The following provides instruction on how to create an online Job Opening (formerly known as Job Requisition) to fill an existing position (which may be vacant) or a new position. For Emergency Hires, please refer to the Emergency Hire Quick Guide on the Jobs@CSUN website.

Creating a Job Opening

1. Using an Internet browser, access the CSUN homepage at www.csun.edu.
2. Login to the myNorthridge portal using your CSUN User ID and password.
3. Find the Human Resources/Manager pagelet, and click on Create a Job Opening.
4. Enter a department ID number. If this is an existing position, use the TAB key to move to the Position Number field. Enter the position number, or look it up by clicking on the magnifying glass icon next to the field. If new, skip the Position Number and tab through to the Job Code field and enter the job code (a new Position Number will be automatically generated later by the system). Use the TAB key to move through to the yellow Continue button, then click on the button to advance.

Enter Primary Job Opening Information
5. The **Job Opening** summary will display.

![Job Opening Summary](image)

The sections used for entry include: **Job Information** (first default page), **Job Posting**, **Hiring Team** and **Attachments**.

6. **Job Information**: If the position needs a reclassification review, check the box next to **Needs Review**. If the position is new, check the box next to **New**. All new positions will automatically be reviewed.

7. **Job Information**: Scroll down to **Employees Being Replaced**, Enter EmplID of employee being replaced. For speed, enter EmplID number directly. If the position is new, leave the field blank.
8. Scroll down to the **Staffing Information** section.
   At **Schedule Type**, choose **Full Time** or **Part Time** from the drop-down menu.

   At **Regular/Temporary**, choose from the drop-down menu. This is for recruitment purposes only and will not change the status of the position in Position Management. However, please note that in order for the recruitment to be posted as Regular, the position status must also be Regular (indicating permanent funding) in Position Management.

9. **Job Posting**: Click on the **Job Posting** tab. The **Job Posting** is created automatically; click on the **Posting title** to open.

   Add any special qualifications in the text box in the section where **Description Type** is labeled **Qualifications**.

   Scroll and locate **Description Type**: **Pay, Benefits, & Work Schedule**. Add the **Maximum Hiring Rate** in the section below.
Scroll and locate Description Type: **Major Duties**. Choose the appropriate job code from the drop down menu. If the desired job code is not available in the list, leave Description ID as (Invalid Value).

Scroll and locate Description Type: **Job Posting Destinations**. Optional: If there is a specific advertising requirement, click on the plus sign [+] or Add Posting Destinations.

Choose advertising destination from drop down menu, and Posting Type **Recruitment**. If the advertising option is not displayed on the list, choose **Other** and Recruitment Services will call to obtain the advertising destination.

Click yellow **OK** button to complete **Posting** section. Recruitment Services automatically posts to jobs@csun and CSU Careers.
Click on the **Attachments** link to add Job Descriptions and any other documentation necessary to the Job Opening, such as an **Action Request Form**.

![Attachments](image)

Click on the yellow **Save as Draft** button; write down the Job Opening ID Number that appears at the top of the page. Save the Job Opening ID Number for future reference; it will make it easier for you to look up this specific job in the future.

**NOTE:** **Save as Draft** does NOT begin the Approval process, but retains the Job Opening information. **Cancel** discards the entries.

![Save as Draft](image)

**Adding the Hiring Team**

Click on **Hiring Team**.

**Entering the Hiring Manager** is mandatory. **Hiring Managers** refers to the manager(s) who will review and/or distribute applications, and/or submit the online candidate selection known as the Job Offer. The **Hiring Manager** will be designated as the first level approver for the Job Offer. It is recommended to designate only one **Hiring Manager**.

The **Recruiters** are the department contact(s) who will review and/or distribute applications, and/or submit the online candidate selection known as the Job Offer. More than one Recruiter can be added by using the [+] or **Add Recruiters** link. Be sure the **Primary** indicator box is checked next to the individual designated to receive e-mail notifications.

The last section, **Interviewers**, refers to the members of the Search Committee or anyone who will be asked to review applications. There is no limit to the number of Interviewers that can be identified. Click on the [+] or **Add Interviewers** link as needed. Before adding to the Hiring Team, have the employee IDs ready to enter directly into the fields, rather than using the magnifying glass icon/look-up feature. Using the magnifying glass icon searches all employee IDs; this can be a time-consuming process. Using other means such as HR Data Inquiry or Managers’ Workbench are faster methods for looking up employee IDs.
Click on the yellow Save & Submit button to save the Job Opening as created and initiate the Approval process. Approvers will receive e-mail notifications when it is their turn to review and approve the Job Opening.

NOTE: Save as Draft does NOT begin the Approval process, but retains the Job Opening information. Cancel discards the entries.

Upon saving additions to the Hiring Team, the system will assign security access to those individuals specified. No additional forms or requests are necessary to obtain access once individuals are assigned to a Hiring Team. The assignment process runs hourly and the appropriate links become visible in the myNorthridge portal homepage on the Human Resources/Manager pagelet once the process is complete.

Assistance is available by contacting Recruitment Services at x2101.