

OneUSG Connect Training for Managers

STAFF POSTINGS: For any questions, please contact Kelly Pike or Maisie Kocher in Human Resources at 678-466-4230 or by email at KellyPike@clayton.edu or MaisieKocher@clayton.edu.

FACULTY POSTINGS: For any questions, please contact Tammy Wilson at 678-466-4102 or by email at TammyWilson@clayton.edu.



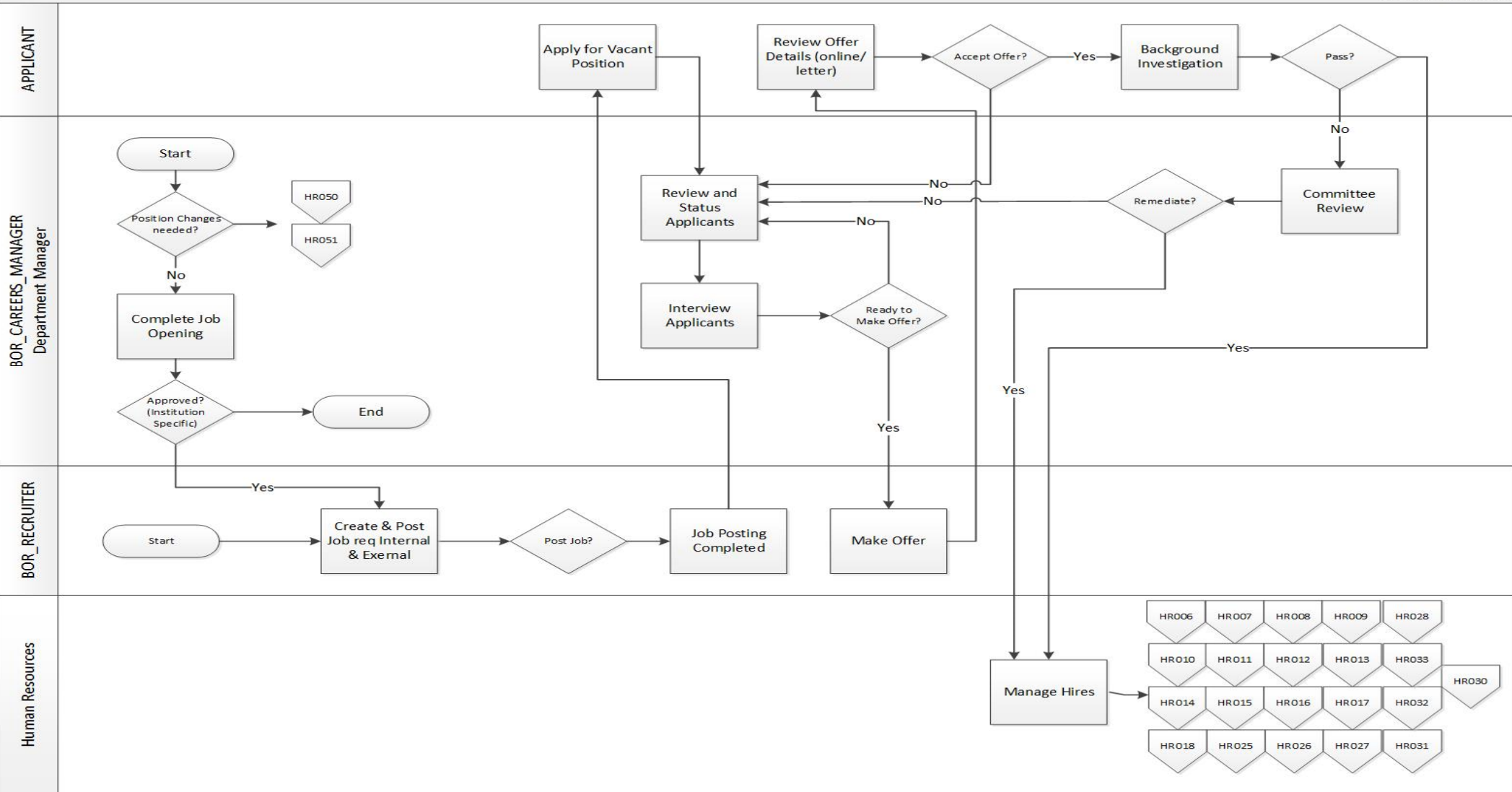
Careers: Manager Training

Creating Job Openings



CS001 – Recruiting and Onboarding General Requirements

Last Update: 01.01.2018



Job Opening Prerequisites

- Position Management **(Contact HR)**
 - Positions must have been created and funded prior to creating a job opening
 - Any modifications to existing Position Data (vacated positions) must be completed prior to creating a job opening



