Overview

New Job Openings or Requisitions must be created by the Administrative/Management Office for recruit approval from the Recruiting menu before a New Hire PAR can be initiated. Once the Job Opening has been approved, it can be updated by HR offices. Please refer to the ‘New Hire Process’ user guide at the following link for additional information:

Note: Job openings are the same as Job Requisitions, and are similar to Blue52s and Recruit 52s. Job Requisitions are needed for Title 42 staff and require that all the fields be filled for.

Procedures

1) Navigation

Home > Recruiting > Create New Job Opening

![Menu]

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2) Creating New Job Opening

Job Opening

Posting Title: 
Job Opening Status: 005 Draft
Position Number: 
Business Unit: NIH00 National Institutes of Health

Opening Information

a) Recruit Requestor: 00115917 LEE, SHEKILAM
b) Date Opened: 06/02/2009

c) Target Openings: 1

d) Business Unit: NIH00 National Institutes of Health

e) Department:

f) Location:

Add Additional Locations

g) Status Code: 005 Draft

h) Status Date: 06/02/2009

i) Desired Start Date:

j) Recruitment Type:
k) Area of Consideration:
l) Staffing Specialist:
m) Selecting Official:

n) Position description:
o) CAN

p) Incentive Information

Non Standard Pay

Recruitment Incentive: Unknown
Relocation Incentive: Unknown
Physicians Comparability Allowance: Unknown
Physician and Dentist Pay: Unknown
a) **Recruit Requestor** – Your EMPLID and Name will be displayed.

b) **Date Opened** – Enter or select the date on which the job opening was created. The default date is today’s date.

c) **Target Openings** – Enter the number of jobs to be filled for this opening.

*Note: If there are multiple incumbencies, you can use one job requisition with multiple openings, only if all will have the same position number.*

d) **Business Unit** - Defaults to NIH00 (National Institutes of Health).

e) **Department** - Enter or select the Department associated with this posting. This field will be automatically populated if a Position Number is entered.

f) **Location** - Enter or select the Location associated with this posting. This field will be automatically populated if a Position Number is entered.

g) **Status Code** - Automatically populates as a ‘005 Draft’.

h) **Status Date** - Automatically populates with the Current Date.

i) **Desired Start Date** – Enter the date on which you would like the candidate to start work. This should always be the first day of a pay period (Sunday).

j) **Recruitment Type** – Select the appropriate type from the dropdown list.

i) ‘Internal’ – Only current NIH employees are considered.

ii) ‘Merit Promotion’ – Only current and previous Federal employees are considered.

iii) ‘Open Competition’ - All internal and external candidates are considered.

k) **Area of Consideration** - NIH will use the following Area of Consideration values:

i) ‘Internal’ - Only current NIH employees

ii) ‘Public’ - All sources

iii) ‘Status’ - Status only

l) **Staffing Specialist** – Enter or select the Staffing Specialist’s EMPLID

m) **Selecting Official** – Enter or select the Selecting Official’s EMPLID

n) **Position Description** -

i) Desk Audit – Observe day to day duties at a workstation

ii) New Classification – New position description

iii) PD Amendment – A PD whose major job duties have been modified or adding an addendum to an existing PD
iv) PD on file – Existing PD
v) Redescription – A PD whose major job duties have been modified
vi) Standard PD exists – Existing PD in QuickHire

o) **CAN** - Account code for the position(s)
p) **Incentive Information** (optional) – Select the appropriate choice
q) **Remarks** - Enter Timekeeper #, CAN #, Position Title, Series, Pay Plan, Grade, Reason and any other information that is important to note for this opening (e.g. multiple work locations, dual incumbency, etc.)

r) **Candidate Name Requests** – Select this link to access the Candidate Names Request page. You can enter the names of candidates you would like to be considered for this opening.

![Candidate Name Requests](image)

Note: Entering a NAME here does not mean the individual will be qualified or selected for the position. HR will continue to follow all the legal recruitment process not violating any OPM's hiring rules and guidelines. Do not initiate negotiations until an official cert has been issued by OHR.

s) **Description** – Occupational description/title

t) **Position Number** - Enter the Position Number or select it from a list by clicking the magnifying glass. Once it has been entered, the ‘Job Code’, ‘Company’, ‘Department’, and ‘Location’ fields will be automatically populated. If you do not know the Position Number, you may leave this field empty.

