Create a Job Posting

Overview

After a job requisition has been completed and approved, HR Shared Services staff can create the corresponding job posting(s) using SuccessFactors. This includes,

- Reviewing the job requisition
- Selecting the applicable job profile
- Selecting the applicable posting header and footer
- Entering the job posting information (e.g. posting start and end dates)

Note: Refer to the HRSS SharePoint for information about the process for reposting an open job requisition.

Procedure

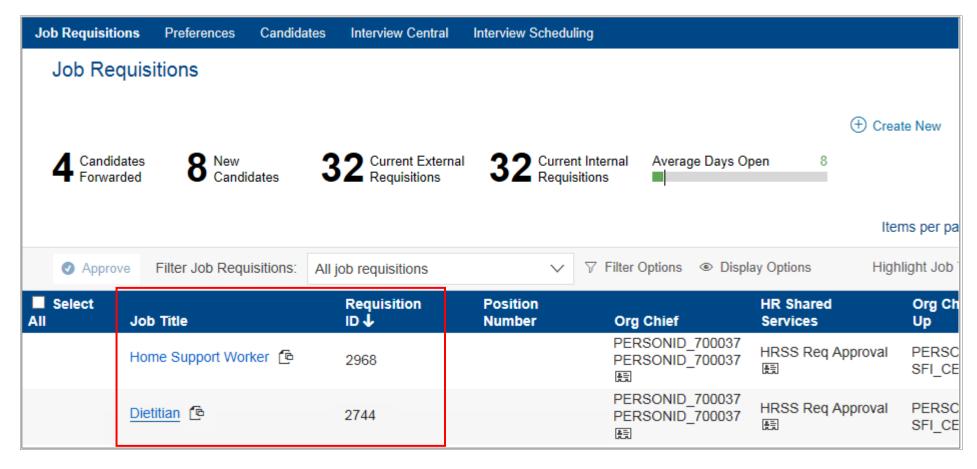1. Click the **Home** menu and select **Recruiting** from the drop-down.

The *Job Requisitions* screen appears and displays a list of job requisitions.

2. Click the **applicable job requisition** link in the **Job Title** column.

Note: The corresponding requisition ID appears next to the job title in the *Requisition ID* column.
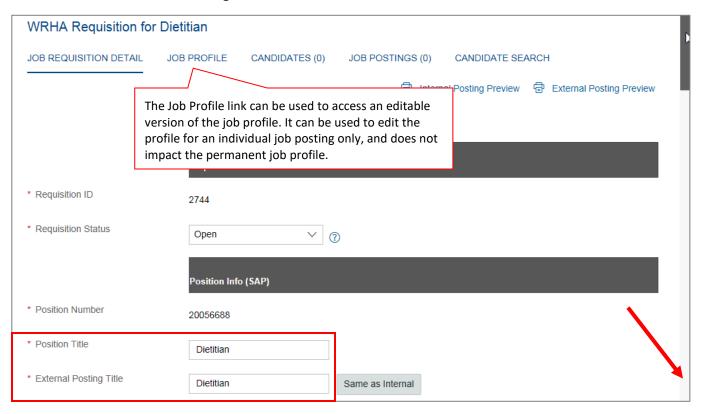

The *Requisition* screen appears and displays the details for the requisition.

Note: Take note of the *position title* listed in the *Position Title* field under the *Position Info (SAP)* section. This information is required later in the process.

3. Scroll down the screen to the **Posting Information** section.

WRHA Requisition for Dietitian

JOB REQUISITION DETAIL   JOB PROFILE   CANDIDATES (0)   JOB POSTINGS (0)   CANDIDATE SEARCH

Internal Posting Preview   External Posting Preview

The Job Profile link can be used to access an editable version of the job profile. It can be used to edit the profile for an individual job posting only, and does not impact the permanent job profile.

