

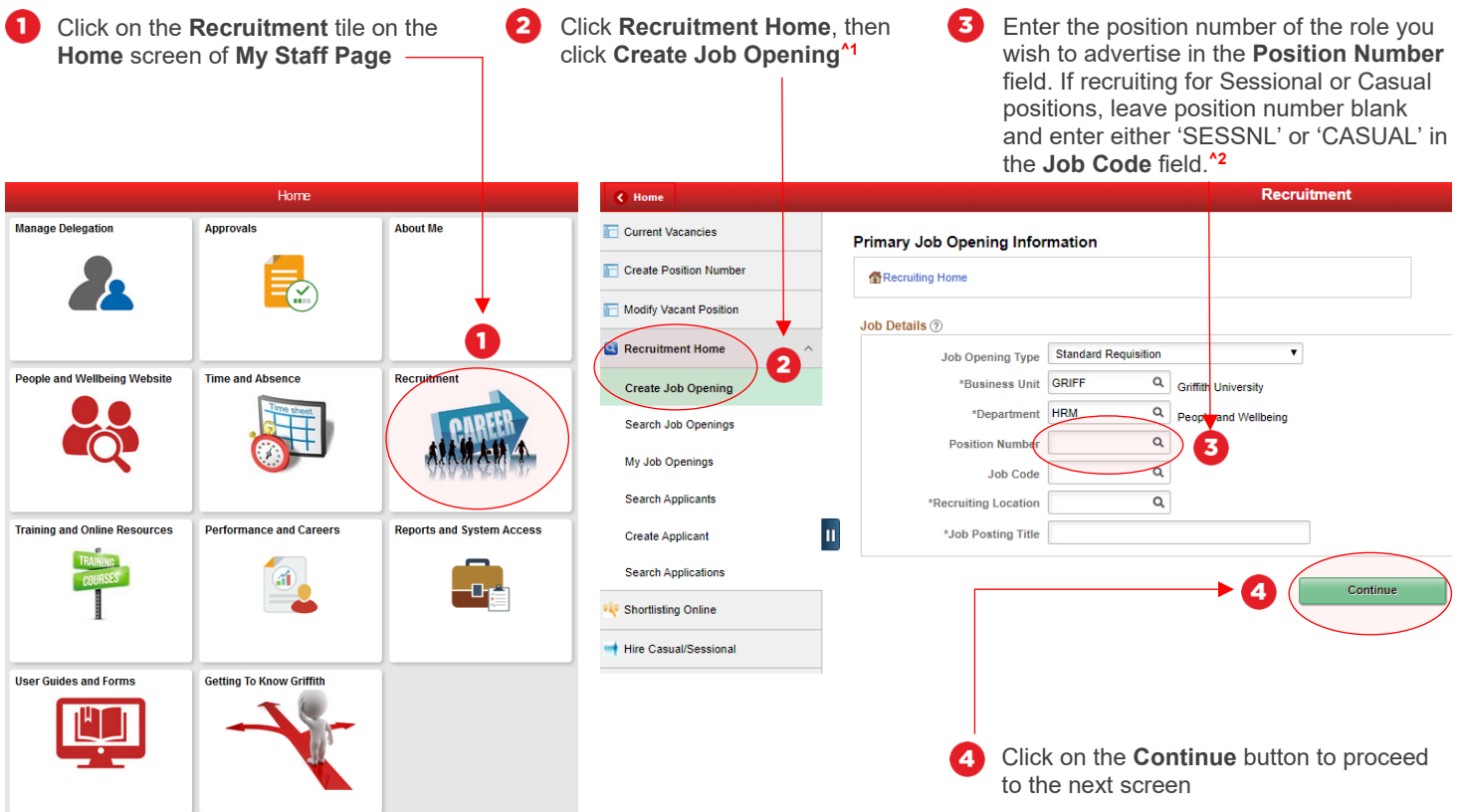
Introduction

This how to guide explains how to create a job opening in eRecruit for positions to be advertised. Positions include Continuing, Fixed Term, Sessional and Casual appointments.

Step 1: Create a Job Opening

- Navigate to Recruitment *My Staff Page* on the *Staff Portal* to begin the process.

