



## **Miami-Dade County**

---

# Approve a Job Opening in HR - Recruitment Job Aid

Version 1.0

## TABLE OF CONTENTS

---

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>PURPOSE</b> .....	<b>2</b>
<i>Purpose</i> .....	2
<b>ACTIVITY 1: APPROVE A JOB OPENING IN HR - RECRUITMENT</b> .....	<b>3</b>

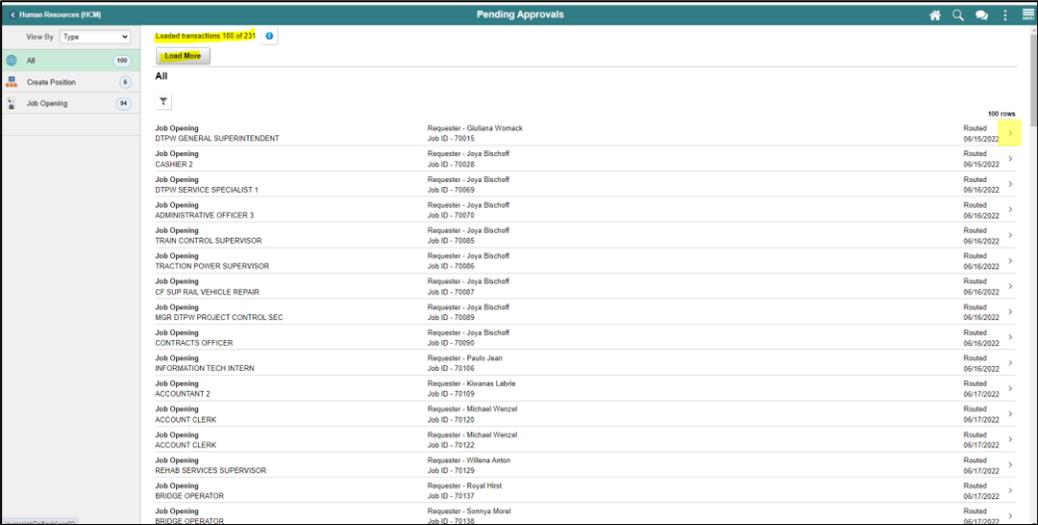
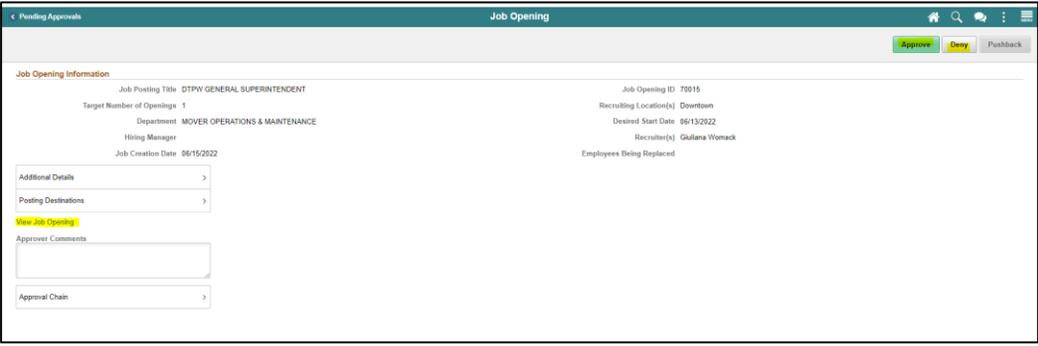
## PURPOSE

