

1 How to Create a Job Opening

Before creating a Job Opening:

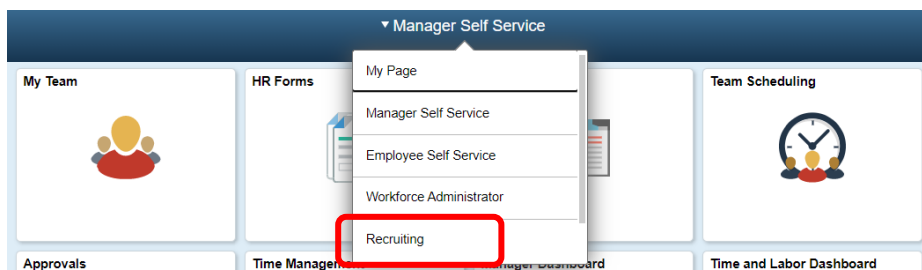
- Verify that the PIN is vacant or going to be vacant.
- Verify that the attributes to the PIN are correct (Reports To, Department, Location). You can verify from your manager dashboard and looking at the direct reports or your Organizational Chart in Connect.
- If a change to the Position must be made, complete a Position Change Request Form and change only what needs to be corrected (e.g. Department, location, Reports to) and submit.
- After you receive notification that the corrections have been made then you can create the Job Opening.

There are two (2) ways to Create A Job Opening:

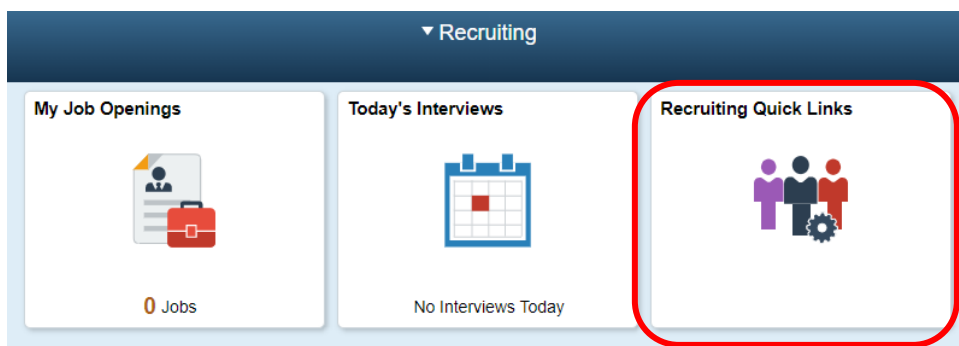
- 1. Recruiting page > Recruiting Quick Links tile*
- 2. Manager Self Service page > Manager Dashboard tile*

1. To create a Job Opening through the **Recruiting page**:

Once logged into CONNECT, click “Recruiting” from the page menu.



Click the “Recruiting Quick Links” tile.



2 How to Create a Job Opening

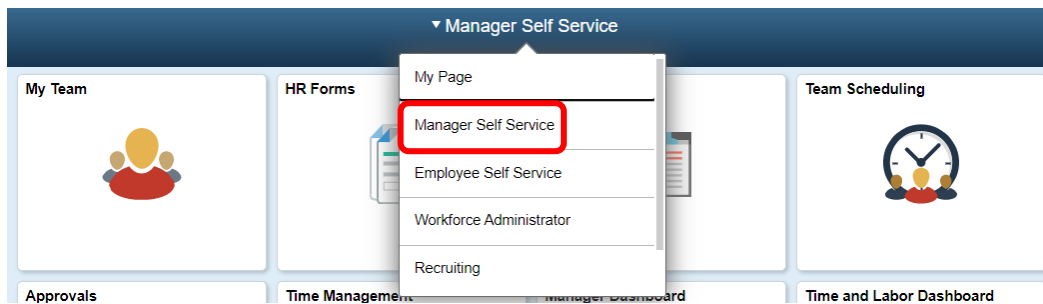
Click “Create Job Opening” from the left panel.

