informs

Miami-Dade County

Create a Job Opening Job Aid

Version 1.0

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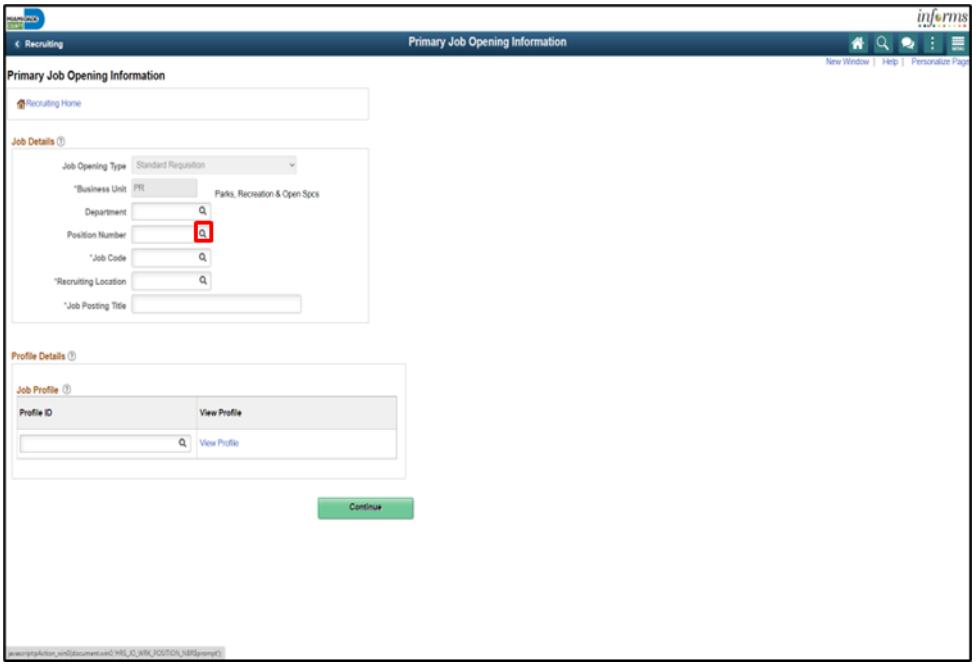
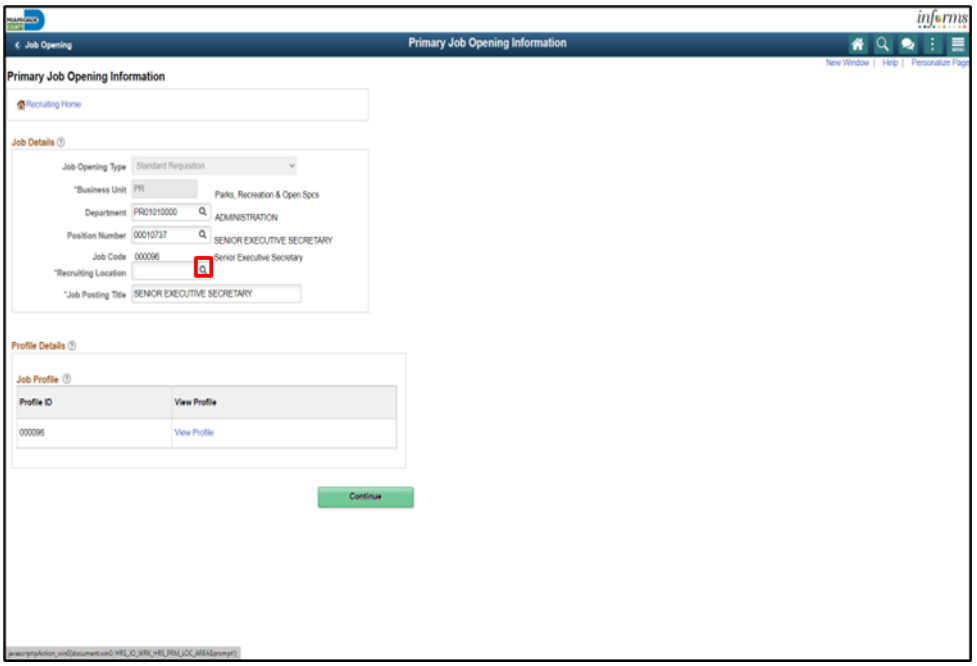
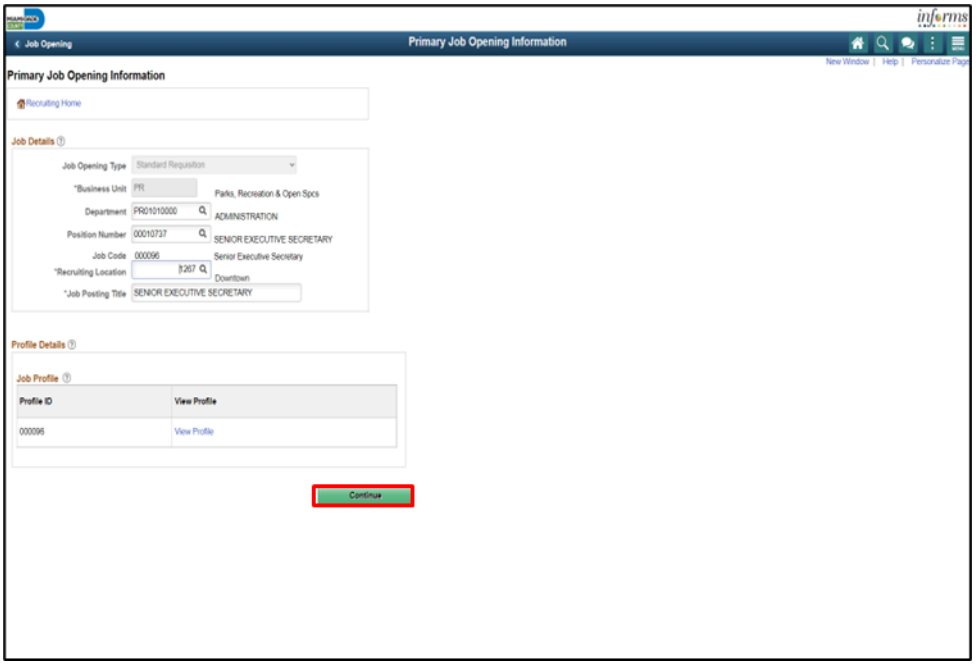
PURPOSE