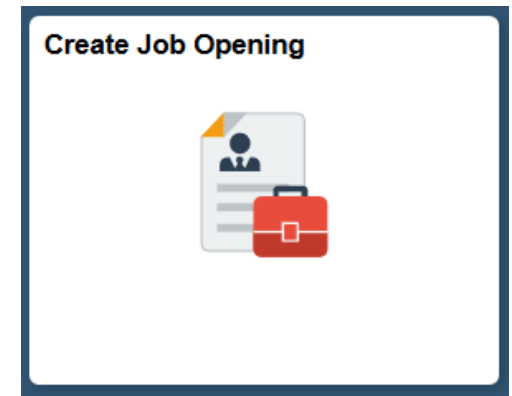
Job Openings

- **Job Openings** are personnel searches to fill vacant or soon-to-be vacant positions.
- Job Openings include the following components:
 - Job Details
 - Questionnaire
 - Job Posting
 - Hiring Team



Create a Job Opening

- To create a job opening, managers must login to OneUSG Connect and enter Manager Self Service.
- Click on the "Create Job Opening" tile



If managers are missing this tile, they will need to contact Human Resources.


Alternative Navigation


Navigator>Recruiting>Create Job Opening

Primary Job Opening Information


- Job Opening Type
 - **Standard Requisition** is the default value and cannot be changed by managers
 - Standard Requisitions are job openings attached to a specific position number


Primary Job Opening Information


 Recruiting Home


Job Details 


Job Opening Type

*Business Unit  Clayton State University

Position Number 

Department 

*Job Code 

*Recruiting Location 

*Job Posting Title


Note: Certain fields will be greyed out and managers will not be able to interact with them.




Primary Job Opening Information


- Job Opening Type
 - **Continuous Job Openings** do not require position numbers
 - Do not require approvals
 - For example, these may be ongoing job pools
 - *Only HR can create Continuous Job Openings*


Primary Job Opening Information


 Recruiting Home


Job Details 


Job Opening Type

*Business Unit  Clayton State University

Position Number 

Department 

*Job Code 

*Recruiting Location 

*Job Posting Title


Note: Certain fields will be greyed out and managers will not be able to interact with them.




Primary Job Opening Information


- Business Unit
 - Users default business unit (institution) will appear
- Position Number
 - Enter the position number that you are creating the job opening to fill.
 - Contact the Budget Office if you are unsure of the correct position number – Scott McElroy (678) 466-4245.


Primary Job Opening Information


 Recruiting Home


Job Details 


Job Opening Type

*Business Unit  Clayton State University

Position Number 

Department 

*Job Code 

*Recruiting Location 

*Job Posting Title

Note: Certain fields will be greyed out and managers will not be able to interact with them.



Note


Users must restart the job opening creation process, if the wrong position number is chosen.




Primary Job Opening Information


- Recruiting Location
 - Select the appropriate campus


Primary Job Opening Information


 Recruiting Home


Job Details 


Job Opening Type

*Business Unit  Clayton State University

Position Number 

Department 

*Job Code 

*Recruiting Location 

*Job Posting Title


Note: Certain fields will be greyed out and managers will not be able to interact with them.




Primary Job Opening Information


- Job Posting Title
 - If a valid position number was entered, the position title will populate in this field
 - Manager may change the title if necessary


Primary Job Opening Information


 Recruiting Home


Job Details 


Job Opening Type

*Business Unit  Clayton State University

Position Number 

Department 

*Job Code 

*Recruiting Location 


*Job Posting Title


Note: Certain fields will be greyed out and managers will not be able to interact with them.




Primary Job Opening Information


Primary Job Opening Information

 Recruiting Home

Job Details 


Job Opening Type Standard Requisition

***Business Unit**  Clayton State University

Position Number  Senior Lecturer

Department English

Job Code 204X01 Senior Lecturer

***Recruiting Location** 

***Job Posting Title**

[Continue](#)

Once you have complete the **Primary Job Opening Information** page, click on [Continue](#)



Navigation

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW
Job Posting Title Senior Lecturer
Job Code 204X01 (Senior Lecturer)
Position Number 10005574 (Senior Lecturer)

Status 005 Draft
Business Unit 51000 (Valdosta State Unive
Department 1111040 (English)
Primary Recruiting Location 1258 (Valdosta State Univers

Note: Position-specific details are shown in the banner at the top of the page

Job Details | Questionnaire | Job Posting | Hiring Team

Opening Information

Navigate Job Openings using these tabs

Standard Requisition
0095157 Traycee Martin
01/04/2018

Openings to Fill: Limited Number of Openings
Target Openings: 1
Available Openings: 1

Status Code: 005 Draft
Status Reason:
Status Date: 01/04/2018
Desired Start Date:

Employees Being Replaced

*Employee ID	Name
1	

Add Employee

Use the "Save as Draft" button to save work as you progress through the job posting

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Top of Page

Job Details

- Openings to fill
 - If you will be filling a finite number of vacancies, then select **Limited Number of Openings**
 - If you do not have pre-determined number of vacancies, select **Unlimited Number of Openings**

Opening Information ?

