Capital HR User Guide

Create a New Job Opening

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: http://hr.od.nih.gov/HRSystems/ehrp/documents/JobAids/NewHire.pdf.

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

2) Creating New Job Opening

Job Opening

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

| Save & Submit | Save as Draft | Cancel | Save & Open |

Opening Information

Job Opening Type:	Standard Requisition	
a) Recruit Requestor:	00041211	DOE,JANE A
b) Date Opened:	09/15/2008	
c) Target Openings:	1	
d) Business Unit:	NIH00	National Institutes of Health
e) Position Number:		
f) Job Code:		
g) Company:		
h) Department:		
i) Location:		

Add Additional Locations

j) Status Code:	005 Draft
k) Status Date:	09/15/2008
l) Desired Start Date:	
m) *Recruitment Type:	
n) *Area of Consideration:	
o) Staffing Specialist:	
p) Selecting Official:	

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) **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

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

g) **Company** - Enter or select HE (Department of HHS). This field will be automatically populated if a Position Number is entered.

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

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

j) **Status Code** - Automatically populates as a '005 Draft'.

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

l) **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).

m) **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.

n) **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

Note: IC-wide area of consideration should be indicated in the comments section

o) **Staffing Specialist** – Enter or select the Staffing Specialist's EMPLID

p) **Selecting Official** – Enter or select the Selecting Official's EMPLID

q) Country: USA 🔍 United States

r) Remarks: **s)** Candidate Name Requests

t) **Employees Being Replaced**   Customize | Find | ▦   First ◄ 1 of 1 ► Last

Name	**EmplID**
🔍	🗑

➕ Add Employees Being Replaced

Assignments

u) 'Recruiting Office   [   ] 🔍   National Institutes of Health

v) **Recruit 1st Authorizer**   Customize | Find | ▦   First ◄ 1 of 1 ► Last

Name	**Emplid**	**Primary**
🔍	☐	🗑

w) **Recruit 2nd Authorizer**   Customize | Find | ▦   First ◄ 1 of 1 ► Last

Name	**Emplid**
🔍	🗑

x) **Recruit Approver**   Customize | Find | ▦   First ◄ 1 of 1 ► Last

Name	**Emplid**
🔍	🗑

Save & Submit   Save as Draft   Cancel   Save & Open

📧 Notify

q) **Country** - Automatically defaults to USA (United States)

r) **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.)

s) **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.

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.

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

u) **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

v) **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.

w) **Recruit 2nd t 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.

x) **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.

y) Save & Submit | Save as Draft | Cancel | Save & Open
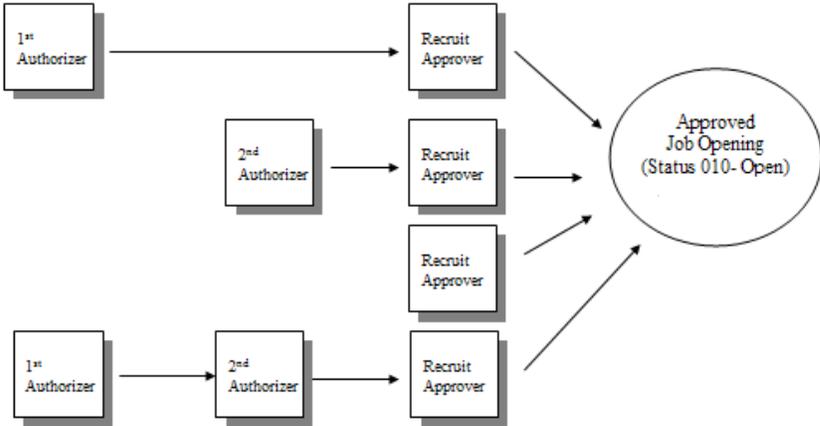
y) Processing Buttons

   i) **Save & Submit** - Submits the Job Opening for Approval. See Example Recruiting approval diagram below.

   ii) **Save as Draft** - Saves the Job Opening in 005 Draft Status. Requestor can go back to make any changes necessary in this save mode

   iii) **Cancel** - Discards any changes and resets the Job Opening

   iv) **Save & Open** - You may or may not see this depending on your roles or Row Level Security. This is a self approval role. It skips the routing process

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.

