

Job Opening Creation Checklist

1. Gather materials, including position number, date approved to fill, and selection assessment strategy
2. Login to PeopleSoft. Navigate to **Create Job Opening**
 - From the Homepage menu, select **Recruiting Homepage** → **Recruiting Activities Tile** → **Create** → **Create Job Opening**
3. [Enter the primary job opening information](#)
 - If the recruitment is for a finite number of openings, select **Standard Requisition**
 - For continuous recruitments, you can select **Continuous Job Opening or Standard Requisition**
 - **Important:** Enter the job opening's business unit first
 - If known, enter the Position Number next. If you enter a position number, information from the position will automatically complete the remaining fields on the page
 - If not using a position number and using a job code:
 1. Enter the Department associated with the recruitment prior to entering the Job Code
 2. Enter the job code
 3. Enter the recruiting location
 - Recruiting Location
 - Selecting a city for the recruiting location is recommended
 - Review/update the Job Posting Title
 - Can add other job codes, positions, and recruiting locations later if needed
 - Click **Continue**
4. Enter the **Opening Details (Opening Details Tab)**
 - Review the Template ID attached to the job code
 - Update the Template as needed if it does not correspond with your selection assessment strategy
 - If doing a resume screen, use a template that requires a resume - Template 3001 (LOQ required), 3003 (LOQ optional), or 3006 (LOQ hidden)
 - Select the applicable values in the Openings to Fill section
 - Confirm (or enter) the Department information
 - This drives who has security to the Job Opening
 - Check the applicable boxes for the state hiring provisions used and the posting type
 - **Required:** Enter the Date Approved to Fill
 - In Locations, review/enter the physical location(s) of the Job Opening
 - Run WI_HRS_RECRUIT_LOC_ROLLUP to help find locations (as needed)
 - In Recruiting Locations, Indicate the recruiting location(s)

- City is recommended
 - Job openings can only have one type/level of recruiting location (types available: remote, statewide, out of state, region, county, city)
 - If Statewide is selected, all 72 counties will appear on the application
 - If the job opening is for multiple positions, add the position numbers in the Positions Section
 - Not required to enter any position information
 - Enter Employees Being Replaced if you want to track this information
 - Click **Save as Draft** to generate the Job Opening ID Number
5. Enter the **Job Details (Job Details Tab)**
- Most of this information defaults from the job code and can be modified.
 - If the job opening is for multiple job codes, add them here.
 - Specify the Schedule Type (full-time or part-time)
 - Specify whether the job is Regular or Temporary
 - If you want to track the salary range associated with the opening, update the salary range values
 - If you plan to certify based on shift preference or type of employment, add those employment questions
 - Only use Question ID 1029 and 1030 on this page
 - Click **Save as Draft**
6. Add qualifications if applicable (**Qualifications Tab**)
- Enter any required qualification on this page
 - If you are not screening on qualifications, you don't need to add anything to this section
 - Click **Save as Draft**
7. Add recruiters to the job opening (**Assignments Tab**)
- Specify the recruiter(s) associated with the job opening and check box next to Primary Recruiter
 - Click **Save as Draft**
8. [Add questions if applicable](#) (**Questionnaire Tab**)
- If doing an online or manual screening, add questions you are using to this tab
 - If you're not adding screening questions, you don't need to add anything to this section
 - If you have more than 1 question, enter the question order (1, 2, 3...). All questions appear together even if you have multiple screening levels so it's important to number the questions as a whole.
 - If the maximum and passing points of the screening level are the same (pass/fail screening), do NOT check "Required to Pass" next to any questions in the screening.
 - Do NOT check "Required to Pass" next to any question unless the applicant is required to both pass the screening level and receive a minimum score on a specific question within the screening.

- If “Required to Pass” is checked and the applicant is required to select a specific answer(s) for that question to pass the screening level, confirm that Correct Answer = Y for every answer that can be selected for the applicant to pass the specific question.
 - Check that the question types and response options are what you intended
 - Click **Save as Draft**
9. [Add the screening levels \(Screening Tab\)](#)
- Click **Add Screening Option** to add check boxes next to applicable screening levels
 - For online and manual screenings, click on the screening level name to attach the questions to the screening level and enter the passing point
 - If there are questions with the screening that the applicant must pass, click **Required to Pass** next to the applicable question
 - For a resume screen, click on the screening level name and add the Maximum and Passing Point
 - Click **Save as Draft** once screening levels are set up
10. Enter the job posting information (**Job Posting Tab**)
- Enter the posting title, keywords, and up to three job categories
 - Select the applicable Introduction template
 - Complete the information in each of the 7 sections of the job posting
 - If creating Job Posting in Word and pasting to TAM, use Arial 12pt font
 - If typing directly in the Job Posting Section, use Arial 16 (web equivalent to Arial 12pt in Word)
 - No not use italicized text
 - Edit any links to open to a new tab [Target = New Window (_blank)]
 - Enter the salary in the **Salary Information** section
 - Enter instructions in the **How To Apply** section
 - Enter the application deadline date in the **Deadline to Apply** section
 - Make sure you don’t have any links or references to the old Wisc.Jobs website
 - Enter the Post and Remove Dates in the Job Posting Destinations Section
 - Update the Relative Open Date to blank
 - Enter a Remove Date of the day AFTER the application deadline
 - You can leave Remove Date Blank for continuous or open until filled openings
 - Preview the job posting to check for typos
 - Click **Ok** to go back to the main Job Posting page
11. Review all the tabs one more time to make sure everything is correct.
12. Click **Save and Submit** at the bottom of any page to send the Job Opening to your agency approver.

Other Approver Resources

See the [Review and Approve a Job Opening job aid](#) for instructions about how to approve a Job Opening, as well as an Approver Checklist.