



Behind the Scenes Job Opening Process in OMNI HR

Key Information:

[OMNI Recruiting Training Guides](#)

Required Role: **FSU_SS_MANAGER**

When hiring for multiple identical vacancies, departments may advertise one main job opening to represent multiple positions by following [regular job opening procedures](#), listing “multiple openings” in the title, and noting this in the Considerations posting description. The department then creates “behind the scenes” job openings for each of the other positions numbers to be filled. This streamlined, non-advertised “behind the scenes” job opening process is detailed below and serves to connect the candidate to the Smart Onboarding system.

Process:

- 1.) Using a different position number than the main pool, create the non-advertised Job Opening following [regular job opening procedures](#) with the following adjustments on the **Postings** tab:
 - a. On the **Postings** tab:
 - i. Next to the **Posting Title**, list “BTS” for behind the scenes and the main job opening ID number (*e.g., Systems Administrator, BTS to 12345*).
 - ii. Only enter the following **Description Types**:
 1. Select “Exempt from Advertisement” from the **Description Type** drop-down menu.
 - a. Select Internal and External from the **Visible** drop-down menu.
 - b. Select the reason “Other (please explain)” from the **Template** drop-down menu. In the text box, type “Behind the scenes to job ID (enter main job ID)”.

Job Postings ?

*Posting Title **Systems Administrator (BTS to 123145)**

Job Descriptions ?

*Description Type **Exempt from Advertisement** Template

*Visible **Internal and External**

Behind the scenes to job ID 12345.

0.5 FTE or less
Acting Status
Courtesy Express
Demotion
Emergency Status
Express Pool
Named in a Contract/Grant
Other (please explain)

2. Select “Responsibilities” from the **Description Type** drop-down menu.
 - a. Select Internal and External from the **Visible** drop-down menu.
 - b. Enter responsibilities in the text box. These should be identical to the main post.

*Description Type **Responsibilities** Template

*Visible **Internal and External**

Enter summary of candidate's job duties here |

3. Select “Qualifications” from the **Description Type** drop-down menu.
 - a. Select Internal and External from the **Visible** drop-down menu.
 - b. Enter the qualifications for the position in the text box. These should be identical to the main post.

4. **IMPORTANT - Be sure to delete both rows under the Job Posting Destinations by clicking both trashcan icons.**

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
FSU Web Site	Internal Posting	0 - On Approval Date			7	
FSU Web Site	External Posting	0 - On Approval Date			7	

2.) Once you have completed the other tabs, **Save and Submit** the job opening. The job opening will route through workflow approval in OMNI HR.

If a Routed candidate has been identified from the main pool, immediately click on the **Approvals** tab, add the name of the candidate under consideration in the **Comments** box, and click **Save**.

Otherwise, once identified, email your recruiter with the name of the Routed candidate to be linked.

- 3.) Once it reaches their queue, the assigned Recruiter will review the job opening.
 - a. If all is in order, the Recruiter will approve the job opening, link the application to the job opening if applicable, and place the applicant in **Route** status.
 - b. If the job opening does not meet the criteria for a behind the scenes posting, the Recruiter will advise the department. The job opening will be pushed back for edits and then re-submitted with correct data.
- 4.) Once the job opening is approved and the candidate has been linked, the department may proceed with the pre-employment checks and standard hiring protocol for the selected applicant. (Reference applicable [Employment Appointment Checklist](#).)
- 5.) In the main job opening, the department must record the interview evaluation(s), pre-employment checklist, and disposition code of "I-Pool Hire" on the selected candidate.
- 6.) [Create the job offer](#) on the candidate's record in the behind the scenes opening.

Time saver! These behind the scenes openings can be created right after the main opening so they are ready for linking and hiring once candidates are identified.

Congratulations!

You have completed this topic.

Questions on these procedures? Contact your [Assigned Recruiter](#).