



HUMAN RESOURCES
MANAGEMENT

Recruiting Solutions:
Find Job Openings
HCM 9.0 Business Process Guide

Table of Contents

	Page
Introduction.....	1
Processing Steps	2
Find Job Openings.....	2

Introduction

The Find Job Openings Business Process Guide will provide a high level overview of how to find Job Openings within the Recruiting Module.

The Find Job Openings Process is used to find job opening or applicant information.

In general, the HCM 9.0 Business Process Guides should be used in the following order:

- Create and Manage Job Openings
- **Find Job Openings & Applicants**
 - Screen Applicants
 - Route Applicants
 - Manage Applicant Interviews
 - Manage Offers
 - Prepare for Hire
 - Hire Applicants

The guide listed in bold is the guide you are working on now.

Processing Steps

Find Job Openings

Navigation: Recruiting > Find Job Openings

- Enter the Job Opening ID number (if available)
- Select the current status of the job opening

Note: You may enter any other information you may have about the job opening, but the Job Opening ID alone will return the same results

- Click Search

○

Once the system has returned Job Opening (s) information based on your search results, click on the job opening you wish to work with

Find Job Openings

Enter Search Criteria

Search Reset

Job Opening ID: 1562

Status: Open

Most Recent Activity: [dropdown]

Job Opening Type: [dropdown]

Display Jobs: [dropdown]

Manager: [text input]

Recruiter: [text input]

Originator: [text input]

Business Unit: [text input]

Position #: [text input]

Title: [text input]

Recruitment Contact: [dropdown]

Search Reset

[Create New Job](#) [Browse Job Openings](#) [Find Job Postings](#)