Job Opening Type Standard Requisition
Created By 0095157 Traycee Martin
Created 01/04/2018

*Openings to Fill Limited Number of Openings
Target Openings 1
Available Openings 1

Status Code 005 Draft
Status Reason
Status Date 01/04/2018

Desired Start Date

Employees Being Replaced

*Employee ID	Name
1	

Add Employee



Job Details

- Target Openings
 - Use the Target Openings field to indicate how many people can be hired for this job opening
- Available Openings
 - The Available Openings field populates with data from the Target Openings field
 - As applicants are hired, the system adjusts the number of available openings to show how many spots are still open

Opening Information ?

Job Opening Type Standard Requisition
Created By 0095157 Traycee Martin
Created 01/04/2018

***Openings to Fill** Limited Number of Openings
Target Openings
Available Openings

Status Code 005 Draft
Status Reason
Status Date 01/04/2018

Desired Start Date

Employees Being Replaced

*Employee ID	Name
1 <input type="text"/>	

- Status Code
 - This will always be draft
 - Once the job opening has been approved, the status code will be “Open”

Opening Information ?

Job Opening Type Standard Requisition
Created By 0095157 Traycee Martin
Created 01/04/2018

***Openings to Fill** Limited Number of Openings
Target Openings
Available Openings

Status Code 005 Draft
Status Reason
Status Date 01/04/2018

Desired Start Date

Employees Being Replaced


*Employee ID	Name
1 <input type="text"/>	





- Status Reason
 - Select the reason for filling the vacancy
 - Here are the list of reasons:
 - Job Posting Reopened
 - New Position
 - Position Vacated
 - Temporary Assignment

Opening Information ?

Job Opening Type Standard Requisition

Created By 0095157  Traycee Martin


Created 01/04/2018 

***Openings to Fill** Limited Number of Openings 


Target Openings

Available Openings


Status Code 005 Draft

Status Reason 

Status Date 01/04/2018

Desired Start Date 

Employees Being Replaced

	*Employee ID	Name
1	<input type="text"/> 	



Job Details

- Desired Start Date (Optional)
 - What is the anticipated start date for this employee(s)
- Employees Being Replaced (Optional)
 - You may enter or search for the employee being replaced

Opening Information ?

Job Opening Type Standard Requisition
Created By 0095157 Traycee Martin
Created 01/04/2018

***Openings to Fill** Limited Number of Openings
Target Openings
Available Openings

Status Code 005 Draft
Status Reason
Status Date 01/04/2018

Desired Start Date

Employees Being Replaced

	*Employee ID	Name
1	<input type="text"/>	



Job Details

Job Opening

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW
Job Posting Title Senior Lecturer
Job Code 204X01 (Senior Lecturer)
Position Number 10005574 (Senior Lecturer)

Status 005 Draft
Business Unit 51000 (Valdosta State University)
Department 1111040 (English)
Primary Recruiting Location 1258 (Valdosta State University)

[Job Details](#) | [Questionnaire](#) | [Job Posting](#) | [Hiring Team](#)

Opening Information

Job Opening Type Standard Requisition
Created By 0095157 Traycee Martin
Created 01/04/2018

***Openings to Fill** Limited Number of Openings
Target Openings 1
Available Openings 1

Status Code 005 Draft
Status Reason New Position
Status Date 01/04/2018

Desired Start Date 02/01/2018

Employees Being Replaced

*Employee ID	Name
1 0002489	Paul Campiglia

[Add Employee](#)

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

[Top of Page](#)

Once you have completed the Job Details tab, click on the Questionnaire Tab



Questionnaire

- Screening Questions
 - These are questions posed to applicants on job applications
 - Answers to these questions can be used to determine their eligibility for positions

The screenshot displays a web interface for managing job applications. At the top, there are tabs for 'Job Details', 'Questionnaire', 'Job Posting', and 'Hiring Team'. Below the tabs, there are sections for 'Additional Job Specifications', 'Screening Questions', and 'Applicant Screening'.

Additional Job Specifications

Find | View All First 1 of 1 Last

Screening Questions

*Question	Question Order	Action
<input type="text"/>	<input type="text"/>	View Answers

Buttons: Add Screening Question, Load from Question Set

Applicant Screening

Job Code 200X00 Professor

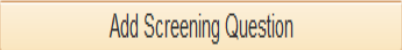
Max Total Points Must Pass Previous Levels

