

Capital HR User Guide

https://www.caphrehrp.psc.gov Find Job Opening



Procedures

1) Navigation

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2) The Find Job Openings page will be displayed

Find Job Openings

Enter Search Criteria							
Search Reset							
Job Opening ID: Status: Most Recent Activity: Job Opening Type: Display Jobs: b) Add Secret	a) Enter the Open	e Job Opening ID Open 💌 Canceled Closed Deniad					
Originator: Criteria Business Unit: Position #: Title:		Denied Draft Hold Open Pending					
Search Reset							

- 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.

Sear	ch Results		Customize Find	View All 🛗 👘	First 🗹 1-3 of 3 🗈 Last
	Job Opening	ID #	Type	Location	Opened
	<u>Title</u>	75038	Standard Requisition		11/07/2008
	HR Specialist (Info Sys)	75037	Standard Requisition		11/07/2008
	Administrative Officer	75034	Standard Requisition	BETHESD	A 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: <u>hrsystemssupport@od.nih.gov</u>

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

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