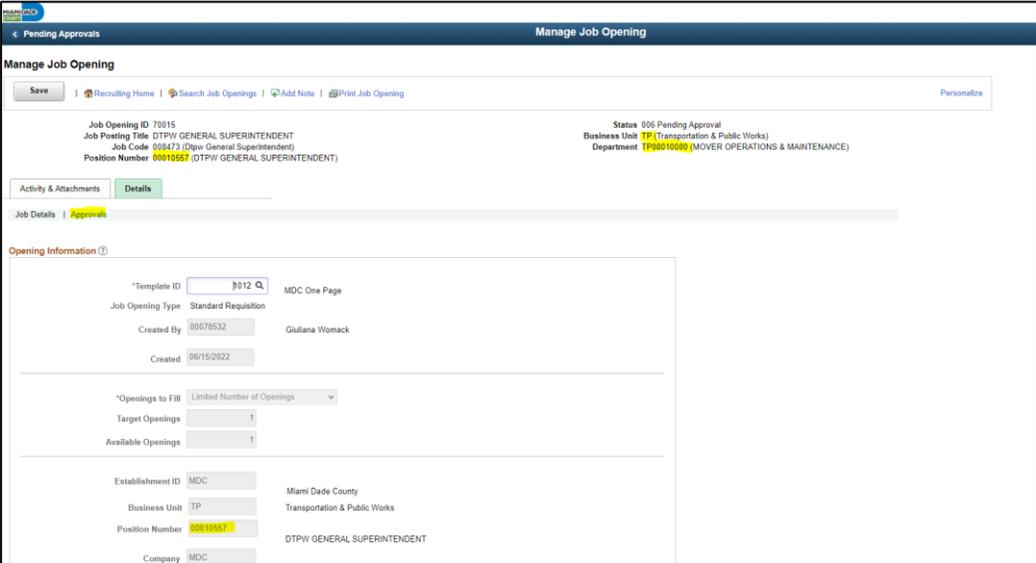
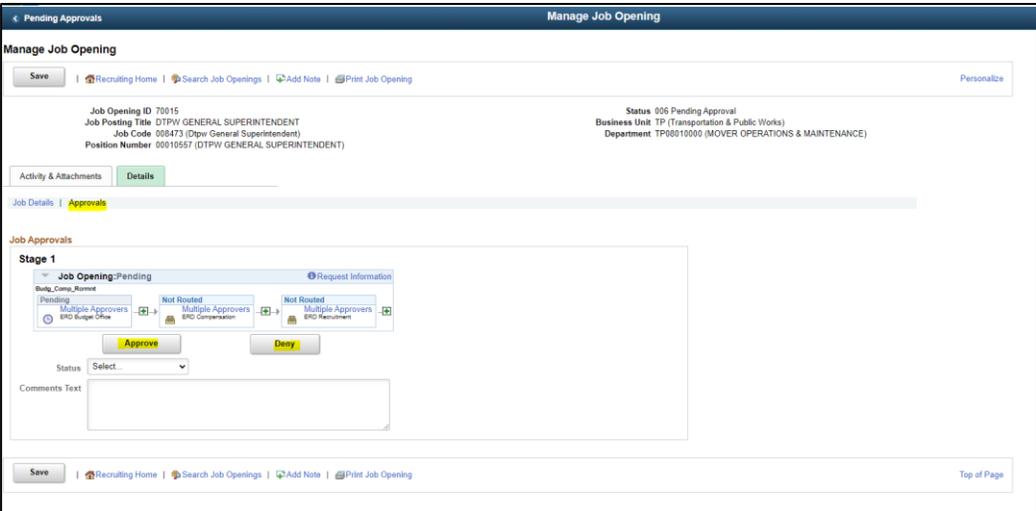
---

### Purpose

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

## ACTIVITY 1: APPROVE A JOB OPENING IN HR - RECRUITMENT

Step	Action
1.	Navigate to: <b>Human Resources (HCM) &gt; Approvals</b>
2.	<p>Select the job opening to review.  <b>Note:</b> Select the <b>Load More</b> button to view additional approvals, as applicable.</p> 
3.	<p>Select the <b>Approve</b> or <b>Deny</b> button.  <b>Note:</b> For additional details, select the <b>View Job Opening</b> link.</p> 

Step	Action
4.	<p>After selecting the <b>View Job Opening</b> link, the Department details and Position Number details are available.                      Select the <b>Approvals</b> link.</p>  <p>The screenshot shows the 'Manage Job Opening' interface. The 'Opening Information' section is expanded, displaying the following details:</p> <ul style="list-style-type: none"> <li>Job Opening ID: 70015</li> <li>Job Posting Title: DTPW GENERAL SUPERINTENDENT</li> <li>Job Code: 008473 (Dtpw General Superintendent)</li> <li>Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT)</li> <li>Status: 006 Pending Approval</li> <li>Business Unit: TP (Transportation &amp; Public Works)</li> <li>Department: TP08010000 (MOVER OPERATIONS &amp; MAINTENANCE)</li> <li>Job Opening Type: Standard Requisition</li> <li>Created By: 00078532 (Guiliana Womack)</li> <li>Created: 06/15/2022</li> <li>Establishment ID: MDC (Miami Dade County)</li> <li>Business Unit: TP (Transportation &amp; Public Works)</li> <li>Position Number: 00019557 (DTPW GENERAL SUPERINTENDENT)</li> <li>Company: MDC</li> </ul>
5.	<p>Select the <b>Approve</b> or <b>Deny</b> button.</p>  <p>The screenshot shows the 'Manage Job Opening' interface with the 'Job Approvals' section expanded. It displays 'Stage 1' of the approval process:</p> <ul style="list-style-type: none"> <li>Job Opening: Pending</li> <li>Buttons: Approve, Deny</li> <li>Status: Select...</li> <li>Comments Text: [Text area]</li> </ul>