## Understanding How Job Openings Are Created

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>This diagram illustrates the high-level process flow for creating a new job opening. During this process, recruiters create the new job opening. The system supplies certain data based on the templates that your organization has defined. Depending on your organization's rules, approvals may be required before the job opening becomes active.</td>
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</tbody>
</table>
| 2.   | When you create a job opening, you enter data on the five pages shown in this diagram.  
- **Job Details** includes basic information such as the job code and salary.  
- **Qualifications** lists various job requirements such as education, languages, and competencies.  
- **Screening** enables you to select predefined screening criteria to apply to applicants.  
- **Job Postings** enables you to create job descriptions for posting internally and externally.  
- **Hiring Team** lists the recruiters, hiring managers, and interviewers for the opening. |
| 3.   | This concludes the Understanding How Job Openings are Created topic.  
**End of Procedure.** |