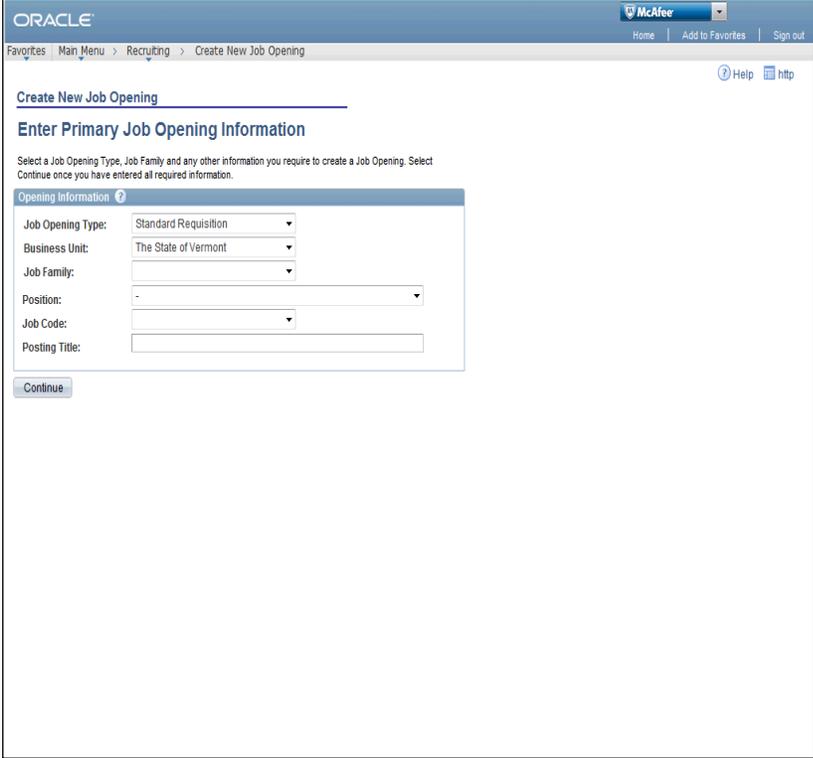
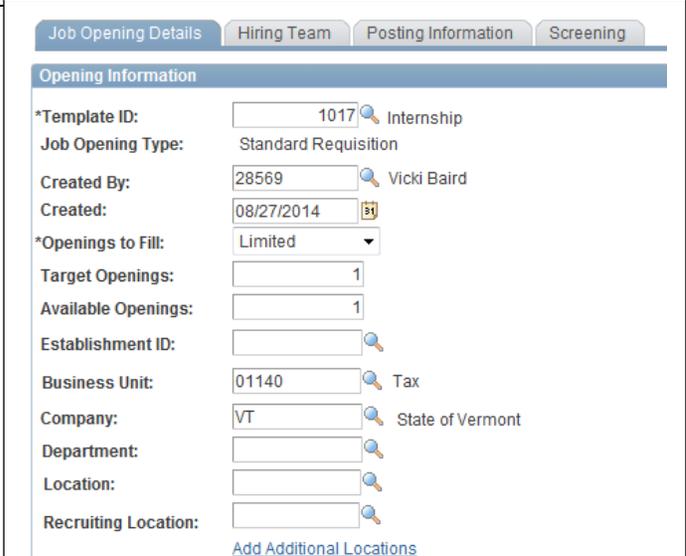
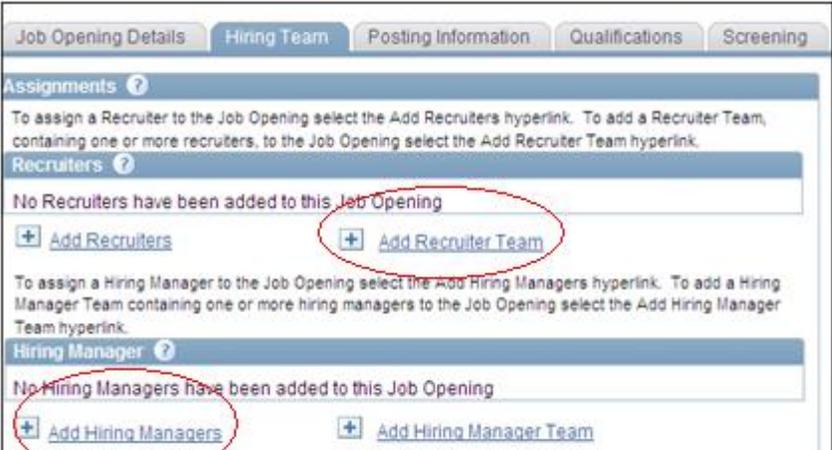


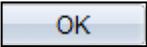
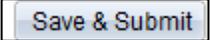