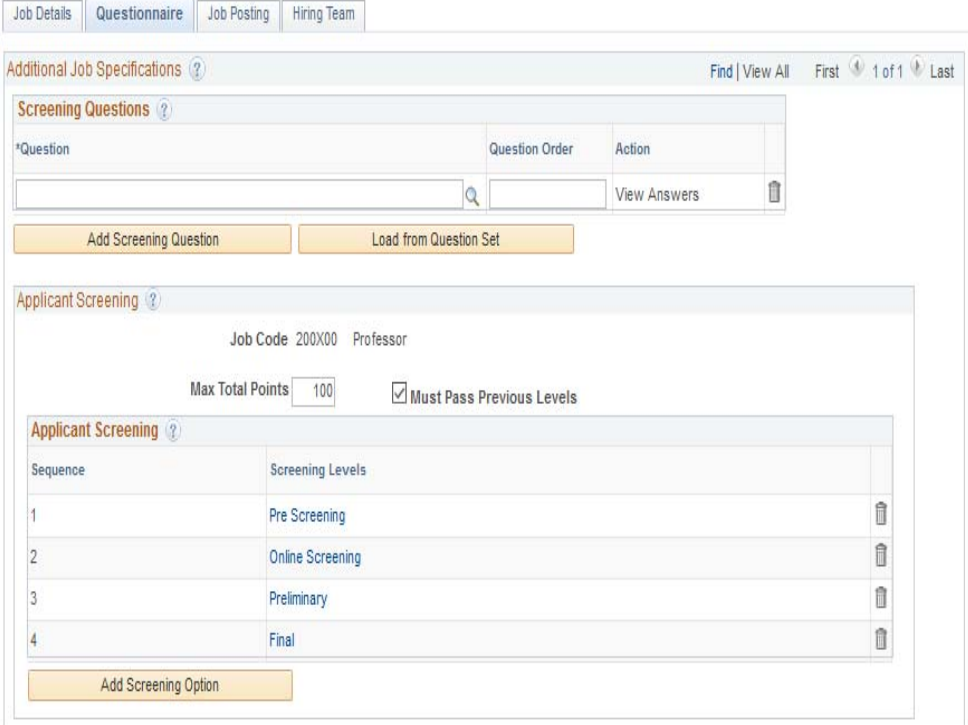
Applicant Screening

Sequence	Screening Levels	
1	Pre Screening	
2	Online Screening	
3	Preliminary	
4	Final	

Button: Add Screening Option

Questionnaire


- Screening Questions
 - A standard set of **required** questions will appear on all job openings
 - Managers may add additional, existing screening questions by clicking on the  button

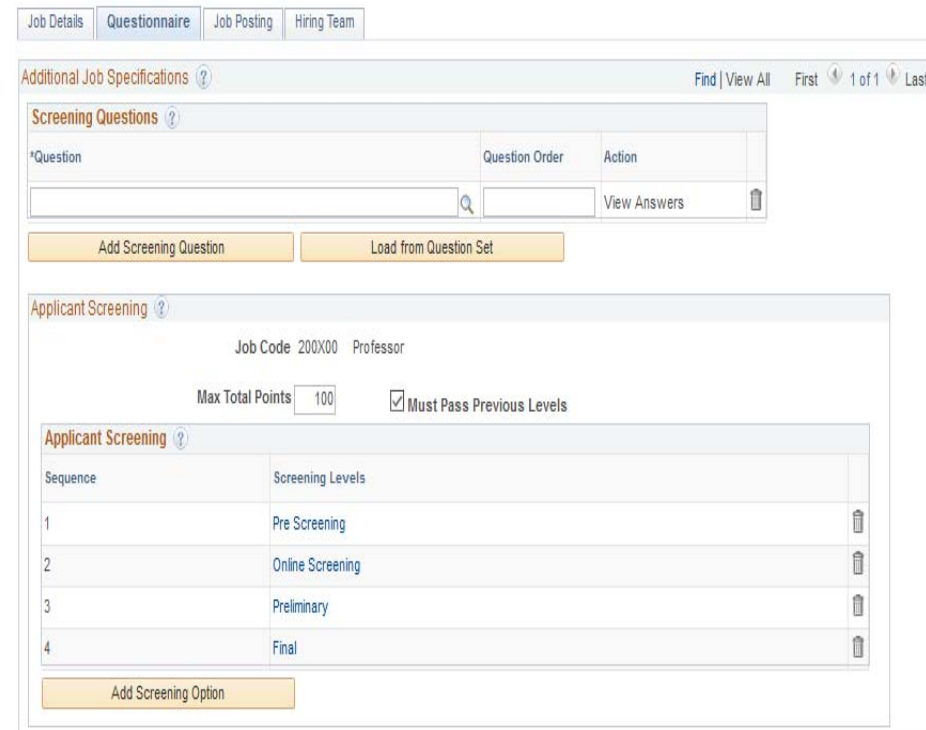


The screenshot shows a web interface for managing screening questions. At the top, there are tabs for 'Job Details', 'Questionnaire', 'Job Posting', and 'Hiring Team'. Below the tabs, there are sections for 'Additional Job Specifications' and 'Applicant Screening'. The 'Additional Job Specifications' section includes a search bar and a table with columns for 'Question', 'Question Order', and 'Action'. Below this table are buttons for 'Add Screening Question' and 'Load from Question Set'. The 'Applicant Screening' section shows 'Job Code 200X00 Professor' and 'Max Total Points 100'. There is a checkbox for 'Must Pass Previous Levels' which is checked. Below this, there is a table for 'Applicant Screening' with columns for 'Sequence' and 'Screening Levels'. The table lists four screening levels: 1. Pre Screening, 2. Online Screening, 3. Preliminary, and 4. Final. Each row has a trash icon. Below the table is a button for 'Add Screening Option'.

