

## Creating a Job Opening -Data Coordinator

### Summary:

- Department /Hiring Manager discusses approval of filling a vacated position via email or in person with the School Administrator
- Designated person in the department/school has created or updated the position description
- Data Coordinator creates job opening and submits for approval

**Step 1** - When the Data Coordinator signs into the HRIS Self Service page they will be brought to the Self Service Home page.

-Click the Recruiting/Job Openings title on the menu and then click on the [Create New Job Opening](#) link.

### OR

-Click the [Create New Job Opening](#) link under the Recruiting/Job Openings section on the portal page to the right.



Page A

(See Page A)

**Step 2** - When the Create New Job Opening link is clicked, the Primary Job Opening Information page appears.

- Enter the following information:

- Department ID
- Position number

-To search for a department id or a position number, click the **Magnifying Glass** icon next to the appropriate field.

-When finished, click the **Continue** button.



### Enter Primary Job Opening Information

Opening Information	
<b>Job Opening Type:</b>	Standard Requisition
<b>Business Unit:</b>	Northwestern Business Unit
<b>Department:</b>	796500 <input type="text"/> Ctr for Comparative Medicine
<b>Position Number:</b>	00036874 <input type="text"/> Supvr Animal Care & Health
<b>Job Code:</b>	100364 <input type="text"/> Supvr Animal Care & Health
<b>Posting Title:</b>	Supvr Animal Care & Health
<input type="button" value="Continue"/>	

Page B

(See Page B)

**Step 3** - When the Continue button is clicked, a position description warning message appears.

-To continue, click **the OK** button.

(See Page C)

Page C

**Step 4** - When the OK button is clicked, the Job Information page appears.

-To view a position description, click the [Position Description](#) link. (If you have the position update access role you will be able to create or modify the position description.)

-To view funding, click the [Funding Information](#) link.

-The following fields will populate when the position number is entered:

- **Job Opening Type**
- **Created By**
- **Date Opened**
- **Opening to Fill**
- **Position Number**
- **Job Code**
- **Company**
- **Department**
- **Status Code**

-Click the **Magnifying Glass** icon next to the Recruiting Location field to select a recruiting location.

-Click the down arrow next to the Status Reason field to select a status reason.

-Click the Send Rejection E-mails box to have rejection e-mails sent to applicants when they are rejected.

-Click the Route All Resume box to route resumes to the Hiring Manager or click the HR Screens Resumes box to have resumes screened.

-Click the Post Salary TBD box to have TBD post on the job description or click the Post Minimum to Midpoint Salary Range box to have the minimum to midpoint salary range post on the job description.

-The Employees Being Replaced field will display the last person in the position if this is a replacement position.

-Click the **Next Step** button or the [Authorization](#) link to move to the next page. (See Page D)

## Job Opening

**Posting Title:** Supvr Animal Care & Health  
**Job Opening Status:** 005 Draft  
**Job Title:** Supvr Animal Care & Health **Job Code:** 100364  
**Position Number:** 00036874 Supvr Animal Care & Health  
**Business Unit:** NWUNV Northwestern Business Unit  
**Department:** 796500 Ctr for Comparative Medicine

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

Cancel

Previous Step

Next Step

### Opening Information

**Job Opening Type:** Standard Requisition  
**Created By:** 1040852 Bill Weiss  
**Date Opened:** 03/20/2006  
**\*Openings to Fill:** Limited  
**Position Number:** 00036874 Supvr Animal Care & Health  
**Job Code:** 100364 Supvr Animal Care & Health  
**Company:** NWU Northwestern University  
**Department:** 796500 Ctr for Comparative Medicine  
**Location:** 4176 Ctr for Comparative Medicine  
**Recruiting Location:** 2 Chicago Campus  
**Status Code:** 005 Draft  
**Status Reason:** Job/Position Vacated  
**Status Date:** 03/20/2006

**Send Rejection E-mails**

**Route All Resumes**

**HR Screens Resumes**

**Post Salary TBD**

**Minimum to Midpoint Salary Range**

### Employees Being Replaced

Customize | Find |

First 1 of 1 Last

Name	EmpID
Allison Smith	2030953

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

Cancel

Previous Step

Next Step

Page D

**Step 5** - When the Next Step button or Authorization link is clicked, the Authorization page appears.

-Enter the following roles by typing in the name or clicking the **Magnifying Glass** icon:

- **Recruiter:** HR Recruiter for the position.
- **Hiring Manager:** Can view on-line applications, resumes, and cover letters. Also has the ability to Select Applicants for Interview and Select an Applicant for Offer.
- **Authorizer:** The final approver for the Department/School.
- **Resume Receiver:** Optional person who can review on-line applications, resumes, and cover letters.

