



Checklist

<b>Navigation</b>	
Navigate to <b>Manager Self Service (MSS)</b> to access the <b>Create Job Opening</b> tile	
<b>1. On the Primary Job Opening Information page:</b>	
Enter the <b>Position Number</b> for the job you are filling. If you do not know the position number, contact the Budget department.	<input type="checkbox"/>
Enter the <b>Recruiting Location</b> if it does not default.	<input type="checkbox"/>
Click <b>Continue</b> .	<input type="checkbox"/>
<b>2. On the Job Details tab, Opening Information section:</b>	
Select the <b>Status Reason</b> : "Job Posting Re-Opened", "New Position", "Position Vacated", or "Temporary Assignment."	<input type="checkbox"/>
Leave <b>Desired Start Date</b> blank.	<input type="checkbox"/>
If applicable, you may enter the <b>Employees Being Replaced</b> .	<input type="checkbox"/>
Click <b>Save as Draft</b> .	<input type="checkbox"/>
<b>3. On the Job Posting tab, Job Postings section:</b>	
Click <b>Add Job Posting</b> .	<input type="checkbox"/>
<b>4. On the Posting Information page, Job Postings section:</b>	
If a non-person profile is in place for this position or job code, the fields will populate.	<input type="checkbox"/>
<b>5. On the Posting Information page, Job Posting Destinations:</b>	
There will be a row for "External Posting" and "Internal Posting." Delete the row if it is not appropriate, using the icon to the far right.	
Press the <b>OK</b> button at the bottom of the page.	<input type="checkbox"/>
<b>6. On the Hiring team tab, Assignments section:</b>	
Select "Add Recruiter Team" to indicate who in HR is responsible for the position. Choose <b>1009 MGA Recruiters</b> . Select a Recruiter to be the Primary Recruiter.	<input type="checkbox"/>
Select "Add Hiring Manager" to indicate the hiring manager responsible for this position.	
Select "Add Search Committee" to identify people on the hiring team who should have access to the applicant information. <b>Do not</b> list a Recruiter or Hiring Manager on the Search Committee as it will interfere with system access.	<input type="checkbox"/>
Once Finished, Click <b>Save and Submit</b> .	<input type="checkbox"/>



<b>7. On the Approvals tab:</b>	
View the Approval Chain and status at any time.	<input type="checkbox"/>
Once the Job Opening has been approved, it will be posted on the Approval Date.	
Click the Home icon or another navigation to leave the job opening. You are finished.	<input type="checkbox"/>