Sequence	Screening Levels
1	Pre Screening
2	Online Screening
3	Preliminary
4	Final

Questionnaire

- Screening Questions
 - Institutions may create a standard set of questions
 - Add a question set using the  button
 - Only Human Resources can create question sets



The screenshot displays a web interface for managing questionnaires. At the top, there are tabs for 'Job Details', 'Questionnaire', 'Job Posting', and 'Hiring Team'. Below the tabs, there are navigation links: 'Additional Job Specifications', 'Find | View All', 'First', '1 of 1', and 'Last'. The main content area is divided into two sections: 'Screening Questions' and 'Applicant Screening'.

The 'Screening Questions' section contains a table with the following structure:

*Question	Question Order	Action
<input type="text"/>	<input type="text"/>	View Answers

Below the table are two buttons: 'Add Screening Question' and 'Load from Question Set'.

The 'Applicant Screening' section shows details for a specific job: 'Job Code 200X00 Professor'. It includes a 'Max Total Points' field set to '100' and a checked checkbox for 'Must Pass Previous Levels'. Below this is a table for 'Applicant Screening' levels:

Sequence	Screening Levels	
1	Pre Screening	
2	Online Screening	
3	Preliminary	
4	Final	

At the bottom of the 'Applicant Screening' section is an 'Add Screening Option' button.

Screening

Online Screening

- In effect as applicants apply to job openings.
- Questions slated for online screening can disqualify applicants from your search and place them in "Reject" list.
- Online screening applies this requirement instantly
- No opportunity for a human to review screening results before applying them.

Manual Screening

- occurs once the applicant pool has been established and the job posting is closed.
- Recruiters will manually run a process to rank applicants based on their answers to selected questions.

Applicant Screening ?	
Sequence	Screening Levels
1	Online Screening
2	Manual Screening



Note

Only Human Resources can
create new screening questions.



Questionnaire

Job Details | Questionnaire | **Job Posting** | Hiring Team

Additional Job Specifications [?](#) Find | View All First 1 of 1 Last

Screening Questions [?](#)

*Question	Question Order	Action
Drug Screen and/or Physc Exam	1	View Answers
Background Check	2	View Answers
Current or Former USG Employee	12	Enter Evaluators
Retiree Yes or No	3	View Answers
Georgia State Retiree	4	View Answers
Domestic Partner or Relatives	14	Enter Evaluators
Currently enrolled in classes	5	View Answers
legally eligible for employmen	6	View Answers
Now or future sponsorship req?	7	View Answers
Discharged or forced to resign	13	Enter Evaluators
Goodstanding	8	View Answers
Org mbmrshp US or State Govern	11	Enter Evaluators
18 years of age or older	9	View Answers
Work Ready Certification	10	View Answers

[Add Screening Question](#) [Load from Question Set](#)

Applicant Screening [?](#)

Job Code 200X00 Professor

Max Total Points Must Pass Previous Levels

Sequence	Screening Levels
1	Pre Screening
	Online Screening

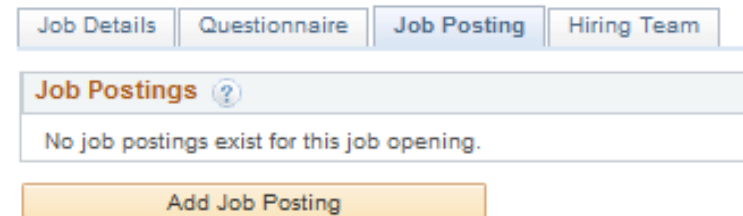
javascript:DoBackClassic()

Once you have completed the Questionnaire tab, click on the Job Posting Tab



Job Posting

- Job Postings are the advertisements that candidates view before applying to positions



Job Postings

External Postings


- Postings exposed to the world-wide web
- Candidates can be from anywhere
- USG Employees outside of the institution will apply as external candidates

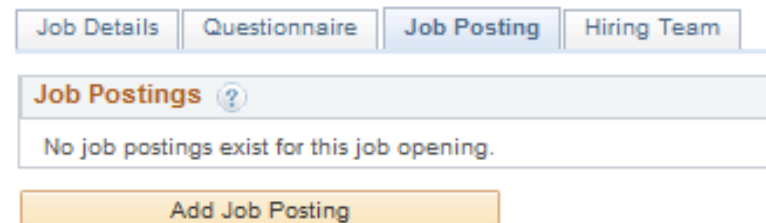
Internal Postings

- Only current institution employees can apply



Job Posting

- Start by clicking on the  button



Job Posting

The screenshot shows a web-based form for creating a job posting. The form is divided into several sections:

