GSA JOB OPENING CHECKLIST & CHEAT SHEET

Unit Checklist
Check the following items when reviewing job openings for approval and posting:

1. _____ If the job opening is not going to be posted, is the Accept Non Posted Applications check box turned on?
2. _____ If there is a commitment for the graduate student, is the Student Commitment check box turned on?
3. _____ Does the Posting Title accurately reflect this job as a Graduate Student appointment?
4. _____ Ensure Years of Work Experience field is blank,
5. _____ If Screening Questions were added, are they appropriate for the job posting content and tied directly to the Required Qualifications? Refer to *Screening Guidelines* document on eRecruit website for further information
6. _____ Have the correct Approvers identified (if needed)?
7. _____ Are the Description Types of How to Apply, Course Description, Responsibilities, Required qualifications, desired qualifications, Contact Information, Decision Making, and Selection Process completed?
8. _____ Proofread and correct any typos (use the spell check feature). If job opening creator copied any Description content from Word onto the Posting Information page he/she should Save & Submit the job opening, exit and come back into the job opening to double check for any formatting errors on the Posting Information page (example: question marks intended to be bullets or apostrophes). Approvers should also check the Posting Information page for these potential errors.
9. _____ In the Job Posting Destinations box, are dates selected to post the job opening for a minimum of 14 calendar days? Note: Do not add posting destinations for non-posted positions.
10. _____ If included in the Job Opening is the Fraction Calculation Form filled out appropriately?
11. _____ Are the correct program codes included for limited availability positions?

Unit Cheat Sheet: Use below field descriptions for reference during Job Opening creation and/or review:

Navigation: MENU > RECRUITING > CREATE NEW JOB OPENING

FIELD	REQUIRED?	DESCRIPTION / COMMENTS
Job Opening Type	Yes	Populates automatically; no action needed
Business Unit	Yes	Populates automatically; no action needed
Job Family	Yes	Select the appropriate Job Family
Job Code/Title	Yes	Job Code will default to the GSA job title associated with the selected Career Family.
Posting Title	Yes	Populates automatically as Job Code/Title; may change if necessary
Click "Continue" (Note: on Job Opening page, click Save as Draft at any time to save changes during creation process and/or if it is necessary to exit the system and return to the job opening at a later time; search tip: job opening saves in "Draft" status.)		
Job Opening Type	Yes	Populates automatically; no action needed
Accept Non Posted Applications	No	Turn the box on if job opening is not going to be posted. Using this feature allows applicants to apply without going through umjobs.org
Student Commitment	No	Turn the box on if you have a commitment for the student. Allows the student to skip most of the application. They fill out personal information and skip to prescreening questions. *Note: Do not add screening questions if you check this field.*
Created By	Yes	Populates automatically; no action needed (operator ID of creator)
Created	Yes	Populates automatically; no action needed (defaults to system date)
Openings to Fill	Yes	Defaults to Limited; Use Limited if hiring a single person or a finite number of people, use unlimited if you want the job opening to stay open indefinitely
Target Openings	No	Defaults to "1"; change default if you are hiring more than one person on the job opening

