## **RECRUITING WORKLET**

Select the Recruiting icon on your dashboard



Recruiting

1. Click Open Faculty Job Requisitions under View.



2. Click the Job Requisition link you want to modify

Remo								
Job Requisition	Job Requisition Status	Job Profile Hiring Requirement	Hiring Manager	Primary Recruiter	All Locations for Job Requisition			
R237 Quarterly Adjunct Lecturer - Civil Engineering (Pool) (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Melanie Massie	Bergin			
R250 Quarterly Adjunct Lecturer - Engineering Management (Pool) (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Melanie Massie	© Bergin			
R265 Quarterly Adjunct Lecturer- UGRAD GENGR (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Jessica Kuczenski	Heafey			
R266 Quarterly Adjunct Lecturer- ECEN (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Kelly Gonzalez	Heafey			
R284 QAL - BIOE (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elane Scott	Matthew Blanco	900 Lafayette St			
R302 Quarterly Adjunct Lecturer - Computer Science and Engineering (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Silvia Figueira	Bergin			
R314 Quarterly Adjunct Lecturer - Applied Mathematics (Pool) (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Stephen Chiappari	Bergin			

3. Click the blue Actions button.

ecturer - Computer Science and Engineering (Open)

4. Select Job Change → Edit Job Requisition





- 5. On the Recruiting Information page,
  - Enter the appropriate Reason

	Recruiting Information
Start	Recruiting Details
Recruiting Information	Number of Openings 18
Organizations	Reason *
Assign Roles Summary	Targeted Job Search
	Replacement For
	Recruiting Instruction
	Recruiting Start Date * 10/16/2019

- 6. Click Next.
- 7. Update the Job Details page:
  - a. Posting Title field (if applicable)
  - b. Job Decription field (if applicable)
  - c. Hiring Range field (if applicable)
  - d. any other needed fields
- 8. Click Next.
- 9. Verify or Edit the Organizations details
- 10. Click Next.



- 11. Verify or Edit the Assign Roles page
- 12. Click Next.
- **13.** Review the information. **Click Submit**.
- 14. Up next: Approval by Faculty Dean Partner
- 15. Navigate back to your Inbox
- 16. Click the Update Job Posting task



## 17. Click Submit to Unpost Job



## 18. Click the Post Job task in Inbox.

Actions (3) Archive	Post Job R302 Quarterly Adjunct Lecturer - Computer Science and Enginee
Post Job: R302 Quarterly Adjunct Lecture Science and Engineering 49 second(s) ago	ter 49 second(s) ago For internal targeted job searches, post to the Internal job board (it will not be published as long as the job r For <u>external</u> targeted job searches, post to the Targeted Job Search external job board. Jobs that are posted to the External SCU job board should also be posted to the Student Job Board.
	Job Posting Site * := Preview Job Posting
	OK Cancel

**19.** Select the **Job Posting Site**: All → **Internal** and **SCU**.

49 second(s) ago	← All	
For <u>internal</u> targeted job	🔽 Internal	
For <u>external</u> targeted jot	🖌 scu	
Jobs that are posted to t	SCU Student Jobs	
	Targeted Search Job Board ONLY (Hidden)	
Job Posting Site *	search	
	× Internal	
	× SCU	

- 20. Click Ok.
- **21.** Enter an End Date for the Job Posting.
- 22. Click Submit.