- Job Postings:** Contains a text field for the posting title, currently set to "Professor".
- Job Descriptions:** Contains dropdown menus for "Description Type" and "Visibility". The "Visibility" dropdown is highlighted with a red box and labeled "Visibility: Internal, External, or both".
- Rich Text Editor:** A text area for the job description with a toolbar containing various editing tools.
- Buttons:** Two buttons are located below the text editor: "Add Posting Description" and "Delete Posting Description".
- Job Posting Destinations:** A table with columns for "Destination", "Posting Type", "Relative Open Date", "Post Date", "Remove Date", and "Posting Duration (Days)".
- Footer:** "OK", "Cancel", and "Preview" buttons.

Red callout boxes with arrows point to the following elements:

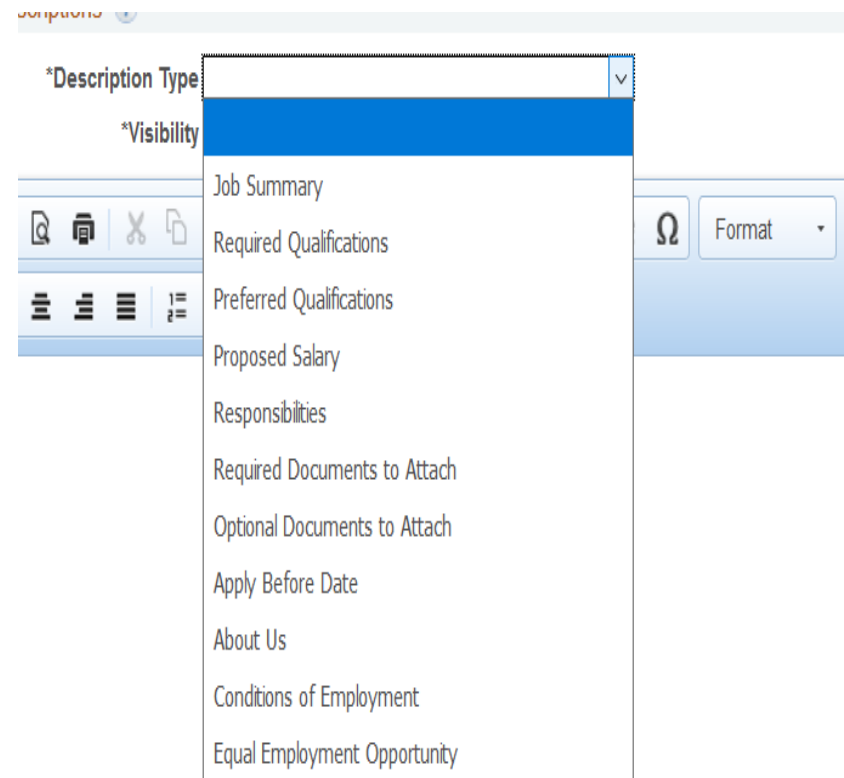
- Advertised Title:** Points to the "Posting Title" field.
- Field Name:** Points to the "Description Type" dropdown.
- Visibility: Internal, External, or both:** Points to the "Visibility" dropdown.
- Add an additional field:** Points to the "Add Posting Description" button.
- Remove current field:** Points to the "Delete Posting Description" button.

Once you have verified that the correct posting title is displayed, selected a field name, and selected visibility, add field text to be displayed.



Job Posting

- Description Types
 - These are the fields displayed on a job posting



Description Types (Job Posting Fields)

Field	Description	Example
Job Summary	This is a brief description of the position.	<i>The CHRO position will provide vision, leadership, management, and strategic planning for inclusion initiatives, and guide work toward the assessment...</i>
Required Qualifications	What qualifications are required for successful candidates? This may include educational & experiential job requirements. If a candidate does not meet these qualifications, then they may not be hired	<i>This position requires a bachelors degree in a related field.</i>
Preferred Qualifications	Preferred, on the surface, means, "it would also be nice if you had these."	<i>Ideal candidates will have a masters in Business Management or a related field.</i>
Proposed Salary	What is the base pay for this position?	<i>This position will receive a compensation of \$50,000.00 annually.</i>
Responsibilities	What is this position responsible for?	<i>Responsibilities for this position include: using current and appropriate admissions policy and procedures to determine eligibility for acceptance to the University...</i>

Description Types (Job Posting Fields)