Available Openings	No	Defaults to number of Target Openings entered, incrementally decreases by 1 every time someone is hired until Target Openings number is reached and then closes the job.
Appointing Department	Yes	Type in or use finder icon to select appropriate Appointing Department. Note: if using finder icon, type search parameters into Department or Description fields before clicking "Look Up" to avoid long search times
Org Group	Yes	Populates automatically based on Appointing Department; no action needed
Work Location, City, State	Yes	Populates automatically based on Appointing Department; may change if necessary
Status Code	Yes	Populates automatically; no action needed. Note: Status of job opening updates automatically throughout the approval and hiring process
Status Date	Yes	Populates automatically; no action needed
Department Contact	Yes	Defaults to Created By name, may be changed if appropriate. Note: This person also receives daily digest of new hires that have not completed self-service onboarding.
Unit PCN	No	Type in the Position Control Number if part of your unit's process. Only one value is possible.
Career Interest	Yes	Defaults to 2 values. One for the overall Graduate Student, and the second for the specific job title. Applicants use Career Interests to search for jobs at umjobs.org
Job Code	Yes	Populates automatically; no action needed
Full/Part Time	Yes	Defaults to Part-Time; Graduate Student appointments should not be full time
Appt Begin Date	No	Type or use calendar icon to select Appt Begin Date if desired/known; displays in Posting (should match beginning of term)
Appt End Date	No	Type in or use calendar icon to select Appt End Date (should match end of term)
Appointment Period	No	Add the appointment period here and it defaults to the Job Offer. If you are doing many hires from one job opening this is a time saver. *Note: This field is not duplicated when the Job Opening is cloned.*
Standard Hours	Yes	Defaults to blank; change if applicable
Add Fraction Calculation Forms	Optional	For use with GSI and GSSA job openings, if selected will display in posting. *Note: See Fraction Calculation Cheat Sheet for specific field information. This information is not duplicated when Job Opening is cloned.*
Posting	No	Turn the box on if the job opening is going to be posted, and the Fraction Calculation form should be attached to the posting.
Add Program Code	No	Add the program code(s) associated with your School or College that apply to the job opening if you only want matriculated students in one of your programs to apply for the job opening. *Note: This information is not duplicated when Job Opening is cloned.*
Highest Education Level	No	Use drop down box to select minimum applicant Education Level required; may use this field in system screening. If applicable, click ⊞Add Work Experience and Education to indicate additional Education Level(s)
Minimum Years of Work Exp	No	DO NOT USE; leave blank
Maximum Years of Work Exp	No	DO NOT USE; leave blank
Licenses & Certifications	No	Use finder icon to select desired License or Certification if applicable; may use this field in system screening. Click ⊞Add License & Certification to indicate additional License(s) or Certification(s)
Question (Screening Questions)	No	*See *Screening Guidelines* document on eRecruit website prior to using system screening*. Use finder icon to select from the library of individual screening questions if applicable. Click ⊞Add Screening Questions and use the finder icon to include additional individual questions. Another option is to click ⊞Load from Question Sets and checkmark one or more pre-determined question sets to be included

View Answers	No	Click link to view each full screening question as it will appear on the posting. Also able to view affiliated answers, pre-assigned point values for each answer and which answers are designated as "correct"
Final	No	Click link to be **redirected to Job Opening Screening Criteria page** in order to set up system screening if applicable. See highlighted fields below for further detail
Percent Needed to Pass	No	Defaults to 50%; may change to a higher % causing a smaller applicant pool to pass or lower % causing a larger applicant pool to pass
Use in Screening (column)	No	Checkmark boxes to indicate which topics/questions to include when system screening is run
Required (column)	No	Checkmark boxes for topics/questions the applicant MUST answer correctly in order to pass screening. Note: if any Required topics/questions are answered incorrectly, the applicant will fail screening. If designating a topic/question as Required, checkmark both the Required and Use in Screening boxes for that row
Points (column)	No	Type in desired point value for all rows designated with a Use in Screening checkmark. Note: point values for specific screening questions are pre-assigned and will appear as a hard coded 0 in this column
Edit Details	No	Click link, which appears next to each screening question, to change pre-assigned point values associated with each answer if applicable.
Click "OK" to save changes and return to Job Opening Page		
Add Approvers	No (optional)	Click link. Type a number in Seq# field to designate the order of the workflow approval email to each Approver. Type in EmplID or use finder icon to select Approver.
Add Additional Hiring Team Members	No	Click link if applicable; type in EmplID or use finder icon to select Hiring Team Members. Note: in order for Resume Viewers or Job Open/Updaters to access this job opening in the system, they must be designated as Approvers OR Additional Hiring Team Members. Only employees with an eRecruit security role will appear when using the finder icon
Add Job Postings	No	Click link to be **redirected to Posting Information page** in order to add posting content and dates. See highlighted fields below for further detail
Posting Title	No	Pre-populates with previously designated Posting Title; may change if applicable
Posting Descriptions	Yes	The following information must be included in the posting text: How to Apply, Course Description, Responsibilities, Required Qualifications, Desired Qualifications, Contact Information, Decision Making, and Selection Process. GEO Contract Information and UM EEO/Affirmative Action statement is included and is non modifiable.
Add Posting Descriptions	No	If there is additional information you wish to include, Click link to add posting descriptions (e.g. Desired Qualifications, etc.). Notes: Add as many Posting Descriptions as are suitable for the job opening. ADA Compliant Posting Guidelines can be reviewed here http://hr.umich.edu/oie/Avoiding-Discrimination.pdf
Visible	Yes	Defaults to Internal and External; in most cases this is not to be changed
Description Type	Yes	Use drop down box to select desired Description Type; appears as a header on the posting. Notes: Regardless of the order Description Types are added and selected, they will appear on the posting in a pre-determined order. See (*) at the bottom of document for this order.
Description ID	No	Use drop down box to select appropriate Description ID. Notes: the options for Description ID vary depending on selection of Description Type; options include pre-populated text, free form, or both. Description IDs do not appear on the posting
Description	No	Type in free form text if applicable. Pre-populated text may be changed if necessary. Notes: Use spell check icon to verify no spelling errors exist. If using copy and paste