* Requisition ID   2744

* Requisition Status   Open

Position Info (SAP)

* Position Number   20056688

* Position Title   Dietitian

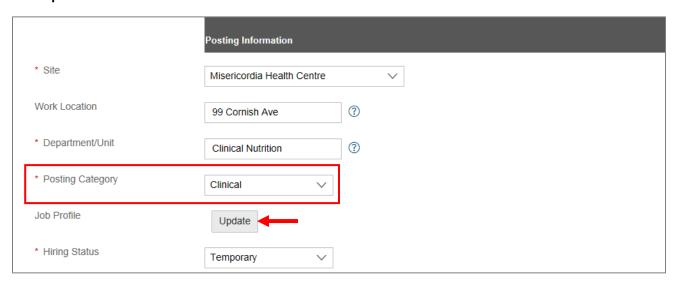* External Posting Title   Dietitian   Same as Internal

4. Validate the **Posting Category** selection against the Job Category Reference. If a change is required, update the applicable PO13 Vacancy infotype.

Note: If the Posting Type is **Do Not Post (DNP)**, process the job requisition based on whether the DNP candidate is internal or external:

- **Internal candidate:** do not create a job posting. Instead, forward the internal candidate directly to the job requisition. Refer to the HRSS SharePoint for information about the process for forwarding an internal candidate to a job requisition.
  - Enter your name and the date the candidate was forwarded to the job requisition, in the HRSS Comments field within the job requisition.
  - Go to Next Steps.

- **External candidate**: continue at step 5 to complete creating the job posting. Refer to the details and instructions later in this document about posting the job as an **External Private Posting**.

5. Click **Update** beside **Job Profile**.

Note: The *Posting Category* represents the category where the job posting will be found on the Careers website(s) (Clinical; Clinical Support; Non-Clinical).

The Org Chief selects the Posting Category at the time the job requisition is completed and approved.

The *Update the job role* screen appears.

6. Click ⌄ in the **Job Role Tag Site** field and select the applicable site from the drop-down.

The *Job Family* sub-menu appears.

7. Click ⌄ in the **Job Family** field and select the applicable Job Family from the drop-down.

Note: The *Job Role Tag Site* must be selected first in order for the *Job Family* sub-menu to appear.

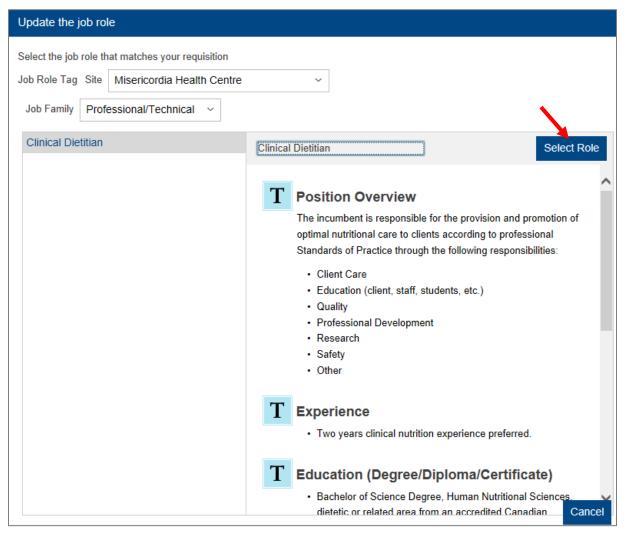A list of the jobs that apply to the selected *Job Family* appear.

8. Click the **applicable job**.

The *job profile* associated with the selected job displays on the right side of the screen.

9. Click **Select Role**.

Note: If an applicable job is not available for the posting, do not proceed.

Notify the Compensation Services team by email at: compservices@wrha.mb.ca. You must provide the Requisition ID and Position Number.
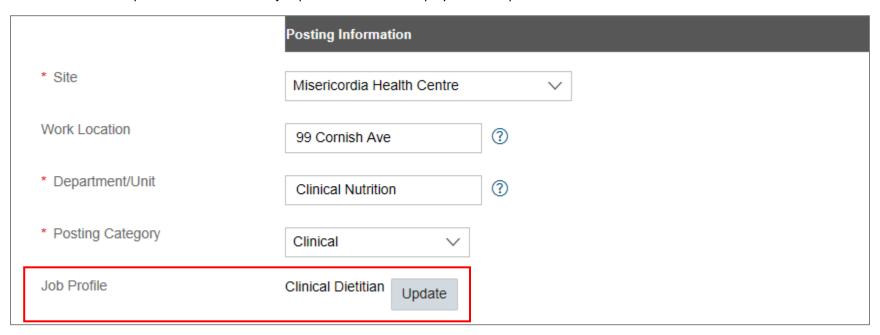
The *Confirm Job Role Change* screen appears.