    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.
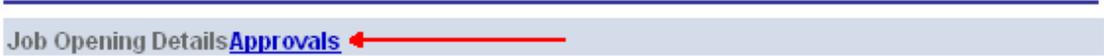
e) The Job Approvals Section will be displayed.
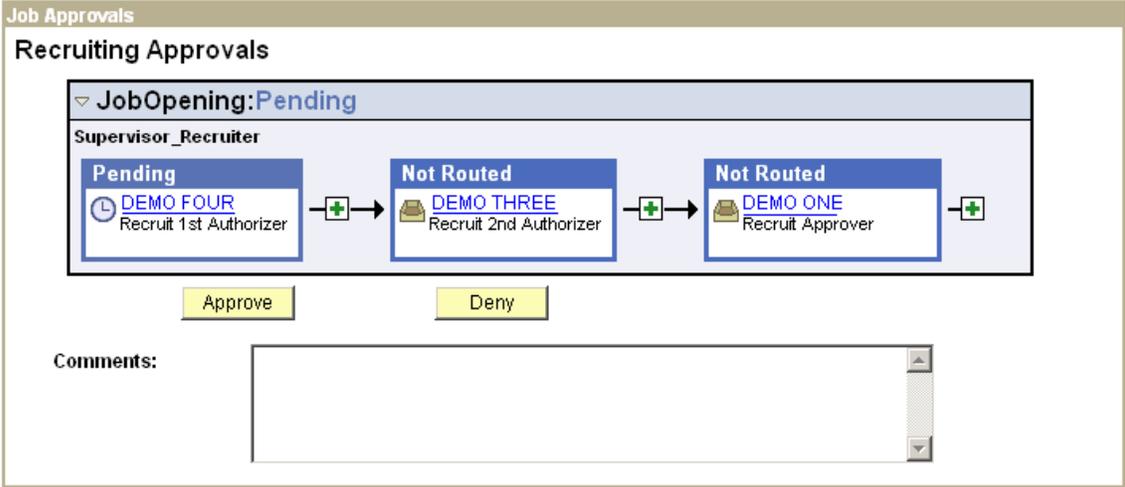
i) Enter any comments.

ii) Select either the Approve or Deny button

(1) Approve

(a) Routes the Job Opening to next Authorizer

(i) An email notification is sent to the Recruit 2nd Authorizer

(ii) A worklist item is created for the Recruit 2nd Authorizer

(b) The status box for the Recruit 1st Authorizer changes to Approved and the status for the Recruit 2nd Authorizer changes to Pending.

(c) Any comments entered appear in the Approval Comment History section.
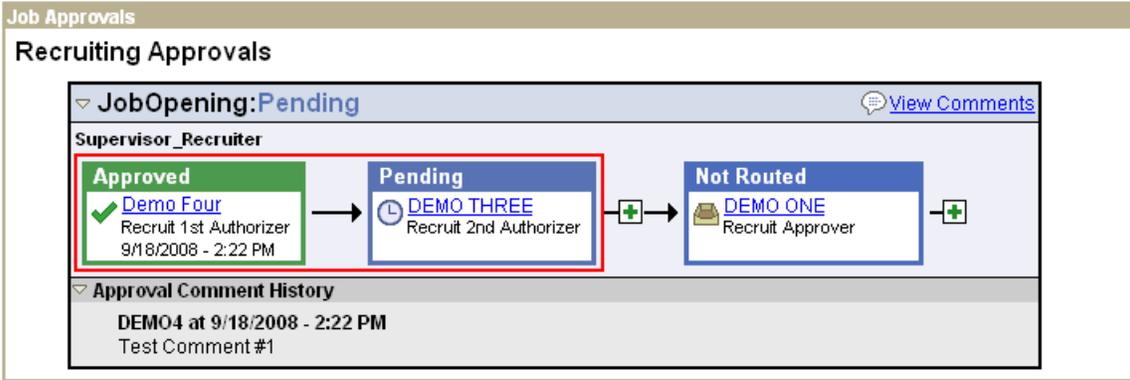
(2) Deny – Returns the Job Opening to the Requestor

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..
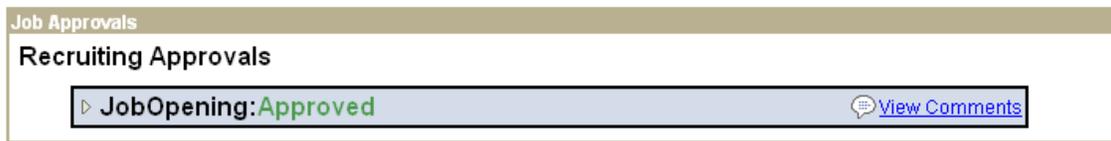
h) Selecting the 'Notify' button will allow the user to send a customized email notification.

   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.

i) Processing Buttons

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

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

Send Notification

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

Notification Details		i) Lookup Recipient	Delivery Options

To: ii)

CC:

BCC:

Priority:

Subject: Capital HR 8.9: <Enter Subject here>

Template Text: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2008-09-10

Message: iii)

SSNs are covered under the Privacy Act and should not be sent via non-secure email. Since our email system DOES NOT encrypt email messages, if there is a need to send SSNs within a message, the message should be sent as a passworded encrypted attachment with the password relayed separately. A copy of this policy can be found on the intranet or go to the following link. http://intranet.hhs.gov/infosec/docs/privacy/m-06-15.pdf

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK   Cancel   Apply

For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
hrsystemssupport@od.nih.gov

Website:
http://hr.od.nih.gov/HRSystems/ehrp/default.htm

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

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