		from a Word document, avoid using bullets and apostrophes, as they format into question marks (?) which are only visible and may only be corrected by creator or Approvers after saving and submitting the job opening. Descriptions appear on the posting
Job Posting Destinations	No	Fill this section in ONLY if you want the job opening to be posted.
Posting Type	No	Defaults to Internal and External in the two rows below; in most cases this is not to be changed. Designates that the posting will appear to both Internal and External applicants on websites
Relative Open Date	No (either this or Post Date is required)	Use this field OR Post Date field to indicate when the job opening should be posted on websites. Use drop down box; select Approve Dt. if job opening is to be posted upon last Approval. Reminder to complete this step for both rows if applicable
Post Date	No (either this or Relative Open Date is required)	Use this field OR Relative Open Date field to indicate when the job opening should be posted on websites. Type in or use calendar icon to post the job opening on a specific date. Reminder to complete this step for both rows if applicable. Note: may be necessary to use this field if job opening is a bargained-for position
Remove Date	No (either this or Posting Duration is required)	Use this field OR Posting Duration (Days) field to indicate when the posting is to be removed from websites. Type in or use calendar icon to remove the posting on a specific date. Reminder to complete this step for both rows if applicable. Note: may be necessary to use this field if job opening is a bargained for position
Posting Duration (Days)	No (either this or Remove Date is required)	Use this field OR Remove Date field to indicate when the posting is to be removed from websites. Type in the number of days (minimum of 14 calendar days) to post the job opening. Reminder to complete this step for both rows if applicable. Note: recommend using the Approve Dt. as Relative Open Date and Posting Duration (Days) field whenever appropriate, as the system uses the number of days entered and calculates the posting remove date, adjusting as needed depending on when the approval is completed
Click "Preview" at any time to view the posting as it will appear to Applicants. Click Return to Previous Page to return to the Posting Information page and once satisfied with posting content click " OK" to return to Job Opening page.		
Back on Job Opening page, click either "Save & Submit" to start approval workflow emails or "Save as Draft" (Note: approval workflow emails will not generate until Save & Submit is clicked)		

*Pre-determined order of Description Types as will appear in postings:

1	How to Apply	14	Background Screening
2	Job Summary	15	Contact Information
3	Course Description	16	Mission Statement
4	Responsibilities*	17	Application Deadline
5	Required Qualifications*	18	Decision Making Process
6	Desired Qualifications*	19	Selection Process
7	Nursing Specific Info	20	E-Verify
8	Licensure & Certification	21	GEO Contract Information
9	Work Schedule	22	U-M EEO/AA Statement
10	Work Locations		
11	Underfill Statement		
12	Additional Information		
13	Union Affiliation		

-