10. Click **Yes, Overwrite Job Role**.

Confirm Job Role Change

☑ Selecting a new job role for this requisition will cause
the current job profile to be over-written (along with
related fields). Are you sure you want to do this?

Cancel   Yes, Overwrite Job Role

You return to the *Requisition* screen and the job profile name now displays beside *Update*.

Posting Information

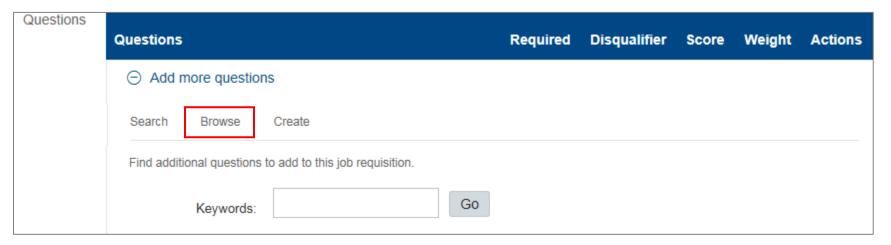|	
* Site	Misericordia Health Centre
Work Location	99 Cornish Ave ⑦
* Department/Unit	Clinical Nutrition ⑦
* Posting Category	Clinical
Job Profile	Clinical Dietitian Update

11. Scroll down the screen to the **Job Posting Information** section.

12. Click **Add more questions** under the **Questions** heading to add qualification screening questions to the job posting if required.

Screening questions can be used to identify applicants who do not meet language requirements for a designated bilingual position, or automatically disqualify applicants who do not possess the required qualification(s) for the position (e.g. registration/licensure).

If qualification screening questions are not required, continue at .

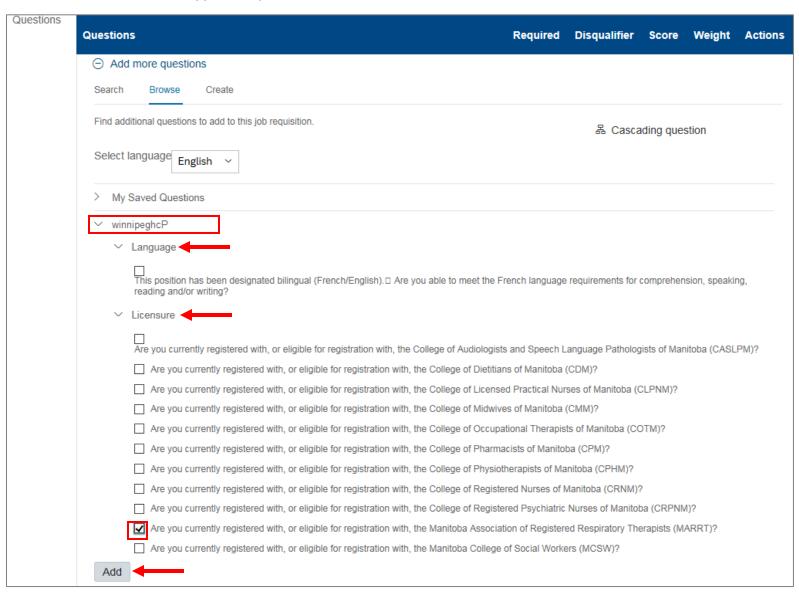**13.** Click **Browse** to view available screening questions.

Options for displaying and selecting available screening questions display.

14. Click [> winnipeghcP] and then click [> Language] and [> Licensure] to display available questions.

15. Click the **checkbox** next to the **applicable question(s)** to select them, and then click **Add**.

The question(s) that you added now display under the **Questions** heading.

