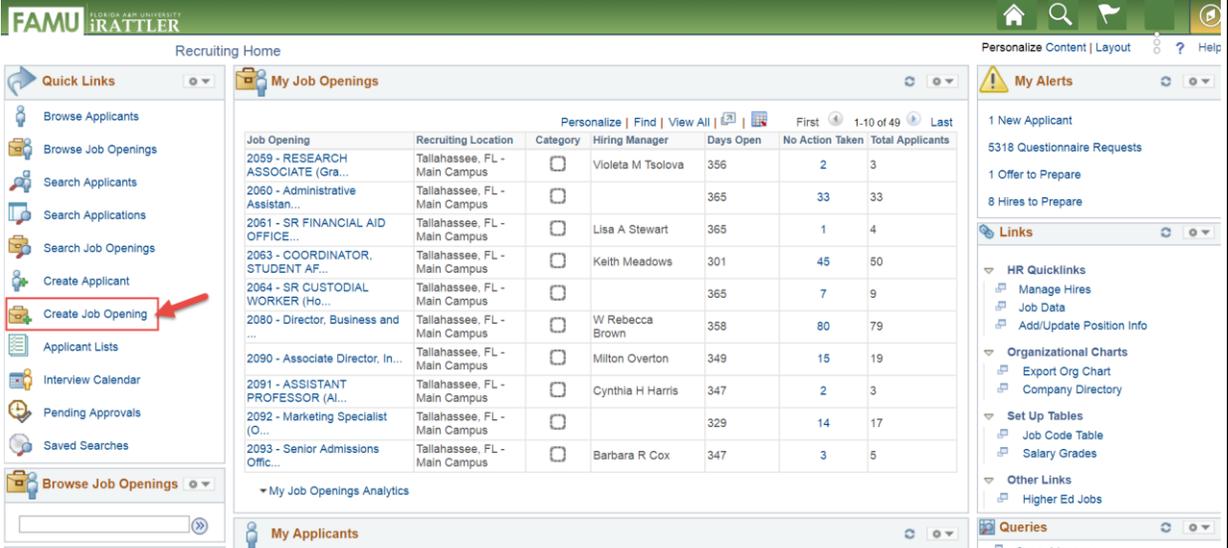




**Create Job Opening Process**

STEP	ACTION
1.	Department Resource - Signs on to PeopleSoft
2.	Clicks on Manager Self Service Tile from the HCM Homepage
3.	Click on Recruiting Home Tile
4.	<p>Click on Create Job Opening</p>  <p><b>Primary Job Opening Information</b></p> <p><a href="#">Recruiting Home</a></p> <p><b>Job Details</b> ?</p> <p>Job Opening Type: Standard Requisition</p> <p>*Business Unit: FAM01 FAMU Business Unit</p> <p>*Job Family: [ ]</p> <p>Department: [ ]</p> <p>*Position Number: [ ]</p> <p>Job Code: [ ]</p> <p>*Recruiting Location: [ ]</p> <p>*Job Posting Title: [ ]</p> <p><a href="#">Continue</a></p>
5.	Click on magnifying glass for the Job Family field to view and select Job Family



