Request a Posting for Other Job Types (posting only)

Purpose: The purpose of this document is to guide users through the process of submitting a Job Opening Request (JOR) for employee types that fall under the Other Job Type (posting only) option on the JOR including:
- Post-Doctoral Scholar
- Casual/Student Hourly job
- Co-op/Student Programs
- Grad Student job
- Non-Credit Teacher

The Job Opening Request form is used to collect the information required to post the job on the University of Calgary Careers website. If you have already identified the desired candidate, there is no need to advertise the job to attract applicants.

Once the successful candidate is identified, the hire is approved and processed through the Template-Based Hire form.

Audience: University of Calgary employees and managers recruiting for a Post-Doctoral Scholar, Casual/Student Hourly job, Co-op/Student Program, Grad Student job or Non-Credit Teacher.

Prerequisites: Before you proceed with this transaction, ensure the following has occurred:
- Upfront conversations with senior management/budget owners to verify the budget exists for this position.
- A job ad (including the responsibilities and qualifications for the role) has been created to advertise the opportunity.

Related Documents For related Job Opening Request (JOR) learning resources visit: Job Opening Request Enhancement Project

QuickLinks Click a link below to navigate directly to that section of the document.
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- Step 2: Questions and Introduction
- Step 3: Job and Position Data
- Step 4: Job Posting
- Step 5: Job Ad
- Step 6: Summary and Submit
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JOR Request a posting for a Casual/Student Job, Post-Doctoral Scholar or Grad Student

Step 1: Navigation and Create Job Opening Request

1. Log into the myUCalgary portal.

2. To navigate to the Job Opening Request Form, go to: My work ➔ People management ➔ Job opening request

3. Collapse the left menu and click the Create Job Opening Request button

**NOTE:** To optimize the page for smaller screens, you can minimize the left HR Transactions menu and use the Zoom option in your browser settings to avoid having to scroll left to right.

Step 2: Questions and Introduction

Provide your responses to the questions using the Instructions links provided for more information if you are unsure how to respond.

Select the following information:

- **Type of employee:** Other job type (posting only)

- **Select the job type you are looking to post**
1. Click **Save** on the upper right of the page

![Save button](image.png)

**Introduction**

2. Review the introduction information and click **Next**

![Introduction section](image.png)

**NOTE:** You can navigate through the submission process by using the menu at the left of the screen or using the **Previous** and **Next** buttons located at the top right of the screen.

**Step 3: Job and Position Data**

**NOTE:** Use the **Look up** (🔍) function to search for field values you do not know

**NOTE:** Depending on the type of job you have selected the **Business Unit** will auto populate. In some cases you are able to change the **Business Unit** if required, depending on how the position is funded. (**UCALG** for jobs funded from the base operating budget; **UCALT** for jobs funded from project funds)

1. Enter the five-digit **Department ID** or use the **Look up** function to search. This is the department number under which the appointment resides.

   The **Faculty/Unit** information auto-populates based on the Department selected.

2. The **Position/Job Title** field is the title of the position record and is limited to 30 characters in length. This title is often an abbreviated version of the **Posting Title** identified later in the form, which is the title that will be displayed on the job posting.
3. In the **Reports to Position Number** field, enter the position number of the Reports to Manager. Use the **Look up** function to search.

The manager’s name and Employee ID will auto-populate based on the position selected.

4. Click the **Job Code Look up** and select the appropriate job code from the list.

   **NOTE:** For Post-Doctoral Scholars, enter `PDF162 – Post Doctoral Associate` in the **Job Code** field.

5. Click **Save**

6. Click **Next**

**Step 4: Job Posting**
Posting Information

1. Enter the **Job Posting Title**. This is the title that will appear on the job posting.

2. The **Recruiting Location** field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the **Look up** button.

3. Select the **Posting Location**

4. Click the **Immediate Posting** option when you want the job posted as soon as possible. Alternatively, you can use the toggle to identify a specific posting date.

5. Enter the **Posting Length** in calendar days.

Contacts

- **Under Contacts**, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.

6. The **Primary Hiring Manager** will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators
7. If required, **Secondary Hiring Managers/Administrators** can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the **Empl ID** if known, or use the **Look Up** to search by name.

*As indicated on the page, only those with the correct PeopleSoft security role will display for selection or entry into this field. If you have issues adding someone, please contact UService*

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
</table>

Notes/Comments
8. In the **Notes/Comments** field, add any additional notes or comments about the request for those processing the request.

9. Click **Save** and then click **Next**
Step 5: Job Ad

1. Click *Add Attachment* to upload the job profile and any other related documents. Select *My Device* and navigate to the document you would like to upload, then select *Upload*.

   **NOTE:** If the request is for a new position using an existing job profile that has no changes, if the Job Profile Database Number is provided above, you are not required to upload a copy of the job profile.

2. Click *Done* once the upload is complete

3. Enter a *Description* for the attachment, or leave it blank and the document name will be added as the description.

4. Click *Save*

   **NOTE:** If required, you can return to delete the current Job Ad and upload a revised version while the JOR is in Pending status.
Step 6: Summary and Submit

1. This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

**NOTE:** Use the Previous and Next buttons or the section listing on the left of the screen to go back and make revisions if required.

2. Click Submit for Approval to start the approval process.

Step 7: Workflow

You will be taken to the Workflow page which displays the approvals required.

These requests do not require budget approvals (as approvals are obtained through the Template-Based Hire form at the time of hire), so are sent directly to Human Resources for posting.

Next Steps

Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website and the recruitment process begins.
- The Contacts identified will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the Managing Applicants in PeopleSoft quick reference guide.

END OF REFERENCE GUIDE FOR OTHER JOB TYPE (POSTING ONLY)