The screenshot shows the 'Create Job Opening' form in the 'Recruiting Links' section. The left sidebar contains navigation options: 'Interview Calendar', 'Search Applicants', 'Search Job Openings', 'Create Job Opening' (highlighted with a red box), 'Interview Calendar', and 'Pending Approvals'. The main form area is titled 'Primary Job Opening Information' and includes a 'Recruiting Home' link. Below this is the 'Job Details' section with fields for 'Job Opening Type' (Standard Requisition), '*Business Unit' (MDJUD), 'Department', '*Position Number', '*Job Code', '*Recruiting Location', and '*Job Posting Title'. The 'Profile Details' section includes a 'Job Profile' table with columns for 'Profile ID' and 'View Profile', and an 'Add Job Profile' button. A green 'Continue' button is located at the bottom right of the form.

Then Skip to #3. Or...

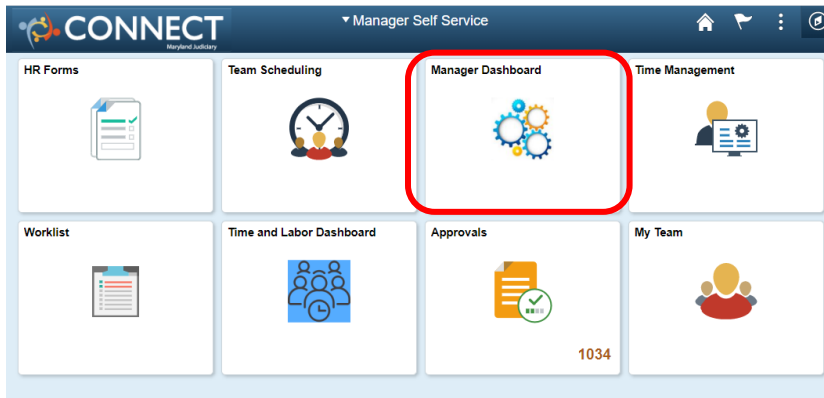
2. To Create a Job Opening through the *Manager Self Service* page:

Once logged into CONNECT, click “Manager Self Service” from the page menu.



3 How to Create a Job Opening

Click the “Manager Dashboard” tile.



Click “Create Job Opening” from the “My Open Jobs” pagelet.



Primary Job Opening Information

The screenshot shows the 'Primary Job Opening Information' form. It includes sections for 'Job Details' and 'Profile Details'. In the 'Job Details' section, the '*Position Number' field is highlighted with a red box and contains the value '000863'. A red arrow points from a text box on the right to this field. Other fields include 'Job Opening Type', '*Business Unit', 'Department', '*Job Code', '*Recruiting Location', and 'Job Posting Title'. The 'Profile Details' section includes a 'Job Profile' table with 'Profile ID' and 'View Profile' buttons, and an 'Add Job Profile' button. A 'Continue' button is at the bottom.

3. On the “Primary Job Opening Information” screen, enter the “Position Number” and hit the tab key to exit that area.

Primary Job Opening Information

Return | Recruiting Home

Job Details

Job Opening Type: Standard Requisition

*Business Unit: MDJUD (Maryland Judiciary)

Department: 0466119 (DC 66- Judges' Aides)

*Position Number: 000912 (Senior Admin Assistant)

Job Code: 1016 (Senior Admin Assistant)

*Recruiting Location: 1018 (Prince George's County)

*Job Posting Title: Senior Admin Assistant

Profile Details

Job Profile

Profile ID: [] View Profile

[] View Profile

Add Job Profile

Continue

4. After hitting the tab key on your keyboard, all of the required information will auto-populate based on the attributes of the PIN.

Note that you will only be allowed to enter PIN's that are designated to your location(s).

Click the "Continue" button.