16. Click the **checkboxes** below the **Required** and **Disqualifier** and/or **Score** headings as required.

Disqualifier: Intended to automatically remove applicants from consideration for the competition if they do not possess required qualifications (e.g. registration/licensure). This means the applicant will be moved into the *Automatic Disqualified* segment within the *Talent Pipeline*. Org chiefs have the ability to view applicants in the *Automatic Disqualified* segment, and move them if required (e.g. if the question was answered incorrectly).
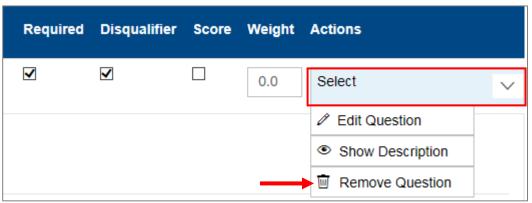
Score: Intended to identify applicants who do not meet a qualification that is not disqualifying. For example, a designated bilingual position can be underfilled with an applicant who does not meet the French language requirements. This means the applicant will remain in the *New Applicant Review* segment within the Talent Pipeline, and will have a numeric score indicated in the *Rating* column based upon their answer to the question(s).

17. Enter a **numeric value** (e.g. 1) in the **Weight** field to assign the applicable weighted value for a **Score** question. *Weight* is not a requirement for a *Disqualifier* question.

Note: In the example below, a *Disqualifier* question is added in order to remove applicants who do not possess (or are ineligible for) a required registration.
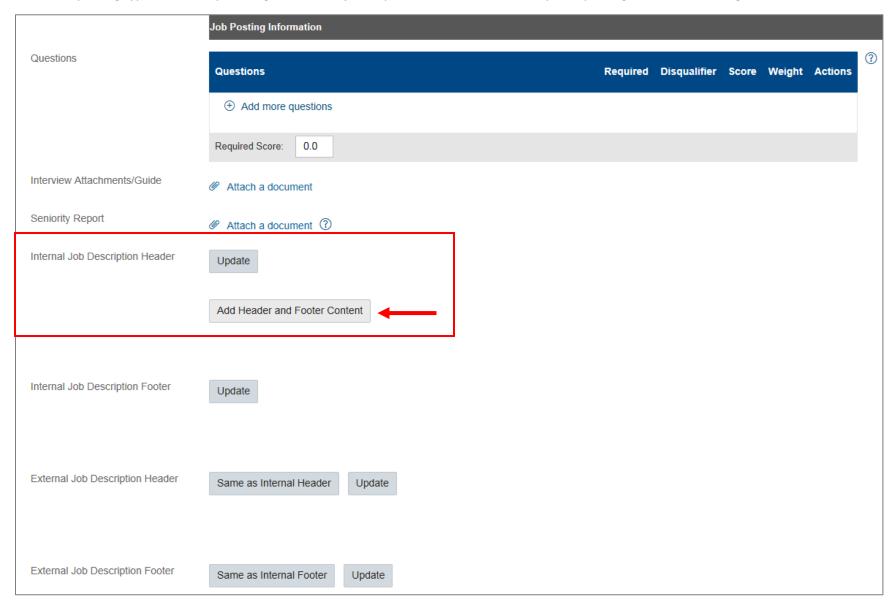

To remove a question that is not required, or has been added in error, place your cursor over the Select menu, and then select Remove Question from the drop-down.

18. Click **Add Header and Footer Content** beside **Internal Job Description Header**.

Note: The posting type selected by the Org Chief in the job requisition determines the required postings in the Job Posting Information screen.

| Job Posting Information | | | | | | |

Questions						
	Questions	**Required**	**Disqualifier**	**Score**	**Weight**	**Actions**
	⊕ Add more questions					
	Required Score: 0.0					

Interview Attachments/Guide	📎 Attach a document

Seniority Report	📎 Attach a document ⑦

Internal Job Description Header	Update
	Add Header and Footer Content ⬅

Internal Job Description Footer	Update

External Job Description Header	Same as Internal Header	Update

External Job Description Footer	Same as Internal Footer	Update

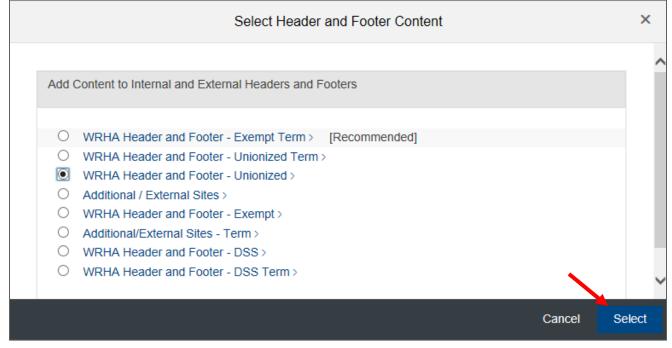The *Select Header and Footer Content* screen appears.