**Create Job Opening Process**

	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-weight: bold; color: #8B4513;">Look Up Job Family</span> <span style="float: right;">×</span> </div> <div style="text-align: right; margin-top: 10px;"> <a href="#">Help</a> </div> <div style="margin-top: 10px;"> <p>Search by: <span style="border: 1px solid #ccc; padding: 2px;">Job Family ▾</span> begins with <span style="border: 1px solid #ccc; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p> </div> <div style="margin-top: 10px;"> <span style="background-color: #4CAF50; color: white; padding: 5px 15px; border: 1px solid #4CAF50;">Search</span> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid #ccc; margin-left: 10px;">Cancel</span> <span style="color: #0070C0; text-decoration: underline; margin-left: 10px;">Advanced Lookup</span> </div> <div style="margin-top: 10px;"> <p>Search Results</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> View 100 <span style="margin: 0 10px;">◀ ◀</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">1-6 of 6 ▾</span> <span style="margin-left: 10px;">▶ ▶</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">Job Family</th> <th style="text-align: left; padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><a href="#">A&amp;P</a></td> <td style="padding: 5px;">Administrative &amp; Professional</td> </tr> <tr> <td style="padding: 5px;"><a href="#">FAC</a></td> <td style="padding: 5px;">Faculty</td> </tr> <tr> <td style="padding: 5px;"><a href="#">LEO</a></td> <td style="padding: 5px;">Law Enforcement Officers</td> </tr> <tr> <td style="padding: 5px;"><a href="#">NON</a></td> <td style="padding: 5px;">None Employee</td> </tr> <tr> <td style="padding: 5px;"><a href="#">OPS</a></td> <td style="padding: 5px;">Other Personal Services</td> </tr> <tr> <td style="padding: 5px;"><a href="#">USPS</a></td> <td style="padding: 5px;">Univ Support System Personnel</td> </tr> </tbody> </table> </div> </div>	Job Family	Description	<a href="#">A&amp;P</a>	Administrative & Professional	<a href="#">FAC</a>	Faculty	<a href="#">LEO</a>	Law Enforcement Officers	<a href="#">NON</a>	None Employee	<a href="#">OPS</a>	Other Personal Services	<a href="#">USPS</a>	Univ Support System Personnel
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6.	Type in position number or click on magnifying glass for position number field to view and select from a listing of Positions.														
7.	Retype job posting title by removing caps.														



**Create Job Opening Process**

	<p><b>Primary Job Opening Information</b></p> <p><a href="#">Recruiting Home</a></p> <p><b>Job Details</b> ?</p> <p>Job Opening Type: Standard Requisition</p> <p>*Business Unit: FAM01 (FAMU Business Unit)</p> <p>*Job Family: USPS (Univ Support System Personnel)</p> <p>Department: 350700 (Administrative Support &amp; Human)</p> <p>*Position Number: 17158000 (ACCOUNTANT)</p> <p>Job Code: 1427 (ACCOUNTANT)</p> <p>*Recruiting Location: 1001 (Tallahassee, FL - Main Campus)</p> <p>*Job Posting Title: Accountant</p> <p><a href="#">Continue</a></p>
8.	<p><b><u>Job Information</u></b></p>
9.	<p>Click on Continue</p> <p><b>Job Opening</b></p> <p><a href="#">Save and Submit</a>   <a href="#">Save as Draft</a>   <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Start Over</a></p> <p>Job Opening ID: NEW          Job Posting Title: Accountant          Job Code: 1427 (ACCOUNTANT)          Position Number: 17158000 (ACCOUNTANT)          Primary Recruiting Location: 1001 (Tallahassee, FL - Main Campus)</p> <p>Status: 005 Draft          Business Unit: FAM01 (FAMU Business Unit)          Department: 350700 (Administrative Support &amp; Human)          Job Family: USPS (Univ Support System Personnel)</p> <p><a href="#">Job Information</a>   <a href="#">Hiring Team</a>   <a href="#">Screening</a>   <a href="#">Job Postings</a>   <a href="#">Qualifications</a></p> <p><a href="#">Save and Submit</a>   <a href="#">Save as Draft</a>   <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Start Over</a> <span style="float: right;"><a href="#">Top of Page</a></span></p>
10.	<p><b><u>Hiring Team</u></b></p>
11.	<p>Click on the Hiring Team tab</p>