-When finished, click the **Next Step** button or the [Job Posting](#) link to go to the Job Posting page.

(See Page E)

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**Business Unit:** NWUNV Northwestern Business Unit  
**Department:** 796500 Ctr for Comparative Medicine

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

[Cancel](#) [Previous Step](#) [Next Step](#)

**Assignments**

**Recruiters** Customize | Find | First 1 of 1 Last

Name	Recruiter ID	Primary
Kelly Smith	1040955	<input checked="" type="checkbox"/>

[+ Add Recruiters](#)

**Hiring Managers** Customize | Find | First 1 of 1 Last

Name	Manager ID	Primary
Heather Brown	1032567	<input checked="" type="checkbox"/>

[+ Add Hiring Managers](#)

**Authorizer** Customize | Find | First 1 of 1 Last

Name	Authorizer ID
Alex Pall	1022540

[+ Add Authorizer](#)

**Resume Receiver** Customize | Find | First 1 of 1 Last

Name	Resume Receiver ID
Kevin Schmitt	1041952

[+ Add Resume Receiver](#)

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

[Cancel](#) [Previous Step](#) [Next Step](#)

Page E

**Step 6** - To add multiple Hiring Managers, Authorizers, or Resume Receivers do the following:

-Click the [Add](#) link under the appropriate field.

-A new row will appear under the primary person.

-Type the persons name in the field or click the **Magnifying Glass** icon to search for the person.

(See Page F)

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**Business Unit:** NWUNV Northwestern Business Unit  
**Department:** 796500 Ctr for Comparative Medicine

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

[Cancel](#) [Previous Step](#) [Next Step](#)

**Assignments**

**Recruiters** Customize | Find | First 1 of 1 Last

Name	Recruiter ID	Primary
Kelly Smith	1040955	<input type="checkbox"/>

[+ Add Recruiters](#)

**Hiring Managers** Customize | Find | First 1 of 1 Last

Name	Manager ID	Primary
Heather Brown	1032567	<input type="checkbox"/>

[+ Add Hiring Managers](#)

**Authorizer** Customize | Find | First 1 of 2 Last

Name	Authorizer ID
Alex Pall	1022540
	1047059

[+ Add Authorizer](#)

**Resume Receiver** Customize | Find | First 1 of 1 Last

Name	Resume Receiver ID
Kevin Schmitt	1041952

[+ Add Resume Receiver](#)

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

[Cancel](#) [Previous Step](#) [Next Step](#)

Page F

**Step 7** - When the Magnifying Glass button is clicked, the Look Up page appears.

-There are 4 ways to find the person:

1. Click the name or emplid link of the person that is to be added.  
**OR**
2. To search by the employees' emplid, enter the employees' emplid in the EmplID field and click the **Look Up** button. Click the name or emplid link.  
**OR**
3. To search by the employees' first name, enter the employees' first name in the Name field and click the **Look Up** button. Click the name or emplid link.  
**OR**
4. To search by the employees' last name, enter %part or the entire last name% and click the **Look Up** button. Click the name or emplid link.

(See Page G)

### Look Up Authorizer ID

EmplID: begins with  2.  
 Name: begins with  3.  
**OR**  
 Name: begins with  4.

[Basic Lookup](#)

#### Search Results

View All First 1-22 of 22 Last

EmplID	Name
<a href="#">1004639</a>	<a href="#">Rebecca Dixon</a>
<a href="#">1008434</a>	<a href="#">Kimberly Ann Hicks</a>
<a href="#">1018119</a>	<a href="#">Guy Miller</a>
<a href="#">1019436</a>	<a href="#">Steven Beck</a>
<a href="#">1022611</a>	<a href="#">Thomas Evans</a>
<a href="#">1023046</a>	<a href="#">Carol Lunkenheimer</a>
<a href="#">1026546</a>	<a href="#">Kathleen de la Cruz</a>
<a href="#">1035886</a>	<a href="#">Noel Gaceta</a>
<a href="#">1037689</a>	<a href="#">Douglas Vivian</a>
<a href="#">1040953</a>	<a href="#">Sherry Lynn Maikszak</a>
<a href="#">1047059</a>	<a href="#">Jennifer Lee</a>
<a href="#">1047421</a>	<a href="#">Rene Machado</a>
<a href="#">1050443</a>	<a href="#">Sara Schwanke</a>
<a href="#">1050856</a>	<a href="#">Paul Corona</a>
<a href="#">1051842</a>	<a href="#">Keith Todd</a>
<a href="#">1053685</a>	<a href="#">Susan Avery</a>
<a href="#">1054265</a>	<a href="#">Vera Potapenko</a>
<a href="#">1056171</a>	<a href="#">Leigha Kinnear</a>
<a href="#">1056660</a>	<a href="#">Barry Sexton</a>
<a href="#">1058531</a>	<a href="#">Gretchen Nester</a>
<a href="#">1058726</a>	<a href="#">Monica Driscoll</a>
<a href="#">1060648</a>	<a href="#">Leslie Gardner</a>