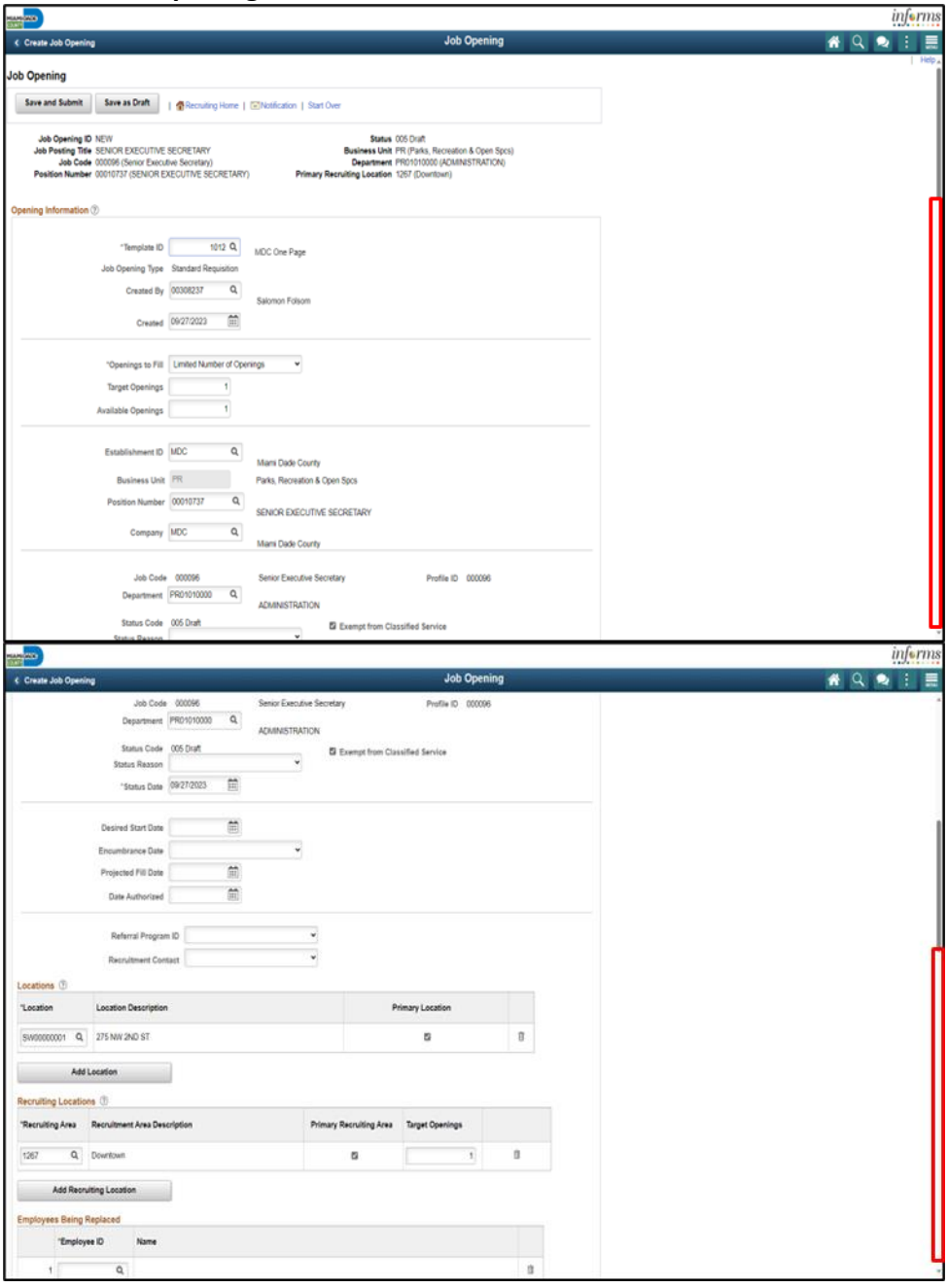
Purpose

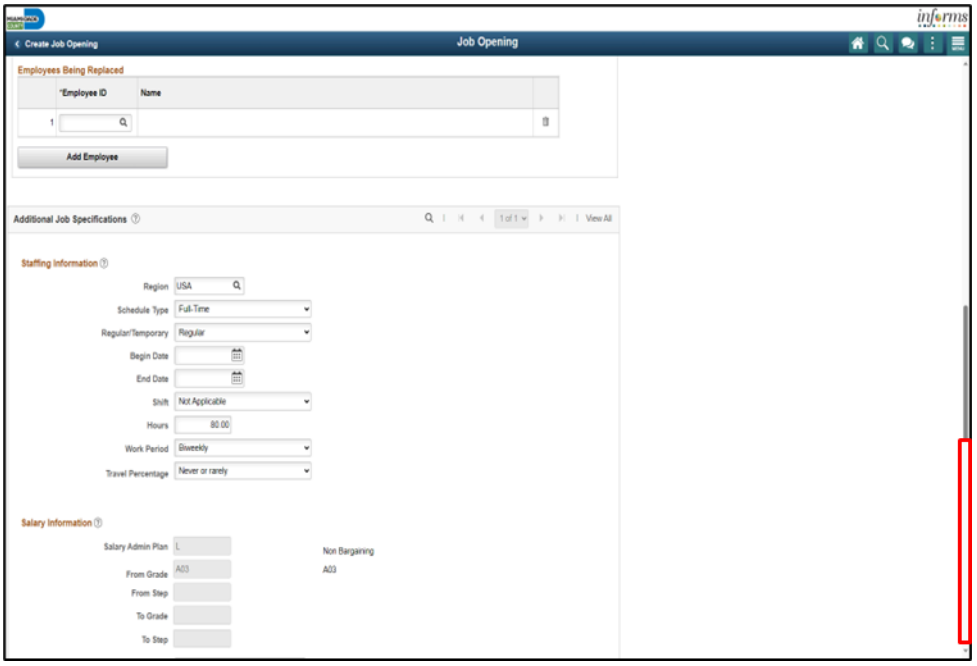
This document explains the key activities involved in creating a job opening. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