**Create Job Opening Process**

	<p><b>Job Opening</b> <span style="float: right;">  <a href="#">Help</a></span></p> <hr/> <p> <input type="button" value="Save and Submit"/> <input type="button" value="Save as Draft"/> <span style="margin-left: 10px;">  <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Start Over</a></span> </p> <hr/> <p> <b>Job Opening ID</b> NEW  <b>Job Posting Title</b> Accountant  <b>Job Code</b> 1427 (ACCOUNTANT)  <b>Position Number</b> 17158000 (ACCOUNTANT)  <b>Primary Recruiting Location</b> 1001 (Tallahassee, FL - Main Campus)         </p> <p style="text-align: right;"> <b>Status</b> 005 Draft  <b>Business Unit</b> FAM01 (FAMU Business Unit)  <b>Department</b> 350700 (Administrative Support &amp; Human)  <b>Job Family</b> USPS (Univ Support System Personnel)         </p> <p> <input type="button" value="Job Information"/> <input style="border: 2px solid red;" type="button" value="Hiring Team"/> <input type="button" value="Screening"/> <input type="button" value="Job Postings"/> <input type="button" value="Qualifications"/> </p> <hr/> <p> <input type="button" value="Save and Submit"/> <input type="button" value="Save as Draft"/> <span style="margin-left: 10px;">  <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Start Over</a></span> <span style="float: right;"><a href="#">Top of Page</a></span> </p>
<p>12.</p>	<p><b>Click on Add Recruiter Team</b></p> <hr/> <p> <input type="button" value="Job Information"/> <input style="background-color: #e0f2f1;" type="button" value="Hiring Team"/> <input type="button" value="Screening"/> <input type="button" value="Job Postings"/> <input type="button" value="Qualifications"/> </p> <hr/> <p><b>Assignments</b> <span style="font-size: small;">?</span></p> <hr/> <p><b>Recruiters</b> <span style="font-size: small;">?</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>No Recruiters have been added to this Job Opening</p> </div> <p style="text-align: center;"> <input style="background-color: #ccc; border: 1px solid #ccc; padding: 5px 20px;" type="button" value="Add Recruiter Team"/> <span style="margin-left: 20px;"></span> </p>
<p>13.</p>	<p><b>Check the box under Select for the HR Recruiting Team</b></p>



**Create Job Opening Process**

	<p><b>Add Team</b></p> <p><b>Team</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Team ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1001</td> <td>HR Recruiting Team</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Team ID	Description	<input checked="" type="checkbox"/>	1001	HR Recruiting Team						
Select	Team ID	Description											
<input checked="" type="checkbox"/>	1001	HR Recruiting Team											
14.	Click OK												
15.	<p>Select Jasmine K. Ramsey as primary recruiter</p> <p><b>Assignments ?</b></p> <p><b>Recruiters ?</b></p> <table border="1"> <thead> <tr> <th>*Name</th> <th>Recruiter ID</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td>Krystal C Barnes</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Brandice B Koonce</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Jasmine K Ramsey</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Recruiter Team"/></p>	*Name	Recruiter ID	Primary	Krystal C Barnes		<input type="checkbox"/>	Brandice B Koonce		<input type="checkbox"/>	Jasmine K Ramsey		<input checked="" type="checkbox"/>
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Krystal C Barnes		<input type="checkbox"/>											
Brandice B Koonce		<input type="checkbox"/>											
Jasmine K Ramsey		<input checked="" type="checkbox"/>											
16.	<p>Click on Add Hiring Manager</p> <p><b>Hiring Manager ?</b></p> <p>No Hiring Managers have been added to this Job Opening</p> <p><input type="button" value="Add Hiring Manager"/></p> <p><b>Hiring Managers ?</b></p> <table border="1"> <thead> <tr> <th>*Name</th> <th>Manager ID</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Hiring Manager"/></p>	*Name	Manager ID	Primary			<input type="checkbox"/>						
*Name	Manager ID	Primary											
		<input type="checkbox"/>											
17.	Click on magnifying glass to lookup manager												



### Create Job Opening Process

#### Look Up Manager ID ×

[Help](#)

Empl ID

 First Name

 Last Name

Display Name

[Basic Lookup](#)

#### Look Up Manager ID ×

[Help](#)

Empl ID

First Name

Last Name

Display Name

    [Basic Lookup](#)