- Click on the **Recruitment** tile on the **Home** screen of **My Staff Page**
- Click **Recruitment Home**, then click **Create Job Opening**^{^1}
- Enter the position number of the role you wish to advertise in the **Position Number** field. If recruiting for Sessional or Casual positions, leave position number blank and enter either 'SESSNL' or 'CASUAL' in the **Job Code** field.^{^2}
- Click on the **Continue** button to proceed to the next screen



The image shows a sequence of screenshots from the recruitment system. The first screenshot is the 'Home' screen of the 'My Staff Page' with a grid of tiles. The 'Recruitment' tile is circled in red and labeled with a red '1'. The second screenshot shows the 'Recruitment Home' page with a list of options. 'Recruitment Home' is circled in red and labeled with a red '2', and 'Create Job Opening' is also circled in red and labeled with a red '2'. The third screenshot shows the 'Primary Job Opening Information' form. The 'Position Number' field is circled in red and labeled with a red '3'. The 'Continue' button at the bottom right is circled in red and labeled with a red '4'. Red arrows connect the numbered callouts to their respective elements in the screenshots.

Step 1: Tips

- Once you have clicked on **Create Job Opening**, the **Primary Job Opening Information** screen will open, and the department will default to your department. If you are raising an appointment for a different area, change the department as required.
- Once you have entered the **Position Number**, the remaining fields will populate with information from the position data. If any of this information is incorrect, please contact your HR Adviser.

Step 2: Enter the Job Opening Details

- Certain data is pre-filled based on the position number entered in the previous step. If this data is incorrect, please contact your HR Adviser

< create Job Opening
Job Opening

Job Opening

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW **Status** 005 Draft
Job Posting Title Administrative Officer **Business Unit** GRIFF (Griffith University)
Job Code GEN005 (Griffith General Staff Level 5) **Department** HRM (People and Wellbeing)
Position Number **Primary Recruiting Location** 1004 (Nathan Campus)

Opening Information ?

*Template ID Griffith Recruitment Template
 Job Opening Type Standard Requisition
 Created By

*Openings to Fill
 Target Openings
 Available Openings

Department People and Wellbeing
 Status Code **1**
 Status Reason
 *Status Date

Locations ?

*Location	Location Description	Primary Location
<input type="text" value="CAMNAT"/>	Nathan Campus	<input checked="" type="checkbox"/>

Recruiting Locations ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
<input type="text" value="1004"/>	Nathan Campus	<input checked="" type="checkbox"/>	<input type="text" value="1"/>

Positions

*Position	Position Number	Primary Position
<input type="text" value="Administrative Officer"/>		<input checked="" type="checkbox"/>

Attachments

No Attachments have been added to this Job Opening.

Employees Being Replaced

*Employee ID	Name
<input type="text" value="1"/>	

- 1** Select the **Status Reason**. This is the reason the role is being advertised
- 2** Review the **Locations** and **Recruiting Locations**. If applicable, to recruit across multiple campuses, click the **Add Recruiting Location** button, then click on the magnifying glass icon on the new row and select the relevant campus^{^1}
- 3** Download and review the **Position Description** for the role by clicking on the icon under the **PD** column
- 4** Add any additional documents (or updated position description if applicable) by clicking on the **Add Attachment** button
- 5** Enter the **Employee ID** of the employee being replaced (if applicable)

Step 2: Tips

- If recruiting across multiple campuses, the **Target Opening** and **Available Openings** need to be modified to match the number of entries in **Recruiting Locations**. When modifying these fields, a notification regarding headcount will appear, click ok to dismiss

Step 2: Enter the Job Opening Details – Continued

- Certain data is pre-filled based on the position number entered in the previous step. If this data is incorrect, please contact your HR Adviser

The screenshot shows the 'Additional Job Specifications' form, divided into 'Staffing Information' and 'Salary Information' sections. The 'Staffing Information' section includes fields for Schedule Type (Full-Time), Work Type (Continuing), Begin Date, End Date, and Hours (36.25). The 'Salary Information' section includes Salary Range From (66,154.520000), Salary Range To (74,409.220000), Pay Frequency (Year), and Currency (Australian Dollar). Below these are sections for Recruiters, Hiring Manager, Interviewers, Interested Parties, and Job Postings, each with an 'Add' button. Red callouts numbered 6 through 11 point to these elements: 6 points to the Staffing and Salary information fields; 7 points to the 'Add Recruiter' button; 8 points to the 'Add Hiring Manager' button; 9 points to the 'Add Selection Committee' button; 10 points to the 'Add Interested Party' button; and 11 points to the 'Add Job Posting' button.