Field	Description	Example
Required Documents to Attach	What documents must an applicant attach for their application to be reviewed?	<i>Successful candidates will attach a curriculum vitae and statement of interest.</i>
Optional Documents to Attach	What documents are applicants encouraged to attach, but not required so to do?	<i>Candidates may submit their course schedule for hiring manager review.</i>
Apply Before Date	Priority application review date	<i>Applications received by February 1, 2018...</i>
About Us	This is a brief statement about the institution or campus to attract applicants.	<i>Located in historic Milledgeville, GA, Georgia College combines the educational experience expected at esteemed private liberal</i>
Equal Employment Opportunity Statement	This is the institutional EEO statement.	<i>It is the policy of Valdosta State University to employ people of the highest quality available based on ability, experience...</i>

Job Posting

- Visibility

Each field must be marked as one of the following:

- External

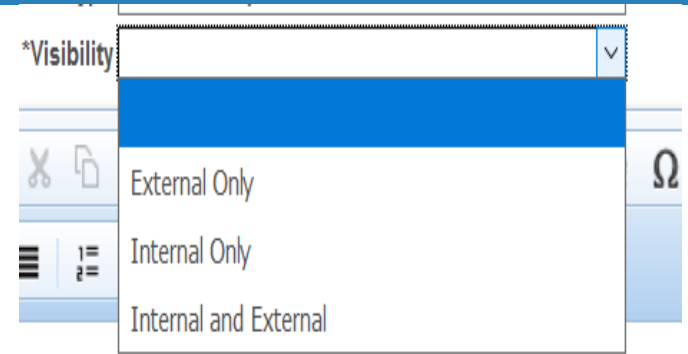
- Field viewable only to outside candidates

- Internal

- Field viewable to only internal candidates




- Internal and External

- Field viewable to both outside and internal candidates



Job Postings

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
GCSU Faculty Postings	Internal Posting	0 - On Approval Date	01/04/2018	02/03/2018	30	
GCSU Faculty Postings	External Posting	0 - On Approval Date	01/04/2018		30	


Add Posting Destination

Posting Destinations

- Select the appropriate job board(s) to house advertisements and length of time to be posted
- Each institution will have unique posting destinations
- Most postings will be both internal and external



Job Posting

- Click the  button to see how the posting will appear to applicants

Job Description

Job Title Senior Lecturer

Job ID 1147

Location Valdosta State University

Full/Part Time Full-Time

Regular/Temporary Regular

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Summary

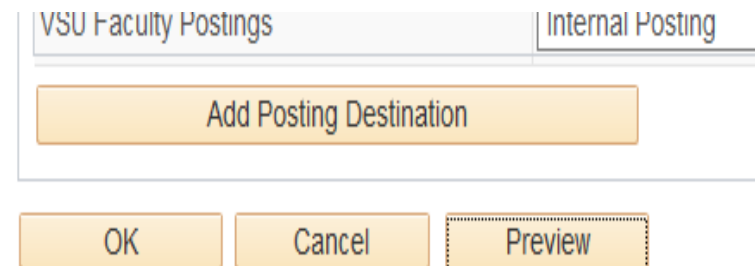
The Ina Dillard Russell Library seeks applications for a tenure-track Assessment Librarian at the rank of Assistant Professor. Reporting to the Director of University Library, this position will maintain and creatively enhance a assessment program that informs decision-making, services and learning spaces. Primary assessment duties include analysis and reporting of usage and web-based feedback, development and administration of user needs assessment related to library services and spaces and participation in consortial and institutional assessment activities.

Required Qualifications

ALA-accredited Masters degree in Library & Information Science. Please note: all degrees must be conferred by an accredited institution by the hire date)
Two to three years professional experience working in an academic or research library
Experience with assessment and accreditation efforts
Experience with user experience and engagement efforts
Proven ability to coordinate and manage projects effectively
Demonstrated ability to work independently or collaboratively with staff and users
Experience working cooperatively with people from diverse backgrounds

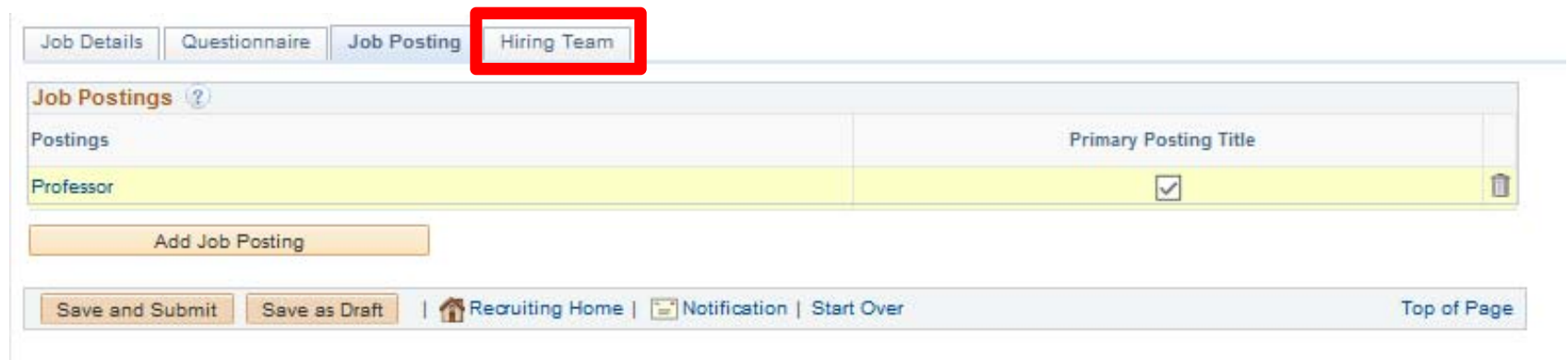
Job Posting

- Finished with the Posting?
- Click on the [OK] button to move forward with the process



