Procedures

1) Navigation

Home > Recruiting > Create New Job Opening

2) The Find Job Openings page will be displayed

a) If you know the Job Opening ID number, enter it in the Job Opening ID field.

b) If you do not know the Job Opening ID, enter any search criteria to narrow the results. None of the fields are required.

   i) Status – If you know the status of the Job Opening, select it from the drop down. Otherwise, change the status to blank.

   Note: You must change the status to blank to find all Job Openings. If you do not change the status, only those Job Openings with a status of 'Open' will be returned.

   ii) Most Recent Activity – Choose a time period by which to search.

   iii) Job Opening Type – Accept the default value of Standard Requisition.

   iv) Display – Choose how the jobs are related to you.

   v) Originator – Enter the EMPLID of the originator.

   vi) Business Unit – Enter NIH00.

   vii) Position # - Enter a position number.

   viii) Title – Enter a Title.

c) Click the 'Search' button.

d) A list of Job Openings that meet the criteria will be displayed.

Find Job Openings

▷ Click icon to open Job Opening Search Criteria

☑ 3 Results Found. **Click the hyperlink to select the Job Opening.**

Search Results					Customize | Find | View All | First ◀ 1-3 of 3 ▶ Last
Job Opening	**ID #**	**Type**	**Location**	**Opened**	
☐ Title	75038	Standard Requisition		11/07/2008	
☐ HR Specialist (Info Sys)	75037	Standard Requisition		11/07/2008	
☐ Administrative Officer	75034	Standard Requisition	BETHESDA	10/27/2008	

Create New Job

i) Click the Job Opening hyperlink to select the appropriate Job Opening.

ii) You may also create a new Job Opening by selecting the 'Create New Job Opening' button.

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