Note: If this position is being backfilled, you may obtain the correct Position Number from the prior incumbent’s job data. Position numbers are NOT the same as the PD number

u) **Job Code** - Enter or select the Job Code associated with this posting. This field will be automatically populated if a Position Number is entered.

v) **Add Positions** -

w) **Employees Being Replaced** - If this is a VICE, Enter or Select employee(s) being replaced.

x) **Recruiting Office** - Enter the Recruiting Office or click on the magnifying glass to select it. The Admin Code entered here determines the list of Authorizers and Approvers available below

y) **Recruit 1st Authorizer** – Click the magnifying glass to select the appropriate name. The list of names is determined by the Recruiting Office, Row Level security and Workflow Role.

z) **Recruit 2nd Authorizer** – Click the magnifying glass to select the appropriate name. The list of names is determined by the Recruiting Office, Row Level security and Workflow Role.
aa) **Recruit Approver** - Click the magnifying glass to select the appropriate name. The list of names is determined by the Recruiting Office, Row Level security and Workflow Role.

*Note: If the correct Authorizer or Approver names are not on the listing, verify the correct Recruiting Office was entered.*

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bb) 

- **Save & Submit** - Submits the Job Opening for Approval. See Example Recruiting approval diagram below.
- **Save as Draft** - Saves the Job Opening in 005 Draft Status. Requestor can go back to make any changes necessary in this save mode.
- **Cancel** - Discards any changes and resets the Job Opening

When the opening is submitted, the Job Approvals section will be displayed.
3) Approving the Job Opening

a) The Recruit 1st Authorizer will receive an email notification that a Job Opening has been submitted. The email contains a link to the Job Opening page.

From: Demo Two
To: Demo Four
Cc:  
Subject: Capital HR & R: Approval is Requested for Job Opening (75009) Human Res Spec(Info Sys/Class)

A Job Opening has been entered which requires your attention.

Job Opening ID: 75009
Posting Title: Human Res Spec(Info Sys/Class)

To view this Job Opening, visit:

action=6&HRS_JOB_OPENING_ID=75009

b) A worklist item will be created for the Recruit 1st Authorizer.

c) Select the hyperlink from either the email or the worklist to navigate to the Job Opening approvals page.
d) The Job Opening will be displayed. Scroll to the bottom of the page and select the Approvals link.

Job Opening Details: Approvals

e) The Job Approvals Section will be displayed.

![Job Approvals Diagram]

- Enter any comments.
- Select either the Approve or Deny button
  - **Approve**
    - Routes the Job Opening to next Authorizer
      - An email notification is sent to the Recruit 2nd Authorizer
      - A worklist item is created for the Recruit 2nd Authorizer
    - The status box for the Recruit 1st Authorizer changes to Approved and the status for the Recruit 2nd Authorizer changes to Pending.
    - Any comments entered appear in the Approval Comment History section.
(2) Deny – Returns the Job Opening to the Requestor

f) The Recruit 2nd Authorizer will repeat the process to route the Job Opening to the Approver.
   i) An email notification is sent to the Approver
   ii) A worklist item is created for the Approver

g) Once the Recruit Approver clicks the Approve button, the Job Approvals page will display ‘Approved’. CLICK on the ‘Notify’ button to send the Job Opening to the HR Office.

Note: HR will not automatically receive an email that the Job Opening has been approved. You must use the ‘Notify’ feature to notify HR of the Job Opening.

h) Selecting the ‘Notify’ button will allow the user to send a customized email notification.
   i) Use the Lookup Recipient hyperlink to find the appropriate recipient of the notification.
   ii) Verify the correct email is displayed.
   iii) Enter any messages you would like to include on the email notification.
Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semicolon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Processing Buttons

i) **OK** or **Apply** – Select to send the notification

ii) **Cancel** – Select to cancel to exit the page without sending the notification.

For Help Contact HR Systems Support:

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

Email:
hrss@nih.gov

Website:
https://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm

Try It with OnDemand:
http://webcastor.hrs.psc.gov/ehr/PHAC/EHRPTrainingManual/toc.html