

Navigation Navigate to Manager Self Service (MSS) to access the Create Job Opening tile 1. On the Primary Job Opening Information page: Enter the Position Number for the job you are filling. If you do not know the position number, contact the Budget department. Enter the Recruiting Location if it does not default. Click Continue. 2. On the Job Details tab, Opening Information section: Select the Status Reason: "Job Posting Re-Opened", "New Position", "Position Vacated", or "Temporary Assignment." Leave Desired Start Date blank. If applicable, you may enter the Employees Being Replaced. Click Save as Draft. 3. On the Job Posting tab, Job Postings section: Click Add Job Posting. 4. On the Posting Information page, Job Postings section: If a non-person profile is in place for this position or job code, the fields will populate. 5. On the Posting Information page, Job Posting Destinations: There will be a row for "External Posting" and "Internal Posting." Delete the row if it is not appropriate, using the icon to the far right. Press the OK button at the bottom of the page. 6. On the Hirring team tab, Assignments section: Select "Add Recruiter Team" to indicate who in HR is responsible for the position. Choose 1009 MGA Recruiters. Select a Recruiter to be the Primary Recruiter. Select "Add Search Committee" to identify people on the hirring team who should have access to the applicant information. Do not list a Recruiter or Hiring Manager on the Search Committee as it will interfere with system access. Once Finished, Click Save and Submit.	Checklist	
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Create a Job Opening Checklist

7. On the Approvals tab:	
View the Approval Chain and status at any time.	
Once the Job Opening has been approved, it will be posted on the Approval Date.	
Click the Home icon or another navigation to leave the job opening. You are finished.	