OneUSG Connect
Training for Managers

**STAFF POSTINGS:** For any questions, please contact Kelly Pike or Maisie Kocher in Human Resources at 678-466-4230 or by email at KellyPike@clayton.edu or MaisieKocher@clayton.edu.

**FACULTY POSTINGS:** For any questions, please contact Tammy Wilson at 678-466-4102 or by email at TammyWilson@clayton.edu.
Careers: Manager Training

Creating Job Openings
Job Opening Prerequisites

• Position Management *(Contact HR)*
  – Positions must have been created and funded prior to creating a job opening
  – Any modifications to existing Position Data (vacated positions) must be completed prior to creating a job opening
• **Job Openings** are personnel searches to fill vacant or soon-to-be vacant positions.

• **Job Openings** include the following components:
  – Job Details
  – Questionnaire
  – Job Posting
  – Hiring Team
Create a Job Opening

• To create a job opening, managers must login to OneUSG Connect and enter Manager Self Service.

• Click on the “Create Job Opening” tile

If managers are missing this tile, they will need to contact Human Resources.

Alternative Navigation
Navigator > Recruiting > Create Job Opening
• **Job Opening Type**
  - *Standard Requisition* is the default value and cannot be changed by managers
  - Standard Requisitions are job openings attached to a specific position number

*Note:* Certain fields will be greyed out and managers will not be able to interact with them.
Primary Job Opening Information

- **Job Opening Type**
  - *Continuous Job Openings* do not require position numbers
  - Do not require approvals
  - For example, these may be ongoing job pools
  - Only HR can create Continuous Job Openings

**Note:** Certain fields will be greyed out and managers will not be able to interact with them.
Primary Job Opening Information

- **Business Unit**
  - Users default business unit (institution) will appear

- **Position Number**
  - Enter the position number that you are creating the job opening to fill.
  - Contact the Budget Office if you are unsure of the correct position number – Scott McElroy (678) 466-4245.

**Note:** Certain fields will be greyed out and managers will not be able to interact with them.
Note

Users must restart the job opening creation process, if the wrong position number is chosen.
Primary Job Opening Information

- Recruiting Location
  - Select the appropriate campus

Note: Certain fields will be greyed out and managers will not be able to interact with them.
Primary Job Opening Information

- **Job Posting Title**
  - If a valid position number was entered, the position title will populate in this field
  - Manager may change the title if necessary

**Note:** Certain fields will be greyed out and managers will not be able to interact with them.
Once you have complete the **Primary Job Opening Information** page, click on
Navigate Job Openings using these tabs.

Note: Position-specific details are shown in the banner at the top of the page.

Use the “Save as Draft” button to save work as you progress through the job posting.
Job Details

• Openings to fill
  – If you will be filling a finite number of vacancies, then select **Limited Number of Openings**
  – If you do not have pre-determined number of vacancies, select **Unlimited Number of Openings**
Job Details

- **Target Openings**
  - Use the Target Openings field to indicate how many people can be hired for this job opening.

- **Available Openings**
  - The Available Openings field populates with data from the Target Openings field.
  - As applicants are hired, the system adjusts the number of available openings to show how many spots are still open.
• **Status Code**
  - This will always be draft
  - Once the job opening has been approved, the status code will be “Open”
Job Details

• **Status Reason**
  - Select the reason for filling the vacancy
  - Here are the list of reasons:
    • Job Posting Reopened
    • New Position
    • Position Vacated
    • Temporary Assignment
• Desired Start Date (Optional)
  – What is the anticipated start date for this employee(s)

• Employees Being Replaced (Optional)
  – You may enter or search for the employee being replaced
Once you have completed the Job Details tab, click on the Questionnaire Tab.
• Screening Questions
  – These are questions posed to applicants on job applications
  – Answers to these questions can be used to determine their eligibility for positions
Questionnaire

- Screening Questions
  - A standard set of **required** questions will appear on all job openings
  - Managers may add additional, existing screening questions by clicking on the button
• Screening Questions
  – Institutions may create a standard set of questions
  – Add a question set using the button
  – Only Human Resources can create question sets
Online Screening

- In effect as applicants apply to job openings.
- Questions slated for online screening can disqualify applicants from your search and place them in “Reject” list.
- Online screening applies this requirement instantly.
- No opportunity for a human to review screening results before applying them.

