



Recruiting Solutions:
Clone Job Opening
HCM 9.0 Business Process Guide

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Introduction

The Clone Job Opening Business Process Guide will provide a high level overview of how to clone an existing job opening to a new Job Opening ID #.

Processing Steps

Clone Job Openings

Navigation: Recruiting > Find Job Openings

Follow the guidelines to clone Job Openings

Note: Be sure to have the Job Opening ID number of the job you wish to clone

Find Job Openings

Enter Search Criteria

Search Reset

Job Opening ID: 1.

Status: 2. Open

Most Recent Activity:

Job Opening Type:

Display Jobs:

Manager:

Recruiter:

Originator:

Business Unit:

Position #:

Title:

Recruitment Contact:

Search Reset

Create New Job Browse Job Openings Find Job Postings

1. Enter the job number that will be cloned
2. Select the status of the job number

Note: If unsure of the status select blank.

Open

Canceled

Closed

Denied

Draft

Hold

Open

Pending

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Click icon to open Job Opening Search Criteria

118 Results Found

Job Opening	ID #	Type	Location	Created
<input type="checkbox"/> CMS Security Administrator - Operating Systems Analyst - Career Level - IT	1097	Standard Requisition	CSU Dominguez Hills	07/09/2008
<input type="checkbox"/> Associate Registrar - Administrator II	1095	Standard Requisition	CSU Dominguez Hills	07/09/2008
<input type="checkbox"/> Operating Systems Analyst - Foundation Level - IT	1093	Standard Requisition	CSU Dominguez Hills	07/07/2008
<input type="checkbox"/> Administrative Assistant - Humanities and Philosophy Department - ASA II	1087	Standard Requisition	CSU Dominguez Hills	06/17/2008
<input type="checkbox"/> Director, Risk Management, Environmental Health & Occup Safety	1084	Standard Requisition	CSU Dominguez Hills	05/30/2008
<input type="checkbox"/> Pool - Accompanist II	1074	Continuous Job Opening	CSU Dominguez Hills	02/20/2008
<input type="checkbox"/> Pool - Accompanist II	1073	Standard Requisition	CSU Dominguez Hills	02/17/2008

Select the job opening from the list you that will be cloned.

Job Opening

Posting Title: Administrative Assistant - Humanities and Philosophy Department - ASA II **Job Opening ID:** 1087

Job Opening Status: 110 Filled/Closed **Job Type:** Standard

Position Number: 00000479 Administrative Support Assist

Business Unit: DHCMP CSU Dominguez Hills

Job Family: ADMIN Administrative Support

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Job Information](#) | [Min. Qualifications](#) | [Screening](#) | [Position Descr](#) | [Hiring Team Approvals](#)

Opening Information

Job Opening Type: Standard Requisition

Created By: 00003394: Jane Sindayen

Created: 06/17/2008

***Openings to Fill:** Limited

Click on "Clone"

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Job Opening
Clone Job Opening

Enter Details

Job Opening ID: 1087
Number of New Job Openings: 1

Clone Job Opening Cancel

Select 'Clone Job Opening' once.

This immediately duplicates the job opening in Draft status

Note: Each time you click 'Clone Job Opening' you get a new job opening in Draft mode.

Job Opening
Clone Job Opening

Job Opening successfully cloned.

✓ Job Opening 1519 has been created, with a status of 005 Draft. Access the new Job Opening via the Job Opening pages.

Enter Details

Job Opening ID: 1087
Number of New Job Openings: 1

Clone Job Opening Cancel

The message 'Job Opening successfully cloned' will appear.

Make a note of your job opening number.

Click 'cancel'.

Find the job opening you just cloned as you did from step one.

Note: The status of the job opening is 'Draft'.