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID: NEW | Status: 005 Draft

Job Posting Title: Senior Admin Assistant | Business Unit: MDJUD (Maryland Judiciary)

Job Code: 1016 (Senior Admin Assistant) | Department: 0466119 (DC 66- Judges' Aides)

Position Number: 000912 (Senior Admin Assistant) | Primary Recruiting Location: 1018 (Prince George's County)

Job Opening Details | Hiring Team Assignments | Job Posting Details

Opening Information

Job Opening Type: Standard Requisition

Created By: 000000727 (ROBERT PRENDER)

*Openings to Fill: Limited Number of Openings

Target Openings: 1

Available Openings: 1

Department: 0466119 (DC 66- Judges' Aides)

Status Code: 005 Draft

Status Reason: []

Status Date: 03/02/2017

Desired Start Date: []

5. You should now be on the "Job Opening Details" Tab. Check to make sure that the information on this screen is correct before continuing the process.

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Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW Status 005 Draft
Job Posting Title Senior Admin Assistant Business Unit MDJUD (Maryland Judiciary)
Job Code 1016 (Senior Admin Assistant) Department 0466119 (DC 66- Judges' Aides)
Position Number 000912 (Senior Admin Assistant) Primary Recruiting Location 1018 (Prince George's County)

Job Opening Details | **Hiring Team Assignments** | Job Posting Details

Opening Information ?

Job Opening Type Standard Requisition
Created By 000000727 ROBERT PRENDER

*Openings to Fill Limited Number of Openings
Target Openings 1
Available Openings 1

Department 0466119 DC 66- Judges' Aides
Status Code 005 Draft
Status Reason
Status Date 03/02/2017

Desired Start Date

6. Click on the "Hiring Team Assignments" tab.

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter **Add Recruiter Team**

7. Click "Add Recruiter Team".

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1001	AOC Recruitment Team

OK Cancel

8. Select the check box to indicate AOC Recruitment Team. Click the OK button.

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Recruiters ?

*Name	Recruiter ID	Primary	
KIMBERLY MICHAEL	000001751	<input type="checkbox"/>	
MARCY GOODE	000002247	<input type="checkbox"/>	
SUSAN HARDISTY	000002310	<input type="checkbox"/>	
KACEY PROCHAZKA	000004711	<input type="checkbox"/>	
GAIL COLEMAN-TERRY	000005910	<input type="checkbox"/>	
AMY REED	000020789	<input type="checkbox"/>	

9. Select the check box to indicate which recruiter is your Primary Recruiter.

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

10. Click "Add Hiring Manager".

Hiring Managers ?

*Name	Manager ID	Primary	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

11. Start typing Hiring Manager(s) name and it will start to auto search for the name. Select the appropriate name and check the Primary box.

12. Select the appropriate name and check the Primary box.

Interviewers ?

No Interviewers have been added to this Job Opening

13. Click "Add Interviewer" to add members to your interview panel. The box will open, and this is where you type your name or another interviewees name. Connect will automatically search for the name.

Interviewers ?

*Name	Inte
<input type="text"/>	<input type="text"/>

7 How to Create a Job Opening

Job Opening

Save and Submit | Save as Draft | Recruiting Ho

Job Opening ID NEW
Job Posting Title Senior Admin Assistant
Job Code 1016 (Senior Admin Assistant)
Position Number 000912 (Senior Admin Assistant)

14. Once all the information has been entered hit the **Save and Submit** button to successfully create the Job Opening for the vacancy you wish to recruit for.

Save | Recruiting Home | Clone | Create

Job Opening ID 2357
Job Posting Title Senior Admin Assistant
Job Code 1016 (Senior Admin Assistant)
Position Number 000912 (Senior Admin Assistant)

15. The Job Opening ID number will change from the word NEW to a four-digit number.

Personalize Content | Layout ? Help

My Open Jobs

Personalize | View All | 1-5 of 11

Job	Job Title	Days Open	Routed Applicants
2325	Bailiff	7	
2322	Courtroom Clerk	7	37
2302	Judiciary Clerk	14	
2298	Judiciary Clerk	15	
2275	Unit Supervisor Court Op	22	

Create Job Opening

16. The approved Job Opening will now show on your Manager Dashboard under "My Open Jobs".

You have successfully created a Job Opening and it has been routed for further approval, if required. Upon the Administrative Official/Hiring Manager's approval, the Job Opening will be routed in Connect to Talent Acquisition. The designated Talent Acquisition Partner will approve the Pending Job Opening, and publish the Job Opening.