The screenshot shows a web interface for job postings. At the top, there are two tabs: 'VSU Faculty Postings' (selected) and 'Internal Posting'. Below the tabs is a large orange button labeled 'Add Posting Destination'. At the bottom of the interface are three buttons: 'OK', 'Cancel', and 'Preview'. The 'Preview' button has a dashed border, indicating it is the current focus or the next step in the process.

Job Posting



The screenshot shows a web interface for job postings. At the top, there are four tabs: 'Job Details', 'Questionnaire', 'Job Posting', and 'Hiring Team'. The 'Hiring Team' tab is highlighted with a red rectangular box. Below the tabs is a section titled 'Job Postings' with a help icon. It contains a table with two columns: 'Postings' and 'Primary Posting Title'. The first row in the table has 'Professor' in the 'Postings' column and a checked checkbox in the 'Primary Posting Title' column. Below the table is an 'Add Job Posting' button. At the bottom of the interface, there are buttons for 'Save and Submit', 'Save as Draft', and a navigation bar with links for 'Recruiting Home', 'Notification', and 'Start Over'. A 'Top of Page' link is also present on the right side.

Postings	Primary Posting Title
Professor	<input checked="" type="checkbox"/>

Once you have completed the Job Posting, click on "Hiring Team" to proceed further.



Hiring Team

- Hiring Teams consist of:
 - Recruiters
 - Hiring Managers
 - Search Committee Members
 - **A Committee Chair must be added as a Hiring Manager in order to have access to the same functions

Assignments ?
Recruiters ?
No Recruiters have been added to this Job Opening
Add Recruiter
Hiring Manager ?
No Hiring Managers have been added to this Job Opening
Add Hiring Manager
Search Committee Members ?
No Search Committee Members have been added to this Job Opening
Add Search Committee



Hiring Team

- Recruiters
 - Who in Human Resources should be responsible for sheparding this job opening?

Assignments ?
Recruiters ?
No Recruiters have been added to this Job Opening
Add Recruiter
Hiring Manager ?
No Hiring Managers have been added to this Job Opening
Add Hiring Manager
Search Committee Members ?
No Search Committee Members have been added to this Job Opening
Add Search Committee



Hiring Team

- Hiring Manager- **REQUIRED**
 - Select the hiring manager(s) for the position
 - **The Committee Chair will need to be added here
 - Selected hiring managers will have access to the job postings using the **Open Jobs** tile

Assignments ?
Recruiters ?
No Recruiters have been added to this Job Opening
<input type="button" value="Add Recruiter"/>
Hiring Manager ?
No Hiring Managers have been added to this Job Opening
<input type="button" value="Add Hiring Manager"/>
Search Committee Members ?
No Search Committee Members have been added to this Job Opening
<input type="button" value="Add Search Committee"/>



Hiring Team

- Search Committee
 - Who will need access to review applications?
 - Not Required

Assignments ?
Recruiters ?
No Recruiters have been added to this Job Opening
Add Recruiter
Hiring Manager ?
No Hiring Managers have been added to this Job Opening
Add Hiring Manager
Search Committee Members ?
No Search Committee Members have been added to this Job Opening
Add Search Committee



Save and Submit

- Once you have completed all sections of a job opening, click on the **Save and Submit** button to submit the job opening for approval

The screenshot displays a web interface for managing job openings. It features four main sections, each with a title, a status message, and an 'Add' button:

- Assignments**: A question mark icon is next to the title. Below it, the text reads 'No Recruiters have been added to this Job Op'. An orange button labeled 'Add Recruiter' is positioned below the text.
- Hiring Manager**: A question mark icon is next to the title. Below it, the text reads 'No Hiring Managers have been added to this J'. An orange button labeled 'Add Hiring Manager' is positioned below the text.
- Search Committee Members**: A question mark icon is next to the title. Below it, the text reads 'No Search Committee Members have been ad'. An orange button labeled 'Add Search Committee' is positioned below the text.

At the bottom of the interface, there is a row of three buttons: 'Save and Submit' (highlighted with a red border), 'Save as Draft', and a home icon followed by 'Re'.

Approvals

- Each institution has created determined approval paths for transactions submitted in HCM
- Once the Job Opening has been approved, it will be posted