19. Click the radio button beside the **applicable header and footer** selection.

    Tip: Click the title of a Header and Footer to see a preview.

20. Click **Select**.

    Note: Refer to the *Personnel Subarea (union)* and *Employment Group (status - permanent/term)* in the *Position Info (SAP)* section of the requisition, to help determine which template to use. Certain Header and Footer options apply to specific PSAs:

    - WRHA Header and Footer - Exempt> (PSA 2000 & 2001)

    - WRHA Header and Footer - Exempt Term> (PSA 2000 & 2001)

    - WRHA Header and Footer - DSS> (PSA 2414 & 2415)

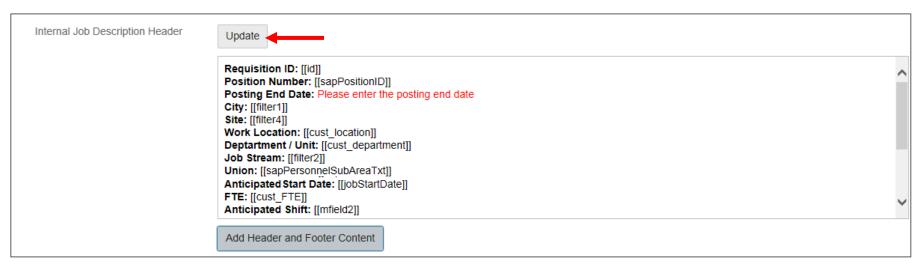   - WRHA Header and Footer - DSS Term> (PSA 2414 & 2415)

Note: Headers differ as follows:

- Unionized headers include salary information, Exempt headers do not.

- Term headers include term dates and the reason for term.

- DSS headers include a rotation calendar.

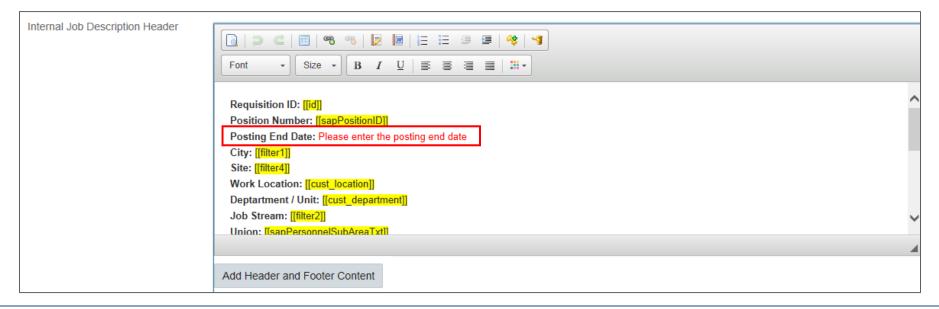The *Internal Job Description Header* field now displays.

21. Click **Update**.

The *Internal Job Description* field becomes editable. Text that is highlighted in yellow will be pulled from the job requisition. Red text needs to be edited.

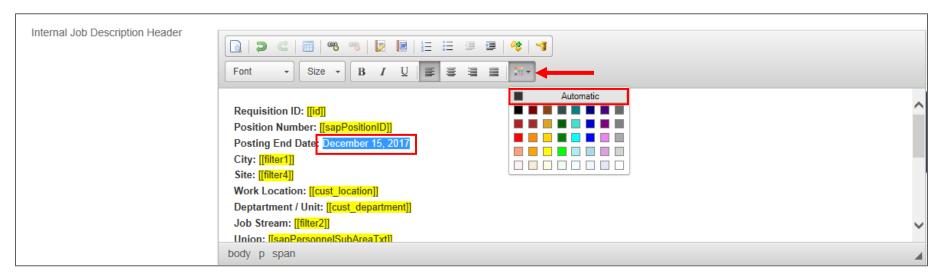**22.** Click in the text area beside **Posting End Date** and overwrite the red text with the actual posting end date.