CREATE A JOB OPENING

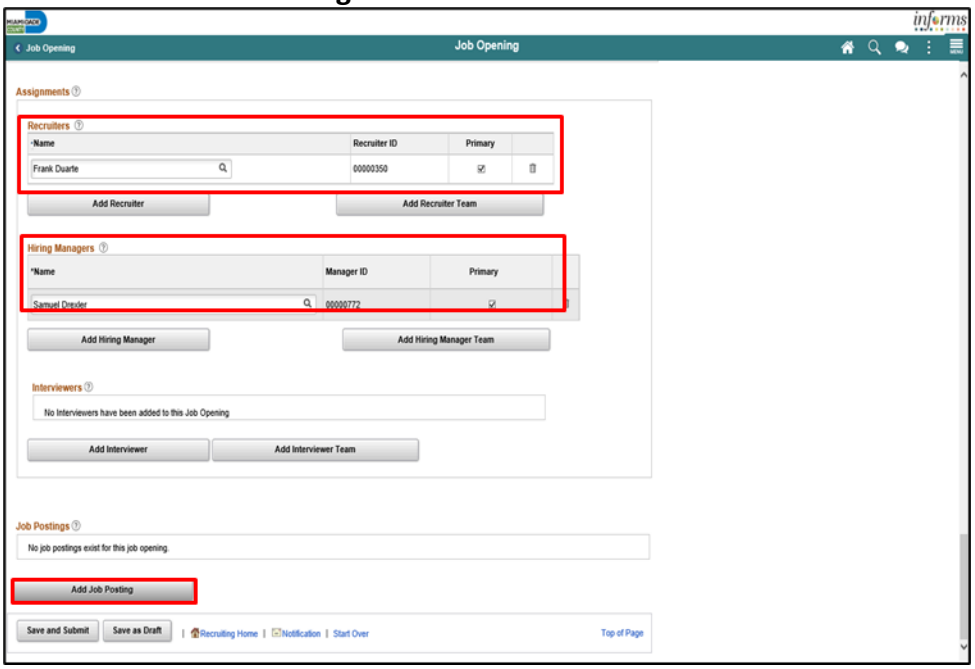
Step	Action
1.	Navigate to **Human Resources (HCM) > Recruiting > Create Job Opening**
2.	Enter or search for the applicable **Position Number**. All attributes will default into the job opening template (which includes minimum qualification screening questions and associated salary plan). 

