Procedures

1) Navigation
   
   Home > Recruiting > Create New Job Opening

2) The Find Job Openings page will be displayed
Find Job Openings

Enter Search Criteria

- Job Opening ID:
- Status:
- Most Recent Activity:
- Job Opening Type:
- Display Jobs:
- Originator:
- Business Unit:
- Position #:
- Title:

Search | Reset

Add Search Criteria

- a) Enter the Job Opening ID
- b) Add Search Criteria

Search | Reset

Click Search

a) If you know the Job Opening ID number, enter it in the Job Opening ID field.
b) If you do not know the Job Opening ID, enter any search criteria to narrow the results. None of the fields are required.
i) Status – If you know the status of the Job Opening, select it from the drop down. Otherwise, change the status to blank.

Note: You must change the status to blank to find all Job Openings. If you do not change the status, only those Job Openings with a status of 'Open' will be returned.

ii) Most Recent Activity – Choose a time period by which to search.

iii) Job Opening Type – Accept the default value of Standard Requisition.

iv) Display – Choose how the jobs are related to you.

v) Originator – Enter the EMPLID of the originator.

vi) Business Unit – Enter NIH00.

vii) Position # - Enter a position number.

viii) Title – Enter a Title.

c) Click the ‘Search’ button.
d) A list of Job Openings that meet the criteria will be displayed.

Find Job Openings

- Click icon to open Job Opening Search Criteria

3 Results Found. Click the hyperlink to select the Job Opening.

<table>
<thead>
<tr>
<th>Job Opening</th>
<th>ID #</th>
<th>Type</th>
<th>Location</th>
<th>Opened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>75038</td>
<td>Standard Requisition</td>
<td></td>
<td>11/07/2008</td>
</tr>
<tr>
<td>HR Specialist (Inf Sys)</td>
<td>75037</td>
<td>Standard Requisition</td>
<td></td>
<td>11/07/2008</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>75034</td>
<td>Standard Requisition</td>
<td>BETHELDA</td>
<td>10/27/2008</td>
</tr>
</tbody>
</table>

Create New Job

i) Click the Job Opening hyperlink to select the appropriate Job Opening.

ii) You may also create a new Job Opening by selecting the 'Create New Job Opening' button.

For Help Contact HR Systems Support:

Submit a help desk ticket:
http://intrahr.od.nih.gov/helpdeskform.htm

Email:
hrss@nih.gov
Website:
http://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm
Try It with OnDemand: