



## **Miami-Dade County**

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# **Create a Job Opening Job Aid**

**Version 1.0**

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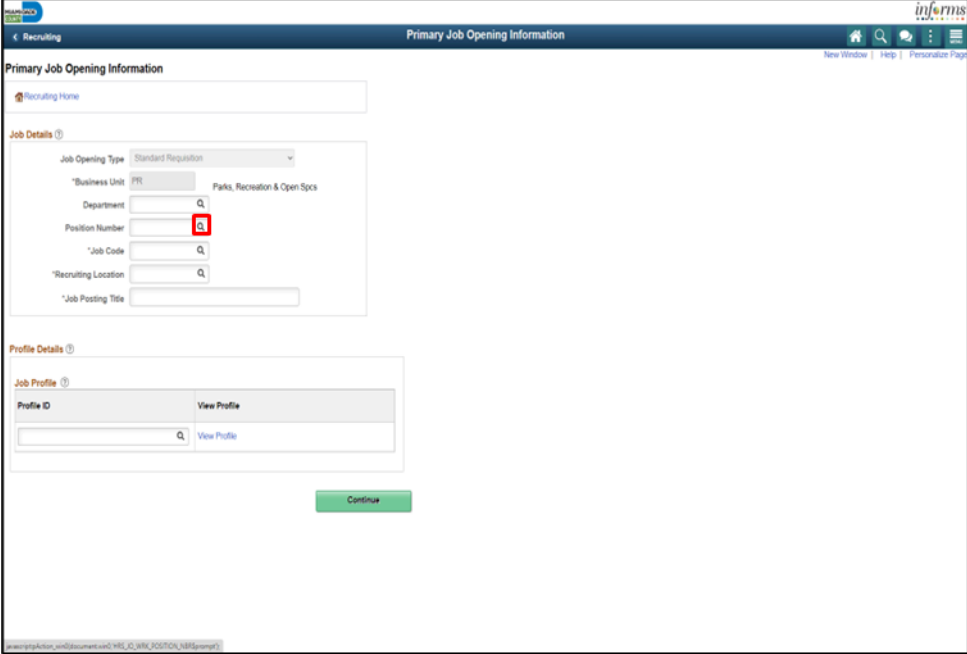
## PURPOSE

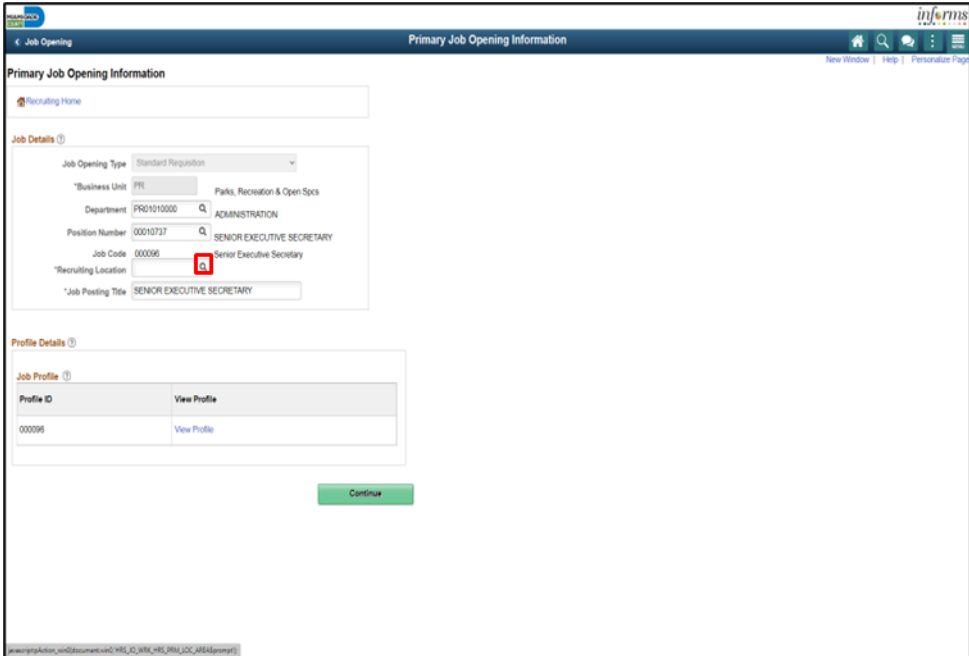
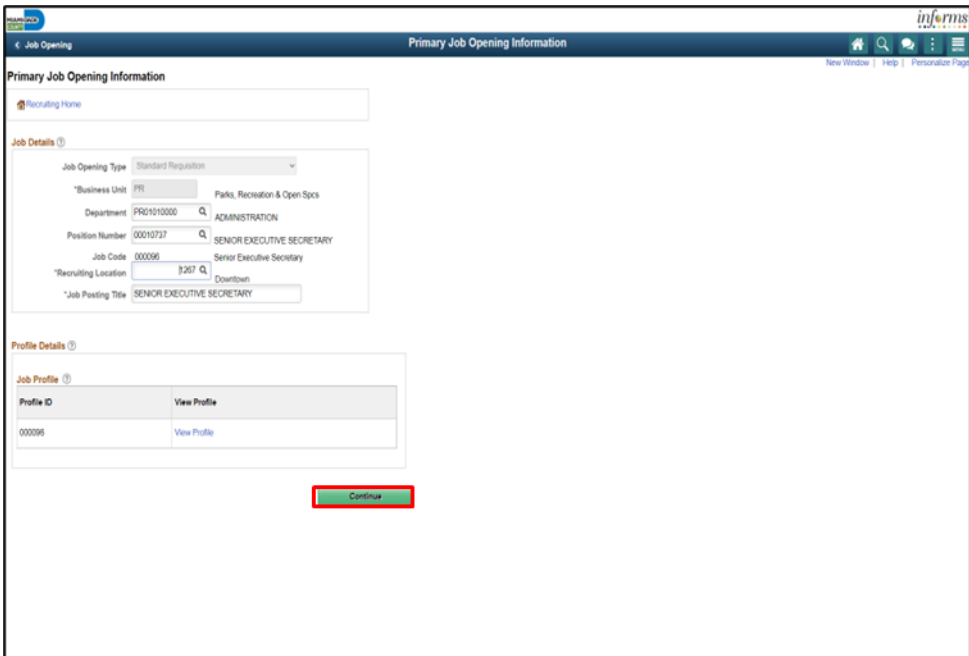
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### Purpose

This document explains the key activities involved in creating a job opening. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

## CREATE A JOB OPENING

Step	Action
1.	Navigate to <b>Human Resources (HCM) &gt; Recruiting &gt; Create Job Opening</b>
2.	<p>Enter or search for the applicable <b>Position Number</b>.</p> <p>All attributes will default into the job opening template (which includes minimum qualification screening questions and associated salary plan).</p> 

Step	Action
3.	<p>Enter or search for the <b>Recruiting Location</b>.</p>  <p>The screenshot shows the 'Primary Job Opening Information' page. Under 'Job Details', the 'Recruiting Location' field is highlighted with a red box. The field contains 'Senior Executive Secretary'. Other fields include 'Business Unit' (PR), 'Department' (PRD1010000), 'Position Number' (00010727), and 'Job Code' (000096). A 'Continue' button is visible at the bottom.</p>
4.	<p>Select the <b>Continue</b> button.</p>  <p>The screenshot shows the same 'Primary Job Opening Information' page. The 'Recruiting Location' field now contains 'Downtown'. The 'Continue' button at the bottom is highlighted with a red box.</p>

5. Review the **Opening Information** details.

The screenshot displays the 'Job Opening' form in the informs system. The top navigation bar includes 'Create Job Opening' and 'Job Opening'. The form is divided into several sections:

- Job Opening Summary:**
  - Job Opening ID: NEW
  - Job Posting Title: SENIOR EXECUTIVE SECRETARY
  - Job Code: 000096 (Senior Executive Secretary)
  - Position Number: 00010737 (SENIOR EXECUTIVE SECRETARY)
  - Status: 005 Draft
  - Business Unit: PR (Parks, Recreation & Open Spcs)
  - Department: PR01010000 (ADMINISTRATION)
  - Primary Recruiting Location: 1267 (Downtown)
- Opening Information:**
  - Template ID: 1012 (MDC One Page)
  - Job Opening Type: Standard Requisition
  - Created By: 00008237 (Salomon Folsom)
  - Created: 09/27/2023
  - Openings to Fill: Limited Number of Openings
  - Target Openings: 1
  - Available Openings: 1
  - Establishment ID: MDC (Miami Dade County)
  - Business Unit: PR (Parks, Recreation & Open Spcs)
  - Position Number: 00010737 (SENIOR EXECUTIVE SECRETARY)
  - Company: MDC (Miami Dade County)
  - Job Code: 000096 (Senior Executive Secretary)
  - Department: PR01010000 (ADMINISTRATION)
  - Status Code: 005 Draft
  - Profile ID: 000096
  - Exempt from Classified Service:
- Locations:**

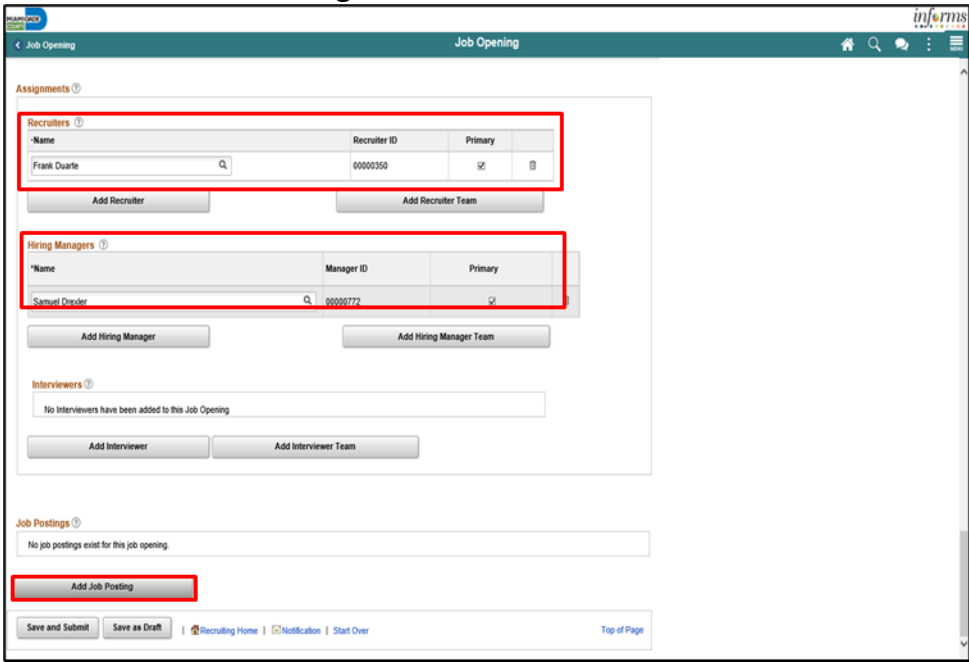
Location	Location Description	Primary Location
SW00000001	275 NW 2ND ST	<input checked="" type="checkbox"/>

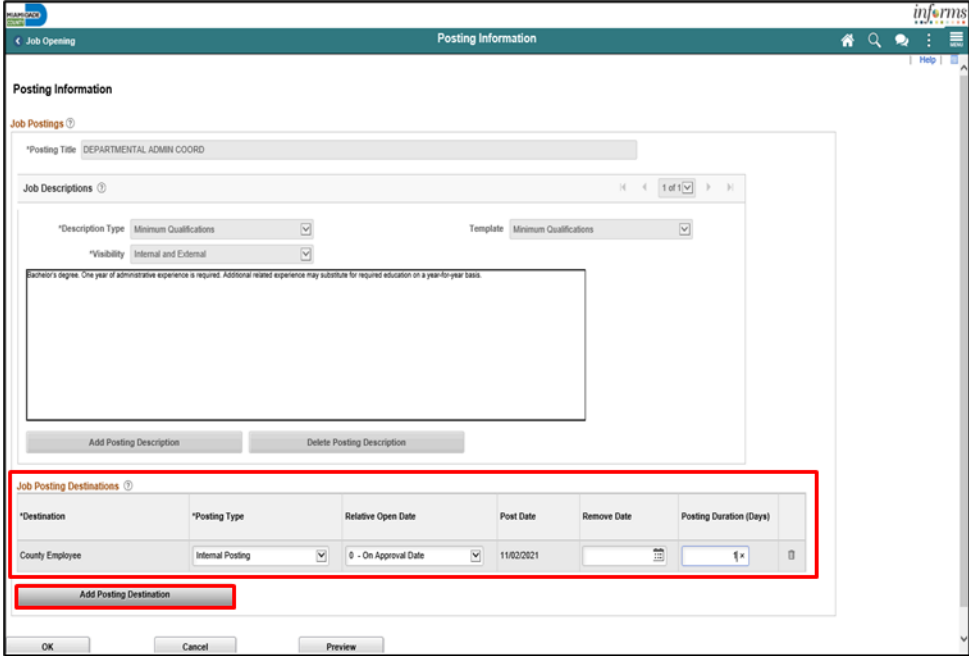
**Recruiting Locations:**

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
1267	Downtown	<input checked="" type="checkbox"/>	1
- Employees Being Replaced:**

Employee ID	Name
1	

Step	Action
	<p>The screenshot shows the 'Create Job Opening' interface. At the top, there's a header with 'informatics' and 'Job Opening'. Below that, a section titled 'Employees Being Replaced' has a table with columns 'Employee ID' and 'Name', and an 'Add Employee' button. The main section is 'Additional Job Specifications', which includes 'Staffing Information' and 'Salary Information'. 'Staffing Information' has dropdowns for Region (USA), Schedule Type (Full-Time), Regular/Temporary (Regular), Shift (Not Applicable), Work Period (Biweekly), and Travel Percentage (Never or rarely). 'Salary Information' has input fields for Salary Admin Plan, From Grade, From Step, To Grade, and To Step, with 'Non Bargaining' and 'A03' selected. A red vertical bar is on the right side of the form area.</p>

Step	Action
6.	<p>Adding the <b>Recruiter</b> and <b>Hiring Manger</b> details allows the user to have a complete view of the hiring process. This also allows for detailed reporting, transparency, and tracking.</p> <p>Select the <b>Add Recruiter</b> button.</p> <p>Input or search for the <b>Name</b> details.</p> <p>Select the <b>Add Hiring Manager</b> button.</p> <p>Input or search for the <b>Name</b> details.</p> <p>Select the <b>Add Job Posting</b> button.</p>  <p>The screenshot shows the 'Job Opening' page with the following sections:</p> <ul style="list-style-type: none"><li><b>Recruiters:</b> A table with columns for Name, Recruiter ID, and Primary. One entry is visible: Frank Duarte with Recruiter ID 00000350. Below the table are buttons for 'Add Recruiter' and 'Add Recruiter Team'.</li><li><b>Hiring Managers:</b> A table with columns for Name, Manager ID, and Primary. One entry is visible: Samuel Dreder with Manager ID 00000772. Below the table are buttons for 'Add Hiring Manager' and 'Add Hiring Manager Team'.</li><li><b>Interviewers:</b> A section stating 'No Interviewers have been added to this Job Opening' with buttons for 'Add Interviewer' and 'Add Interviewer Team'.</li><li><b>Job Postings:</b> A section stating 'No job postings exist for this job opening' with a button for 'Add Job Posting'.</li></ul> <p>At the bottom of the page are buttons for 'Save and Submit', 'Save as Draft', and navigation links for 'Recruiting Home', 'Notification', and 'Start Over'. A 'Top of Page' link is also present.</p>

Step	Action
7.	<p>Select the applicable <b>Destination</b> from the list.                      Select the applicable <b>Posting Type</b> from the list.                      Input the posting duration details.</p> <ul style="list-style-type: none"> <li>• Select the <b>Relative Open Date</b> from the list, if applicable.</li> <li>• Input the <b>Post Date</b>, if applicable.</li> <li>• Input the <b>Remove Date</b>, if applicable.</li> <li>• Input the <b>Posting Duration</b>, if applicable.</li> </ul> <p>Select the <b>OK</b> button.</p> 



Step	Action
8.	<p>Select the <b>Save and Submit</b> button.</p> <p>The screenshot displays the 'Job Opening' configuration page. It includes sections for 'Recruiters' (with 'Odalis Brothers' listed), 'Hiring Managers' (with 'Florence Raybon' listed), 'Interviewers' (currently empty), and 'Job Postings' (with 'SENIOR EXECUTIVE SECRETARY' listed). At the bottom of the page, the 'Save and Submit' button is highlighted with a red rectangular box, indicating the action to be taken.</p>