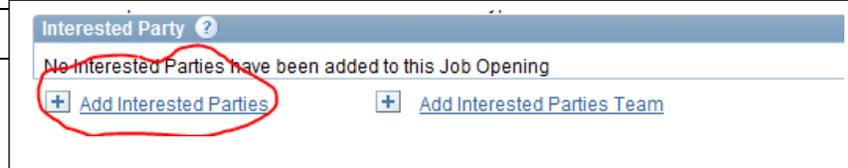
Step	Action	
1.	Begin by navigating to the Create New Job Opening page. Navigation: Main Menu → Recruiting → Create New Job Opening	
2.	The default Job Opening Type is Standard Requisition .	
3.	Select your Business Unit (Agency or Department) by clicking on the drop-down arrow. DO NOT use the default in the field titled The State of Vermont. Verify that this is correct – the Business Unit ensures that the approval process and position information are correct.	
4.	Select your Job Family by clicking on the drop-down arrow. The choices are: <ul style="list-style-type: none"> • Classified/Competitive • Internship • Non-Classified/Exempt • Temporary • Vermont State Police The Job Family choice determines the template of your job posting. Select Internship	
5.	Do not select the Position that will be filled if available in the drop down list.	
6.	Select the Job Code. For paid internships select Intern-Paid . For unpaid internships select Intern-Unpaid . For legislative internships select Intern-Legislative . The Posting Title “Intern” will populate from the Job Family. Do not change. A more specific title will be added at a later step in the process. Click the Continue button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Continue</div>	



Step	Action	
7.	<p>Because a position number is not utilized, you must manually enter important information on the Job Openings Details tab. The fields required are:</p> <ol style="list-style-type: none"> 1) Establishment ID 2) Department (10 digit department code) 3) Location <p>All other fields should be left blank or with the default information.</p> <p>Use the vertical scrollbar to view the entire page.</p> <p>Do not submit the Job Opening until you are satisfied that the information is correct. If any changes are needed, contact your HR Administrator. You can "Save as Draft" while any questions are under review.</p>	
8.	<p>Click the Hiring Team tab.</p> <p>Hiring Team</p>	
9.	<p>Click the Add Recruiter Team link.</p> <p>Add Recruiter Team</p> <p>Click the Select option.</p> <p>Click the OK button.</p> <p>OK</p> <p>Select the Primary Recruiter assigned to your Department.</p>	
10.	<p>Click the Add Hiring Managers link.</p> <p>Add Hiring Managers</p> <p>Enter the name of the Internship Supervisor/Hiring Manager or click on the magnifying glass to search. (The name format is first name then last name.)</p>	



Step	Action
11.	Click the Add Interested Parties link. Enter the name of your Field HR Administrator or click on the magnifying glass to search.
12.	Enter additional information about the job posting, click on the Posting Information tab. Click on the Add Postings link. Select “ Not Visible ”, Description Type “ Other Information ” and Description ID “ Internship Hiring Manager Notes ”. In the text box include the title of the internship position, internship description, the term of the internship, estimated hours per week, compensation, internship supervisor contact information, and other details that Field DHR or Recruitment needs to know.
13.	Click the OK button. 
14.	Click the Save & Submit button. 



Interested Party ?

No Interested Parties have been added to this Job Opening

[+ Add Interested Parties](#) [+ Add Interested Parties Team](#)

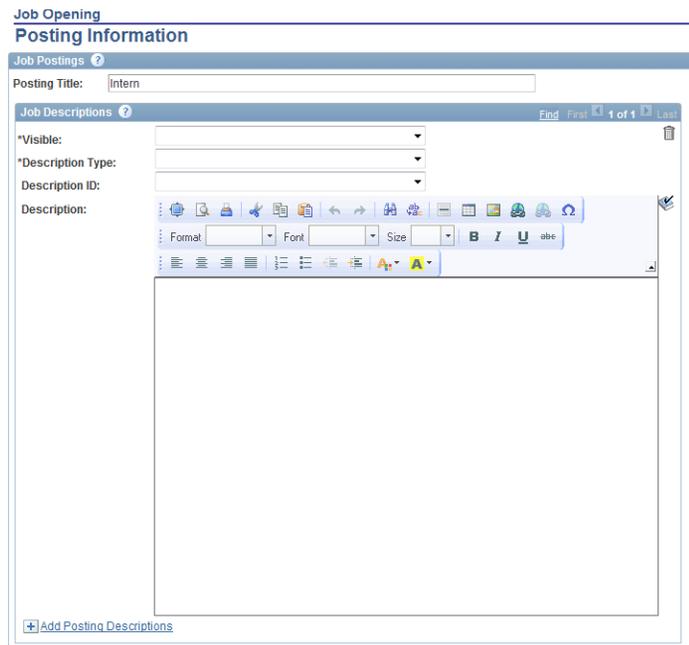


Job Opening Details Hiring Team **Posting Information** Qualifications Screening

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Postings	Primary Posting Title

[+ Add Job Postings](#)



Job Opening
Posting Information

Job Postings ?

Posting Title: Intern

Job Descriptions ? Find First 1 of 1 Last

*Visible: [dropdown]
*Description Type: [dropdown]
Description ID: [text box]
Description: [rich text editor]

[+ Add Posting Descriptions](#)



Step	Action	
15.	<p>This concludes the required steps to Create an Intern Job Opening.</p> <p>At this point, the job opening is presented to your assigned approving authority. Once approved by the approving authority, your Field HR Administrator is promoted to complete the posting. You may be contacted if additional information is needed to finalize the internship posting. Once your Field HR Administrator approves the job opening, Recruitment is prompted to finalize the job opening and post live on the web site for applications/resumes.</p> <p>**Applicants are not screened and routed as with most job openings. You may review, contact, interview and offer applicants at any time during your active posting. These actions do not need to be documented in the job opening in VTHR like other recruitments.</p> <p>Your posting will remain active on the website until the posting end date, which should be requested/noted in the Internship Hiring Manager Notes box.</p>	