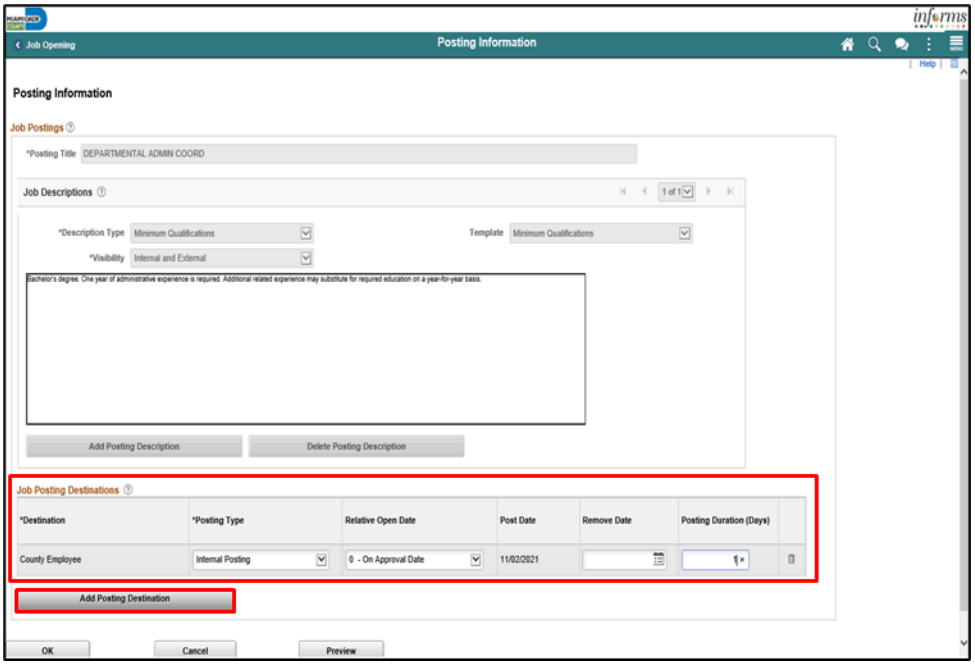
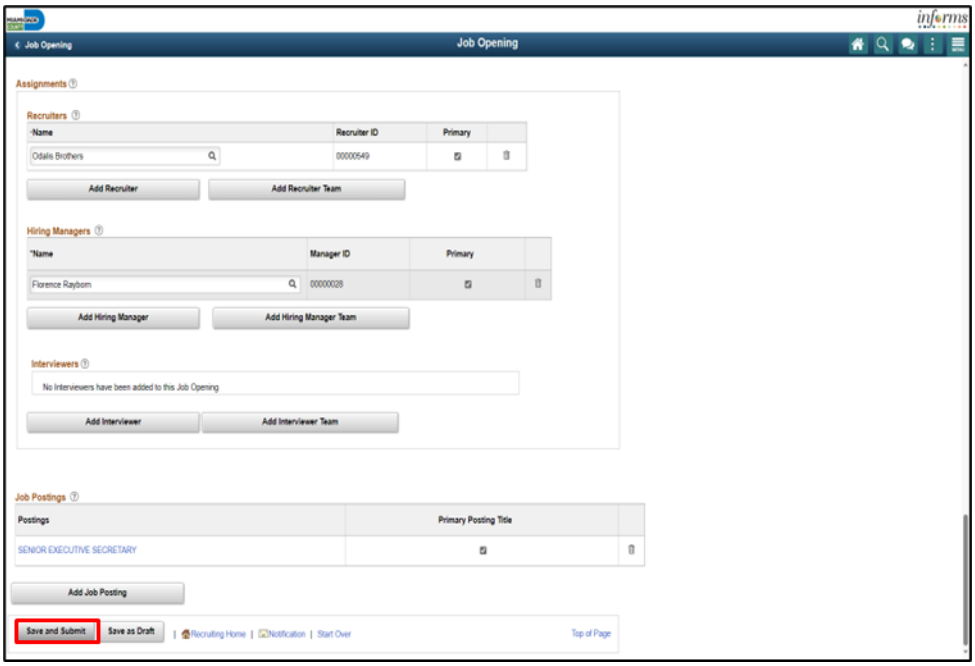
Step	Action
3.	Enter or search for the **Recruiting Location**. 
4.	Select the **Continue** button. 

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

Step	Action
	

Create Job Opening
Job Opening
Employees Being Replaced
*Employee ID
Name
Add Employee
Additional Job Specifications
Staffing Information
Region
USA
Schedule Type
Full-Time
Regular/Temporary
Regular
Begin Date
End Date
Shift
Not Applicable
Hours
80.00
Work Period
Biweekly
Travel Percentage
Never or rarely
Salary Information
Salary Admin Plan
Non Bargaining
From Grade
A03
From Step
To Grade
To Step

Step	Action
6.	Adding the **Recruiter** and **Hiring Manger** details allows the user to have a complete view of the hiring process. This also allows for detailed reporting, transparency, and tracking. Select the **Add Recruiter** button. Input or search for the **Name** details. Select the **Add Hiring Manager** button. Input or search for the **Name** details. Select the **Add Job Posting** button. 

Step	Action
7.	Select the applicable **Destination** from the list. Select the applicable **Posting Type** from the list. Input the posting duration details. • Select the **Relative Open Date** from the list, if applicable. • Input the **Post Date**, if applicable. • Input the **Remove Date**, if applicable. • Input the **Posting Duration,** if applicable. Select the **OK** button. 

Step	Action
8.	Select the **Save and Submit** button.