Business Process Document

Process Name	**Creating a Job Opening**
Department	**Human Resources**
Process Purpose	**Creating a Job Opening in OneUSG**
Effective Date	**March 2022**
Revision Date	**July 2022**

Process Overview:

A job opening should be created when:

- There is a vacant position, or soon to be vacant position to be filled.

This document provides step-by-step instructions on creating a Standard Job Opening. Standard Job Openings can be created by Recruiters or Hiring Managers.

Prerequisites:

- You will need the following information prior to beginning the process of creating a Job Opening:
  - ✓ Job Description (refer to KSU Job Descriptions Library)
  - ✓ Position Number
  - ✓ Department Number
  - ✓ Job Code
  - ✓ Recruiter Name
  - ✓ Search Committee Members
  - ✓ Budgeted Dollars
  - ✓ Location
  - ✓ Special responsibilities or qualifications
  - ✓ Name of prior incumbent, if applicable
  - ✓ Justification statement (optional)
- **Verify position number data** is updated correctly in OneUSG.
- **Schedule an in-take meeting** with your Recruiter to confirm your shared hiring approach.
- *If special duties are required, work with your Business Partner and Compensation to modify the job description or develop an Addendum.*

Step by Step Process:

1. Log into OneUSG Connect.
2. On the Manager Self Service screen, select Create Job Opening.

Create Job Opening

3. Enter Job Details, then click continue.
   ▪ *'Standard Requisition' is the default value attached to a specific position and cannot be changed by managers.*
   ▪ *'Continuous Job Openings' are not linked to position numbers and may only be created by recruiters (candidates may apply to a Continuous Job Opening but must be linked and hired under a Standard Requisition with an associated position number).*
   ▪ *Once you enter position number, the remaining fields will automatically populate.*
4. **Job Details** tab.
   ▪ *Position specific details display in the banner at the top of the panel.*

Job Opening

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

Job Opening ID NEW	**Status** 005 Draft
Job Posting Title Food Service Worker - Commons	**Business Unit** 43000 (Kennesaw State University)
Job Code 810X25 (Dining Room Attendant)	**Department** 1230100 (AUX-KSU Dining Services)
Position Number 10040175 (Dining Room Attendant)	**Primary Recruiting Location** 1035 (Kennesaw, Georgia)

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

Opening Information ⑦

Template ID	▪ **2012**- Resume & Cover Letter Required (standard) ▪ **2016**- No Required Attachments
Openings to Fill	▪ If you will be filling a finite number of openings, select **'Limited Number of Openings'** ▪ If you do not have a pre-determined number of openings, select **'Unlimited Number of Openings'**
Target Openings	▪ Target number of openings for this job posting
Available Openings	▪ As applicants are hired, the available openings show how many openings are remaining
Status Reason	▪ Select the reason for filling the position:

	o Job Posting Re-opening o New Position o Position Vacated o Temporary Assignment
Desired Start Date	▪ Select the anticipated start date
Employees Being Replaced	▪ You may enter or search the employee being replaced, if applicable
Background Check Package	▪ Verify the correct background check package is selected based on the information listed on the job description
Justification Statement	▪ Managers may disclose the justification statement for the position

- ▪   Click **Save as Draft.**
5. **Questionnaire** tab.
    - ▪   All KSU Job Openings will have the standard question set.
        - o   Click on **'Load from Question Set'** and select both:
            - ✓   **1024**- Standard Question Set
            - ✓   **1036**- KSU_Additional
        - o   Click **OK**.
        - o   Enter numbers under 'Question Order' and check **'Required'** for each question.
    - ▪   Questions not included in the standard set can be added by clicking **'Add Skills Question'** and choosing the applicable questions from the list provided.
        - o   To add an individual screening question, click on the magnifying glass icon.
        - o   *If there is a question you would like to add to your Job Posting that is not already on the list, managers should contact their recruiters for assistance.*
    - ★   *Recruiter Notes: Screening*
        - ★   *Recruiters can assign point values to Screening Questions and an Applicant's answers to questions can be used to eliminate them from the applicant pool.*
        - ★   *Online Screening takes effect as Applicants apply to Job Openings. Questions slated for online screening can disqualify Applicants from your search and place them in 'Reject' status. Online Screening, including prescreening, happens automatically; there is no opportunity to review applicant responses before the screening results are applied by the system.*
        - ★   *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 back on their answers to selected questions.*