Note: For an open until filled posting, overwrite the red text with "*Open until filled*."
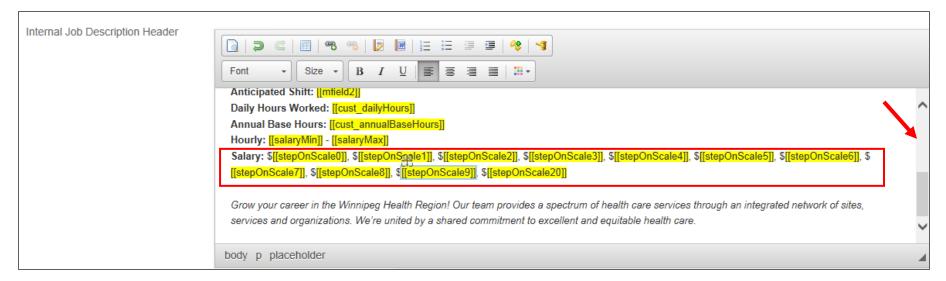
23. Highlight the **date text** you entered in the previous step, click the **colour palette** button and select **Automatic** to change the text from red to black.

Note: If you do not change the colour from red to black, the text will appear red in the job posting.

24. Scroll down within the **Internal Job Description Header** field to the **Salary** heading and delete any **Step on Scale** entries that do not apply to the job.
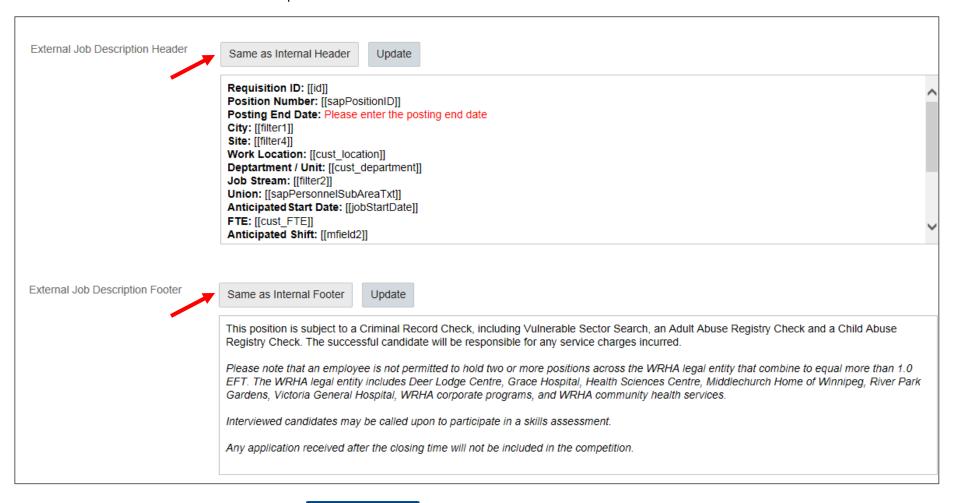
For example, there are 11 Step on Scale fields within the header. If the job only has 6 steps, the remaining 5 steps must be deleted. If they are not deleted, the steps that do not apply to the job will display in the job posting header as $0.00.

25. Click the **Same as Internal Header** beside the **External Job Description Header**.

26. Click the **Same as Internal Footer** beside the **External Job Description Header**.

Note: The external header and footer will be updated to match the internal header and footer.

External Job Description Header   Same as Internal Header   Update

> **Requisition ID:** [[id]]
> **Position Number:** [[sapPositionID]]
> **Posting End Date:** Please enter the posting end date
> **City:** [[filter1]]
> **Site:** [[filter4]]
> **Work Location:** [[cust_location]]
> **Deptartment / Unit:** [[cust_department]]
> **Job Stream:** [[filter2]]
> **Union:** [[sapPersonnelSubAreaTxt]]
> **Anticipated Start Date:** [[jobStartDate]]
> **FTE:** [[cust_FTE]]
> **Anticipated Shift:** [[mfield2]]

External Job Description Footer   Same as Internal Footer   Update

> This position is subject to a Criminal Record Check, including Vulnerable Sector Search, an Adult Abuse Registry Check and a Child Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.
>
> Please note that an employee is not permitted to hold two or more positions across the WRHA legal entity that combine to equal more than 1.0 EFT. The WRHA legal entity includes Deer Lodge Centre, Grace Hospital, Health Sciences Centre, Middlechurch Home of Winnipeg, River Park Gardens, Victoria General Hospital, WRHA corporate programs, and WRHA community health services.
>
> Interviewed candidates may be called upon to participate in a skills assessment.
>
> Any application received after the closing time will not be included in the competition.

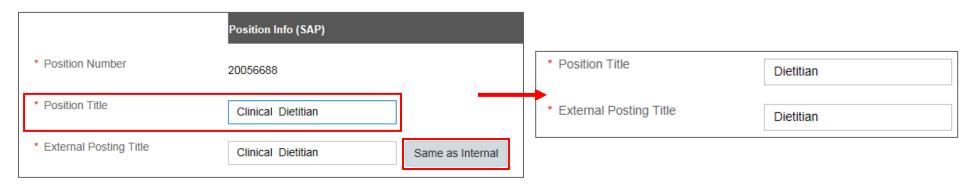**27.** Scroll down to the bottom of the screen and click **Save Changes** .

Note: After the changes are saved, the system overwrites the *Position Title* and *External Posting Title* fields in the *Position Info (SAP)* section with the position name from the *Job Profile*.

28. Scroll up the screen to the **Position Info (SAP)** section, and enter the **position title noted at** Step 3**.**

Note: This step cannot be completed earlier in the process, because the system will overwrite the position with the *Job Profile* when *Save Changes* is clicked in step 27.

29. Click **Same as Internal**.

30. Scroll down to the bottom of the screen and click **Save Changes**.

31. Scroll up to the top of the screen and click the **Internal Posting Preview** and/or **External Posting Preview** links to preview the posting(s).
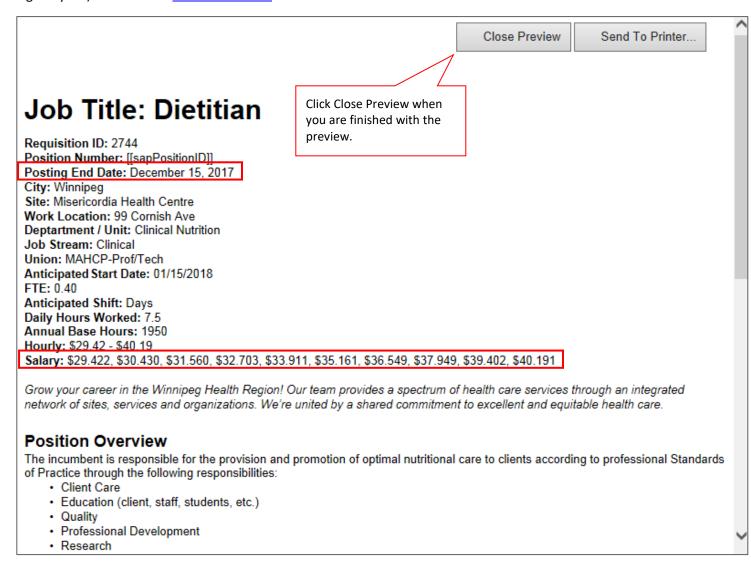
A preview of the internal and/or external job posting opens in a new browser window.

32. Review the posting and **verify your entries and deletions**. If you need to make changes, return to step 21.

Note: Add additional supplementary language (if applicable) based on the requirements specific to the position (e.g. term assignment, rotation, underfill, eligibility list). Refer to the HRSS SharePoint for further information.

33. Click the **Job Postings** link at the top of the screen.

Job Requisitions	Preferences	Candidates	Interview Central	Interview Scheduling

WRHA Requisition for Dietitian   ⬆   📋 ⓘ

JOB REQUISITION DETAIL   JOB PROFILE   CANDIDATES (0)   [JOB POSTINGS (0)]   CANDIDATE SEARCH

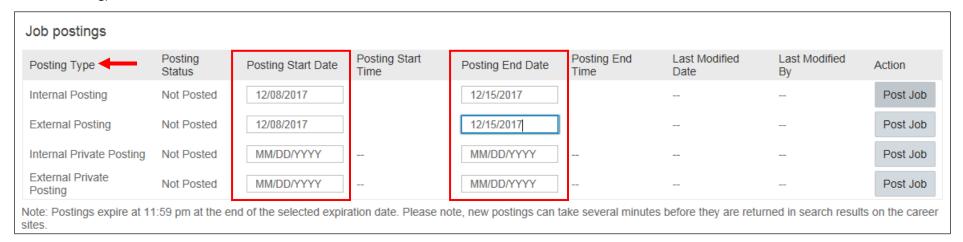🖶 Internal Posting Preview   🖶 External Posting Preview

The *Job Postings* screen appears.

34. Enter the **posting dates** for the **applicable Posting Type(s)**.

- Click into each of the **Posting Start Date** and **Posting End Date** fields to access the calendar and select the applicable dates.

Notes:

- Postings become live on the applicable Careers website(s) as of the selected Posting Start Date. The Posting Start Date must be calculated to allow Occupational & Environmental Safety & Health (OESH) one business day to review and evaluate the job for a potential medical accommodation (e.g. if you completed the posting on a Wednesday, it can go live Friday; if you completed the posting on a Thursday, it can go live Monday, etc).

- The Posting End Date is seven calendar days from the Posting Start Date (unless otherwise indicated in comments within the requisition).

- For an open until filled posting, an end date is not entered.

- For a do not post, select the Posting Start Date for the Posting Type row that applies to the hire type (Internal Private Posting or External Private Posting). An end date is not entered.

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Internal Posting	Not Posted	12/08/2017		12/15/2017	--	--	--	Post Job
External Posting	Not Posted	12/08/2017		12/15/2017	--	--	--	Post Job
Internal Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job

Note: Postings expire at 11:59 pm at the end of the selected expiration date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

35. Click **Post Job** in the **Action column** beside each **Posting Type** you are creating.

A message displays to indicate that "*Your changes have been saved*" and the *Job Postings* link displays the number of created postings in brackets.

Note: Click Remove Post in the Action column for a Posting Type row if you need to remove the posting and make changes or corrections to the start/end date(s).
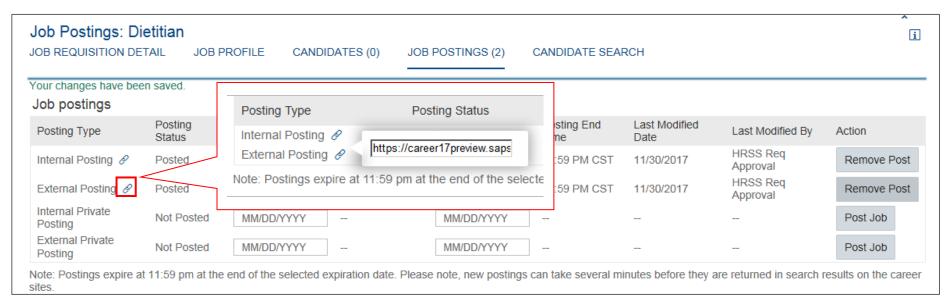
Note: You can click the ✎ (hyperlink) icon beside the Posting Type to access the hyperlink for the posting. The hyperlink can be copied and pasted into a web browser to view/test the posting.

If you posted the job as an *Internal/External Private Posting*, copy and paste the hyperlink into an email and send it directly to the candidate for application purposes while copying the applicable Org Chief. Refer to the HRSS SharePoint for the email template.

Be sure to enter your name, the date, and the posting action completed (e.g. DNP private posting link emailed to the candidate and Org Chief) in the HRSS Comments field within the job requisition.

Next Steps

Once the job posting is created, Occupational & Environmental Safety & Health (OESH) uses the one day window to evaluate the job requisition and posting(s) for potential medical accommodation (if applicable). Refer to Using SuccessFactors to Facilitate a Medical Accommodation for further information.

After a posting becomes live on the applicable Careers website(s), applicants can submit their applications to the posting until it expires on the posting end date.

The Org Chief can use SuccessFactors to review new applicant information in real-time as it is submitted, and complete recruiting activities.

After the successful candidate is selected, the Org Chief completes an offer approval template in Successfactors. When the offer is approved, HR Shared Services uses SuccessFactors to Process an Offer Letter.