**Create Job Opening Process**

	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-weight: bold; color: #8B4513;">Look Up Manager ID</span> <span style="float: right;">×</span> </div> <div style="text-align: right; margin-top: 5px;"> <a href="#">Help</a> </div> <div style="margin-top: 10px;"> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name <input type="text" value="begins with"/> <input type="text" value="Ann"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text" value="Bry"/></p> <p>Display Name <input type="text" value="begins with"/> <input type="text"/></p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="display: flex; gap: 5px;"> <span style="background-color: #4CAF50; color: white; padding: 5px 15px; border: none; cursor: pointer;">Search</span> <span style="background-color: #f0f0f0; padding: 5px 15px; border: 1px solid #ccc; cursor: pointer;">Clear</span> <span style="background-color: #f0f0f0; padding: 5px 15px; border: 1px solid #ccc; cursor: pointer;">Cancel</span> </div> <div style="text-align: right;"> <a href="#">Basic Lookup</a> </div> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px;"> <span style="color: #4F81BD;">Search Results</span> </div> <div style="margin-top: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>View 100</span> <span>◀ ◀ 1-1 of 1 ▶ ▶</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Empl ID</th> <th style="text-align: left;">First Name</th> <th style="text-align: left;">Last Name</th> <th style="text-align: left;">Display Name</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"></td> <td>Ann Marie</td> <td>Bryan</td> <td>Ann Marie A Bryan</td> </tr> </tbody> </table> </div>	Empl ID	First Name	Last Name	Display Name		Ann Marie	Bryan	Ann Marie A Bryan
Empl ID	First Name	Last Name	Display Name						
	Ann Marie	Bryan	Ann Marie A Bryan						
<p>18.</p>	<p>Look up Manager Enter EMPL ID if known Or Type in Manager’s First Name, or Type in Manager’s Last Name and click Search</p> <div style="margin-top: 10px;"> <p><b>Hiring Managers</b> <span style="font-size: small;">?</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">*Name</th> <th style="text-align: left;">Manager ID</th> <th style="text-align: left;">Primary</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Ann Marie A Bryan"/> <input type="button" value="Q"/></td> <td style="background-color: #e0e0e0;"></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="button" value="X"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Add Hiring Manager"/></p> </div>	*Name	Manager ID	Primary		<input type="text" value="Ann Marie A Bryan"/> <input type="button" value="Q"/>		<input checked="" type="checkbox"/>	<input type="button" value="X"/>
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<input type="text" value="Ann Marie A Bryan"/> <input type="button" value="Q"/>		<input checked="" type="checkbox"/>	<input type="button" value="X"/>						
<p>19.</p>	<p>Scroll to bottom of page Click on “Save as Draft”</p>								



**Create Job Opening Process**

[Recruiting Home](#) | [Notification](#) | [Start Over](#)
[Top of Page](#)

Please Note that prior to Saving as draft the Job Opening ID is set to “NEW”

**Job Opening**

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

**Job Opening ID** NEW  
**Job Posting Title** Accountant  
**Job Code** 1427 (ACCOUNTANT)  
**Position Number** 17158000 (ACCOUNTANT)  
**Primary Recruiting Location** 1001 (Tallahassee, FL - Main Campus)

**Status** 005 Draft  
**Business Unit** FAM01 (FAMU Business Unit)  
**Department** 350700 (Administrative Support & Human)  
**Job Family** USPS (Univ Support System Personnel)

**Job Opening**

[Recruiting Home](#) | [Notification](#) | [Print Job Opening](#)

**Job Opening ID** 2438  
**Job Posting Title** Accountant  
**Job Code** 1427 (ACCOUNTANT)  
**Position Number** 17158000 (ACCOUNTANT)  
**Primary Recruiting Location** 1001 (Tallahassee, FL - Main Campus)

**Status** 005 Draft  
**Business Unit** FAM01 (FAMU Business Unit)  
**Department** 350700 (Administrative Support & Human)  
**Job Family** USPS (Univ Support System Personnel)

**20. Job Postings**

**21. Select Job Postings tab**

**Job Opening**

[Recruiting Home](#) | [Notification](#) | [Print Job Opening](#)

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**Create Job Opening Process**