6. **Job Posting** tab.
    - *Job Postings are the advertisements that candidates view before applying to positions.*
    - Click **'Add Job Posting'**.
    - **Posting Title:** Title that will be visible to applicants.
        - ★ *Recruiters <u>only</u> may modify to add a derivative behind the title such as department, college, or project.*
    - **Job Posting Description Panel:** The Job Summary, Required Qualifications, Responsibilities, Preferred Qualifications, Other Information, Knowledge, Skills and Abilities, and Equal Opportunity fields should automatically populate. ***Verify all information matches the Job Description and make necessary edits to formatting.***
    - Click '**Add Posting Description**' to add the following Description Types:

About Us	*Copy and Paste About Us Details:* Find your wings at KSU! Are you ready to join a community leading in innovative teaching and learning? Kennesaw State University is one of the 50 largest public institutions in the country. With our growing enrollment and global reach, we are enjoying increased prominence among Georgia's colleges. We offer more than 150 undergraduate, graduate, and doctoral degrees to over 43,000 students. Our entrepreneurial spirit, high-impact research, and Division I athletics also draw students from throughout the region and from 92 countries across the globe. Our university's vibrant culture, diversity, career opportunities, and rich benefits make us an employer of choice. We are searching for talented people to join our mission. Come to KSU and find your passion.
Location	*Select and enter position location details:* o Our Kennesaw campus is located at 1000 Chastain Road NW, Kennesaw, GA 30144. o Our Marietta campus is located at 1100 South Marietta Parkway, Marietta, GA 30060.
Proposed Salary	*Enter proposed salary information:* **Exempt positions:** *The salary rage for this position is between $XX (minimum salary) and $XX (budgeted amount). Offers will be based on candidate experience and budget availability.* **Hourly Dining, Public Safety, Custodian and Groundskeeper positions:** *The salary range for this position is $XX to $XX based on relevant experience.*
Background Check	**Edit Background Check Description to include the following:** Per the University System of Georgia background check policy, all final candidates will be required to consent to a criminal background investigation. Final candidates may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. Applicants for positions of trust with screening results which confirm a disqualifying criminal history will be immediately disqualified from employment eligibility.

<table>
<tr><td></td><td>All applicants are required to include professional references as part of their application process. Some positions may require additional job-based screenings such as motor vehicle report, credit check, pre-employment drug screening and/or verification of academic credentials.

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Background_Investigation_Employment.pdf</td></tr>
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- **Job Posting Destinations:** Both an External Posting and Internal Posting will default. A posting type can be deleted if not applicable by using the icon to the far right of the row.
  - o **Relative Open Date:** When the Job Posting will be visible to applicants.
  - o **Post Date:** The date the Job Posting will be posted internally and/or externally (dates may be different).
  - o **Remove Date:** Date the Job Posting should be removed from the internal/external sites. Leave blank to remain open until filled.
  - o Click **OK** to complete the Job Posting tab.
  - o Click **Save as Draft**.
7. **Required Attachments** tab.
   - Resume and Cover Letter are required documents without being listed here (*unless template ID 2016 was used*).
   - If no additional documents are required, move to the next step for Hiring Team.
   - To list additional Required Documents, click **Add Required Documents to Attach**. Use the magnifying glass to open the list of Required Documents that are programmed. Choose the document you want to require and click **Save**.
     - o *You may add attachment instructions for the applicant by returning to the Job Posting tab and adding a section for 'Special Applicant Instructions' as the Description type. Be sure to specify that they should use the Attachment Type of 'Additional Documents' when loading the file.*
8. **Hiring Team** tab.
   - Use the **Add Recruiter, Add Hiring Manager,** or **Add Search Committee** buttons to add members of the Hiring Team.
     - o **Recruiters Required:** Human Resource employee(s) responsible for the job opening.
     - o **Hiring Manager:** Hiring Manager(s) for this position. The Hiring Manager the applicant would report to should be Primary.
     - o **Search Committee:** Other employee(s) that need access to view applications (*Search Committee members cannot disposition applicants; only Hiring Managers and Recruiters*).
   - Click **Save and Submit** to submit the Job Opening for approval.