1.

Page G

**Step 8** - When the employee name or emplid link is clicked, the Authorization page will reappear.

-The person selected will populate into the appropriate field.

-When finished, click the **Next Step** button or the [Job Posting](#) link.

(See Page H)

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**Department:** 796500 Ctr for Comparative Medicine

Position Description Funding Information Job Information Authorization Job Posting

#### Assignments

Recruiters			
Name	Recruiter ID	Primary	
Kelly Smith	1040955	<input type="checkbox"/>	<input type="button" value=""/>
<a href="#">Add Recruiters</a>			
Hiring Managers			
Name	Manager ID	Primary	
Heather Brown	1032567	<input type="checkbox"/>	<input type="button" value=""/>
<a href="#">Add Hiring Managers</a>			
Authorizer			
Name	Authorizer ID		
Alex Pall	1022540		<input type="button" value=""/>
Jennifer Lee	1047059		<input type="button" value=""/>
<a href="#">Add Authorizer</a>			
Resume Receiver			
Name	Resume Receiver ID		
Kevin Schmitt	1041952		<input type="button" value=""/>
<a href="#">Add Resume Receiver</a>			

Position Description Funding Information Job Information Authorization Job Posting

Page H

**Step 9** - When the Next Step button or the Job Posting link is clicked, the Job Posting page appears.

-The following fields will default in:

- **Posting Title**
- **Description**- There will only be a posting description if one already exists, otherwise HR Support will enter the description.

-The page is display only.

-When finished, click the **Save and Submit** button.

*Note: Any modifications that need to be made contact your HR Recruiter/Consultant.*

(See Page I)

**Job Opening**

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**Department:** 796500 Ctr for Comparative Medicine

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

**Job Postings**

**Posting Title:** Supvr Animal Care & Health

Postings	Primary Posting Title

Job Summary:  
 This position is responsible for performing a variety of payroll duties.

Specific Responsibilities:  
 Reviewing laboratory methods manual, scientific journals, abstracts, and other literature for information applicable to research experiments;  
 Determining and setting up instruments, material, and apparatus;  
 Operating laboratory equipment required for specific experiments;  
 Preparing culture media, chemicals, reagents and solutions for DNA techniques;  
 Maintaining sufficient inventory of material, supplies, and equipment  
 Cleaning and maintaining laboratory equipment.  
 Performing other related duties as required or assigned.

Minimum Qualifications:  
 A Bachelor of Science degree, or the equivalent combination of education, training and experience from which comparable skills can be acquired;  
 Diagnostic Testing.

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

Page I

**Step 10** - When the Save and Submit button is clicked, the Authorizer/Recruiter approval page appears.

-This page displays the status of the approvals:

- **Authorizer box-Pending** indicates that an email has been sent to the Authorizer and the job opening is waiting approval.
- **Recruiter box-Not Routed** indicates that the Authorizer has not approved the job opening.

-The following changes occur after the **Save and Submit** button is clicked:

- Job Opening Status changes to 006 Pending Approval.
- A Job Opening ID is assigned

-To add comments to the job opening, enter the comment in the Comments text box.

-When finished, click the **Save** button.

(See Page J)

**Job Opening**

**Posting Title:** Supvr Animal Care & Health **Job Opening ID:** 567886  
**Job Opening Status:** 006 Pending Approval  
**Job Title:** Supvr Animal Care & Health **Job Code:** 100364  
**Position Number:** 00036874 Supvr Animal Care & Health  
**Business Unit:** NWUNV Northwestern Business Unit  
**Department:** 796500 Ctr for Comparative Medicine

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

**Job Approvals**

**Authorizer/Recruiter Approval**

JobOpening: Pending

Authorizer/Recruiter Approval

**Pending** **Not Routed**

Multiple Approvers → Multiple Approvers

NW Authorizer Group → NW Recruiter Group

Comments:

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

Page J