6 Review the **Staffing Information** and **Salary Information**. If the role is continuing, enter an estimated **Begin Date** only, and if the position is fixed-term, enter an estimated **Begin date** and **End Date**^{^1}

7 Click on **Add Recruiter**, type in your HR Advisers name into the box, click on the magnifying glass icon, and then select them on the pop-up to add them to the role

8 Click on **Add Hiring Manager**, type in your Head of Elements name into the box, click on the magnifying glass icon, and then select them on the pop-up to add them to the role. If the Head of Element is not the Chair of the Selection Committee, repeat the process to add the Chair as a hiring manager and ensure the **Chairperson** checkbox is marked for the Chair only

9 Click on **Add Selection Committee**, type the panel members name into the box, click on the magnifying glass icon, and then select them on the pop-up to add them to the role. Repeat for each panel member

10 Click on **Add Interested Party**, type the administration contacts name into the box, click on the magnifying glass icon, and then select them on the pop-up to add them to the role. Repeat for each panel member

11 Click on **Add Job Posting** to enter the **Posting Information** screen

Step 2: Tips

1. Information in the **Schedule Type**, **Work Type**, **Hours**, and **Salary Information** fields is pre-populated from the position number entered. If this information is incorrect, please contact your HR Adviser

Step 3: Enter Job Posting Information

- The information entered on this screen forms the text for the advertisement

The screenshot shows the 'Posting Information' form with the following fields and buttons highlighted by numbered callouts:

- 1**: *Posting Title (Administrative Officer)
- 2**: Short Web Description
- 3**: *Description Type (Be Remarkable), Template (1. Griffith Template), and Visibility (Internal and External)
- 4**: The main text area containing 'About Griffith University' and a paragraph of text.
- 5**: Job Posting Destinations table with columns: *Destination, *Posting Type, Relative Open Date, Post Date, Remove Date, Posting Duration (Days).
- 6**: Add Posting Destination button
- 7**: OK button

1 Review the **Posting Title**. For Academic Positions, discipline or field can be added

2 Add a **Short Web Description**. This can be no more than 150 characters

3 Under **Job Descriptions**, set **Description Type** to 'Be Remarkable', **Template** to '1. Griffith Template', and **Visibility** to 'Internal and External', or 'Internal Only' for internal or EOI roles

4 Add specific information to the **Advertisement Text**

5 Under **Job Posting Destinations**, select 'Jobs@Griffith' as a **Destination**, set the **Posting Type** as 'Internal Posting', set the **Relative Open Date** to '3 – Three days after approval', and either enter the **Remove Date** or enter a **Posting Duration**^{^1}

6 If the role is to be advertised externally, click on **Add Posting Destination**, and repeat the above process, changing **Posting Type** to 'External Posting', adding a new line for each destination^{^2}

7 Select **OK** to return to the previous screen

Step 3: Tips

- If the posting destination you wish to post to is not listed, you can request additional posting by listing them in the comments box, as detailed over page in Step 3.
- For external advertisements, there should be at least two posting destinations listed; 'Jobs@Griffith – Internal Posting' and 'Jobs@Griffith – External Posting'..

Step 3: Enter Comments and Submit for Approval

- Any additional information relevant to the advertisement should be included in the comments box

The screenshot shows the 'Job Postings' section with a message 'No job postings exist for this job opening.' and an 'Add Job Posting' button. Below this is a 'Comments' text area, which is circled in red and labeled with a '1'. At the bottom of the page, the 'Save and Submit' button is circled in red and labeled with a '2'. Navigation links for 'Recruiting Home', 'Notification', and 'Start Over' are visible.

- In the **Comments** box include;
 - Justification for advertising the position
 - Additional posting destinations
 - External panel members name and contact details (if applicable)

- Click on **Save and Submit** to submit the job opening for approval

- Once submitted, a **Job Opening ID** will be assigned to the role, which can be used to search for and follow up on the role at a later date

The screenshot shows the 'Job Opening' details page. At the top, there is a 'Home' button and a 'Save' button. Navigation links include 'Recruiting Home', 'Clone', 'Create New', and 'Print Job Opening'. The main content area displays job details: 'Job Opening ID 113889' (circled in red and labeled with a '3'), 'Job Posting Title Administrative Officer', 'Job Code GEN005 (Griffith General Staff Level 5)', 'Position Number 00058232 (Administrative Officer)', 'Status 010 Open', 'Business Unit GRIFF (Griffith University)', 'Department HRM (People and Wellbeing)', and 'Primary Recruiting Location 1004 (Nathan Campus)'. Below the details are two tabs: 'Job Details' and 'Approvals' (circled in red and labeled with a '4'). At the bottom, the 'Opening Information' section shows '*Template ID 1016' and 'Griffith Recruitment Template', and 'Job Opening Type Standard Requisition'.

- Once submitted, an additional **Approvals** tab will be created. Clicking on this will show details of the approval workflow for the job opening