	<p> <b>Job Opening ID</b> 2438  <b>Job Posting Title</b> Accountant  <b>Job Code</b> 1427 (ACCOUNTANT)  <b>Position Number</b> 17158000 (ACCOUNTANT)  <b>Primary Recruiting Location</b> 1001 (Tallahassee, FL - Main Campus)         </p> <p> <b>Status</b> 005 Draft  <b>Business Unit</b> FAM01 (FAMU Business Unit)  <b>Department</b> 350700 (Administrative Support &amp; Human)  <b>Job Family</b> USPS (Univ Support System Personnel)         </p> <p> <input type="button" value="Job Information"/> <input type="button" value="Hiring Team"/> <input type="button" value="Screening"/> <input checked="" type="button" value="Job Postings"/> <input type="button" value="Qualifications"/> </p> <p> <b>Job Postings</b> ⓘ          No job postings exist for this job opening.       </p> <p> <input type="button" value="Add Job Posting"/> </p> <p> <input type="button" value="Save and Submit"/> <input type="button" value="Save as Draft"/> <a href="#">Recruiting Home</a>   <a href="#">Notification</a>   <a href="#">Print Job Opening</a> </p>																				
22.	Click on Add Job Posting																				
23.	<p>Click on Description Type          Select appropriate template based on the Description Type.          The following description type(s) <b>must</b> be included in each job opening with the appropriate template value:</p> <table border="0"> <thead> <tr> <th><u>Description Type</u></th> <th><u>Template</u></th> </tr> </thead> <tbody> <tr> <td>Position Vacancy Announcement</td> <td>R1-Position Vacancy Announcement</td> </tr> <tr> <td>Responsibilities</td> <td>R2-Responsibilities</td> </tr> <tr> <td>Minimum Qualifications</td> <td>R3-Minimum Qualifications</td> </tr> <tr> <td>Recommended Competencies</td> <td>R4-Recommended Competencies</td> </tr> <tr> <td>Pay Plan</td> <td>R5-Choose appropriate Pay Plan</td> </tr> <tr> <td>How to Apply</td> <td>R6-How to Apply</td> </tr> <tr> <td>Conditions of Employment</td> <td>R7-Conditions of Employment</td> </tr> <tr> <td>Reasonable Accommodation</td> <td>R8-Reasonable Accommodation</td> </tr> <tr> <td>Equal Opportunity/Access</td> <td>R9-Equal Opportunity/Equal Access University</td> </tr> </tbody> </table> <p>***Note: You may add additional description types once the required descriptions have been entered.</p>	<u>Description Type</u>	<u>Template</u>	Position Vacancy Announcement	R1-Position Vacancy Announcement	Responsibilities	R2-Responsibilities	Minimum Qualifications	R3-Minimum Qualifications	Recommended Competencies	R4-Recommended Competencies	Pay Plan	R5-Choose appropriate Pay Plan	How to Apply	R6-How to Apply	Conditions of Employment	R7-Conditions of Employment	Reasonable Accommodation	R8-Reasonable Accommodation	Equal Opportunity/Access	R9-Equal Opportunity/Equal Access University
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**Create Job Opening Process**

	<p><b>Posting Information</b></p> <p>Job Postings ⓘ</p> <p>*Posting Title <input type="text" value="Accountant"/></p> <p>Job Descriptions ⓘ <span style="float: right;">1 of 1</span></p> <p>*Description Type <input type="text" value="Position Vacancy Announcement"/> <span style="float: right;">Template <input type="text"/></span></p> <p>*Visibility <input type="text" value="Position Vacancy Announcement"/></p> <p> <input type="checkbox"/> Re-Advertisement  <input checked="" type="checkbox"/> Position Vacancy Announcement  <input type="checkbox"/> Responsibilities  <input type="checkbox"/> Minimum Qualifications  <input type="checkbox"/> Recommended Competencies  <input type="checkbox"/> Preferred Qualifications  <input type="checkbox"/> Anticipated Salary Range  <input type="checkbox"/> Licenses and Certifications  <input type="checkbox"/> Pay Plan  <input type="checkbox"/> Conditions of Employment  <input type="checkbox"/> How To Apply         </p> <p><input type="button" value="Add Posting"/> <input type="button" value="Posting Description"/></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Posting Destination"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relative Open Date	Post Date	Remove Date	Posting Duration (Days)						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<p>24.</p>	<p>Select Position Vacancy Announcement</p>								