Manual Screening

- Occurs once the applicant pool has been established and the job posting is closed.
- Recruiters will manually run a process to rank applicants based on their answers to selected questions.
Note

Only Human Resources can create new screening questions.
Once you have completed the Questionnaire tab, click on the Job Posting Tab
• Job Postings are the advertisements that candidates view before applying to positions.
Job Postings

**External Postings**
- Postings exposed to the world-wide web
- Candidates can be from anywhere
- USG Employees outside of the institution will apply as external candidates

**Internal Postings**
- Only current institution employees can apply
• Start by clicking on the button
Once you have verified that the correct posting title is displayed, selected a field name, and selected visibility, add field text to be displayed.
• Description Types
  – These are the fields displayed on a job posting
## Description Types (Job Posting Fields)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Summary</strong></td>
<td>This is a brief description of the position.</td>
<td>The CHRO position will provide vision, leadership, management, and strategic planning for inclusion initiatives, and guide work toward the assessment...</td>
</tr>
<tr>
<td><strong>Required Qualifications</strong></td>
<td>What qualifications are required for successful candidates? This may include educational &amp; experiential job requirements. If a candidate does not meet these qualifications, then they may not be hired</td>
<td>This position requires a bachelors degree in a related field.</td>
</tr>
<tr>
<td><strong>Preferred Qualifications</strong></td>
<td>Preferred, on the surface, means, “it would also be nice if you had these.”</td>
<td>Ideal candidates will have a masters in Business Management or a related field.</td>
</tr>
<tr>
<td><strong>Proposed Salary</strong></td>
<td>What is the base pay for this position?</td>
<td>This position will receive a compensation of $50,000.00 annually.</td>
</tr>
<tr>
<td><strong>Responsibilities</strong></td>
<td>What is this position responsible for?</td>
<td>Responsibilities for this position include: using current and appropriate admissions policy and procedures to determine eligibility for acceptance to the University...</td>
</tr>
</tbody>
</table>
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<tr>
<td><strong>Required Documents to Attach</strong></td>
<td>What documents must an applicant attach for their application to be reviewed?</td>
<td><em>Successful candidates will attach a curriculum vitae and statement of interest.</em></td>
</tr>
<tr>
<td><strong>Optional Documents to Attach</strong></td>
<td>What documents are applicants encouraged to attach, but not required so to do?</td>
<td><em>Candidates may submit their course schedule for hiring manager review.</em></td>
</tr>
<tr>
<td><strong>Apply Before Date</strong></td>
<td>Priority application review date</td>
<td><em>Applications received by February 1, 2018...</em></td>
</tr>
<tr>
<td><strong>About Us</strong></td>
<td>This is a brief statement about the institution or campus to attract applicants.</td>
<td><em>Located in historic Milledgeville, GA, Georgia College combines the educational experience expected at esteemed private liberal</em></td>
</tr>
<tr>
<td><strong>Equal Employment Opportunity Statement</strong></td>
<td>This is the institutional EEO statement.</td>
<td><em>It is the policy of Valdosta State University to employ people of the highest quality available based on ability, experience...</em></td>
</tr>
</tbody>
</table>
• Visibility
  Each field must be marked as one of the following:
  – External
    • Field viewable only to outside candidates
  – Internal
    • Field viewable to only internal candidates
  – Internal and External
    • Field viewable to both outside and internal candidates
Job Postings

Posting Destinations
- Select the appropriate job board(s) to house advertisements and length of time to be posted
- Each institution will have unique posting destinations
- Most postings will be both internal and external
Click the button to see how the posting will appear to applicants.
• Finished with the Posting?
• Click on the [OK] button to move forward with the process
Once you have completed the Job Posting, click on “Hiring Team” to proceed further.
• Hiring Teams consist of:
  – Recruiters
  – Hiring Managers
  – Search Committee Members
  – **A Committee Chair must be added as a Hiring Manager in order to have access to the same functions**
• Recruiters
  – Who in Human Resources should be responsible for shepherding this job opening?
Hiring Manager - **REQUIRED**
- Select the hiring manager(s) for the position
- **The Committee Chair will need to be added here**
- Selected hiring managers will have access to the job postings using the **Open Jobs** tile
• **Search Committee**
  - Who will need access to review applications?
  - Not Required
Once you have completed all sections of a job opening, click on the **Save and Submit** button to submit the job opening for approval.
Each institution has created determined approval paths for transactions submitted in HCM.

Once the Job Opening has been approved, it will be posted.