**Create Job Opening Process**

	<p><b>Posting Information</b></p> <p>Job Postings ?</p> <p>*Posting Title Accountant</p> <p>Job Descriptions ?</p> <p>*Description Type Position Vacancy Announcement      Template R1-Position Vacancy Announcement</p> <p>*Visibility Internal and External</p> <p>FLORIDA A&amp;M UNIVERSITY FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY</p> <p>Department/Recruiter may add unique wording for this job posting.</p> <p>Add Posting Description      Delete Posting Description</p> <p>Job Posting Destinations ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p> <p>OK      Cancel      Preview</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)						
*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)								
<p>25.</p>	<p>Click on Visibility</p> <ul style="list-style-type: none"> <li>• External Only – Select if Posting only to External Applicants</li> <li>• Internal Only – Select if Posting only to Internal Applicants</li> <li>• Internal and External – Select if Posting only to both Internal and External Applicants</li> </ul> <p>Job Descriptions ?</p> <p>*Description Type Position Vacancy Announcement</p> <p>*Visibility Internal and External</p> <p>External Only</p> <p>Internal Only</p> <p>Internal and External</p>												
<p>26.</p>	<p>Select Internal and External</p>												
<p>27.</p>	<p>Click on Template</p>												



**Create Job Opening Process**

	<p><b>Posting Information</b></p> <p><b>Job Postings</b> ?</p> <p>*Posting Title Accountant</p> <p><b>Job Descriptions</b> ?</p> <p>*Description Type Position Vacancy Announcement</p> <p>*Visibility Internal and External</p> <p>Template R1-Position Vacancy Announcement</p> <p>FLORIDA A&amp;M UNIVERSITY FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY</p> <p>Department/Recruiter may add unique wording for this job posting.</p> <p>Add Posting Description Delete Posting Description</p>												
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29.	<p><b>Click on Destination</b></p> <p><b>Job Posting Destinations</b> ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>OK Cancel Preview</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet					
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Internet													
30.	<b>Select Internet</b>												
31.	<p><b>Click on Posting Type</b></p> <p><b>Job Posting Destinations</b> ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p> <p>OK Cancel</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet	External Posting				
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32.	<p><b>Select a value of External Posting or Internal Posting</b></p> <p><b>Job Posting Destinations</b> ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Posting Destination</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet	External Posting				
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Internet	External Posting												
33.	<b>Click on Relative Open Date</b>												



**Create Job Opening Process**

	<p>0 - On Approval Date </p> <p>1 - One day after approval</p> <p>10 - Ten days after approval</p> <p>2 - Two days after approval</p> <p>3 - Three days after approval</p> <p>4 - Four days after approval</p> <p>5 - Five days after approval</p> <p>6 - Six days after approval</p> <p>7 - Seven days after approval</p> <p>8 - Eight days after approval</p> <p>9 - Nine days after approval</p>																																																																		
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36.	<p>Select a Date that the Job Opening should be removed from the Careers website</p> <p><b>Job Posting Destinations</b> ?</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>8/17/2018</td> <td>8</td> </tr> </tbody> </table> <p>Add Posting Destination</p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Internet	External Posting	0 - On Approval Date	08/09/2018	8/17/2018	8																																																						
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37.	<p>Optional: Can skip the Remove Date field and enter the number of days in the “Posting Duration” field.</p> <p>Position must be advertised for a minimum of seven calendar (7) days unless re-advertising a previous announcement. The posting duration days must reflect the number 8 in order to comply with advertising requirements.</p>																																																																		



**Create Job Opening Process**

	<p><b>Job Posting Destinations</b> ⓘ</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> <td>🗑️</td> </tr> <tr> <td>Internet</td> <td>Internal Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td></td> <td>8</td> <td>🗑️</td> </tr> </tbody> </table> <p><b>Add Posting Destination</b></p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)		Internet	External Posting	0 - On Approval Date	08/09/2018	08/17/2018	8	🗑️	Internet	Internal Posting	0 - On Approval Date	08/09/2018		8	🗑️
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38.	Click on Add Posting Destination																					
39.	<p>Repeat steps 30-38 to Add Posting Destination for Internal Posting</p> <p><b>Job Posting Destinations</b> ⓘ</p> <table border="1"> <thead> <tr> <th>*Destination</th> <th>*Posting Type</th> <th>Relative Open Date</th> <th>Post Date</th> <th>Remove Date</th> <th>Posting Duration (Days)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>External Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> <td>🗑️</td> </tr> <tr> <td>Internet</td> <td>Internal Posting</td> <td>0 - On Approval Date</td> <td>08/09/2018</td> <td>08/17/2018</td> <td>8</td> <td>🗑️</td> </tr> </tbody> </table> <p><b>Add Posting Destination</b></p>	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)		Internet	External Posting	0 - On Approval Date	08/09/2018	08/17/2018	8	🗑️	Internet	Internal Posting	0 - On Approval Date	08/09/2018	08/17/2018	8	🗑️
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40.	<p>Click on Preview push button</p> <p><b>OK</b>   <b>Cancel</b>   <b>Preview</b></p>																					



**Create Job Opening Process**

	<p><b>Vacancy Announcement</b></p> <p>Job Title Accountant          Job ID 2343          Location Tallahassee, FL - Main Campus          Full/Part Time Full-Time          Regular/Temporary Regular</p> <hr/> <p><a href="#">Return to Previous Page</a>      <a href="#">Switch to Internal View</a></p> <hr/> <p><b>Position Vacancy Announcement</b></p> <p style="text-align: center;"><b>FLORIDA A&amp;M UNIVERSITY</b>  <small>FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY</small></p> <p>DEPARTMENT/RECRUITER MAY ADD UNIQUE WORDING FOR THIS JOB POSTING.</p> <hr/> <p><a href="#">Return to Previous Page</a>      <a href="#">Switch to Internal View</a></p>
<p>41.</p>	<p>Optional: Click on Switch to Internal View link</p> <p><b>Vacancy Announcement</b></p> <p>Job Title Accountant          Job ID 2343          Location Tallahassee, FL - Main Campus          Full/Part Time Full-Time          Regular/Temporary Regular</p> <hr/> <p><a href="#">Return to Previous Page</a>      <a href="#">Switch to External View</a></p> <hr/> <p><b>Position Vacancy Announcement</b></p> <p style="text-align: center;"><b>FLORIDA A&amp;M UNIVERSITY</b>  <small>FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY</small></p> <p>DEPARTMENT/RECRUITER MAY ADD UNIQUE WORDING FOR THIS JOB POSTING.</p> <hr/> <p><a href="#">Return to Previous Page</a>      <a href="#">Switch to External View</a></p>
<p>42.</p>	<p>Click Return to Previous Page</p>



**Create Job Opening Process**

	<p><b>Manage Job Opening</b></p> <p>Save   Return   Recruiting Home   Search Job Openings   Create New   Clone   Add Note   No Category   Print Job Opening</p> <p>Job Opening ID 2343 Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT)</p> <p>Status 006 Pending Approval Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support &amp; Human) Job Family USPS (Univ Support System Personnel)</p> <p>Activity &amp; Attachments   <b>Details</b></p> <p>Job Information   Hiring Team   Screening   Job Postings   Qualifications   Approvals</p> <p>Job Postings ⓘ</p> <table border="1"> <thead> <tr> <th>Postings</th> <th>Primary Posting Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>Accountant</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Job Posting</p> <p>Save   Return   Recruiting Home   Search Job Openings   Create New   Clone   Add Note   No Category   Print Job Opening</p>	Postings	Primary Posting Title		Accountant		
Postings	Primary Posting Title						
Accountant							
43.	<p>Click on OK</p> <p>OK   Cancel   Preview</p>						
44.	<p>Click on “Save as Draft”</p> <p>Job Opening ID 2343 Job Posting Title Accountant Job Code 1427 (ACCOUNTANT) Position Number 17158000 (ACCOUNTANT) Primary Recruiting Location 1001 (Tallahassee, FL - Main Campus)</p> <p>Status 005 Draft Business Unit FAM01 (FAMU Business Unit) Department 350700 (Administrative Support &amp; Human) Job Family USPS (Univ Support System Personnel)</p> <p>Job Information   Hiring Team   Screening   <b>Job Postings</b>   Qualifications</p> <p>Job Postings ⓘ</p> <table border="1"> <thead> <tr> <th>Postings</th> <th>Primary Posting Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>Accountant</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Job Posting</p> <p>Save and Submit   <b>Save as Draft</b>   Recruiting Home   Notification   Print Job Opening   Top of Page</p>	Postings	Primary Posting Title		Accountant		
Postings	Primary Posting Title						
Accountant							
45.	<p>Scroll to bottom of page Click on the Save and Submit button</p>						



**Create Job Opening Process**

<p>46.</p>	<p>Click on Recruiting Home link</p>
<p>47.</p>	<p>End of Create Job Opening Process</p>