

Sharing a Bulletin with the Hiring Manager

Often when we have a job opening we work with the hiring manager to create the bulletin. You can do this all in RB. By using the “Send for approval” feature you can create an opening, save as a draft then email it to the hiring manager or other HR Team Members to review prior to publishing.

The screenshot shows the 'Create opening - Opening details' form in the Recruiterbox application. The form includes the following fields and options:

- Opening name***: Send For Approval Job Opening
- Job type**: Not applicable
- Location***: Augusta, ME, USA
- Team**: Enter Job Category Here
- Remote working is an option for this opening
- Job description***: A rich text editor containing the following text:

Opening Date:
Closing Date:
Job Class Code: 1234
Grade: 18
Salary: \$ 35,006.40 – \$47,195.20
Position Number: 123456789 (optional)

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

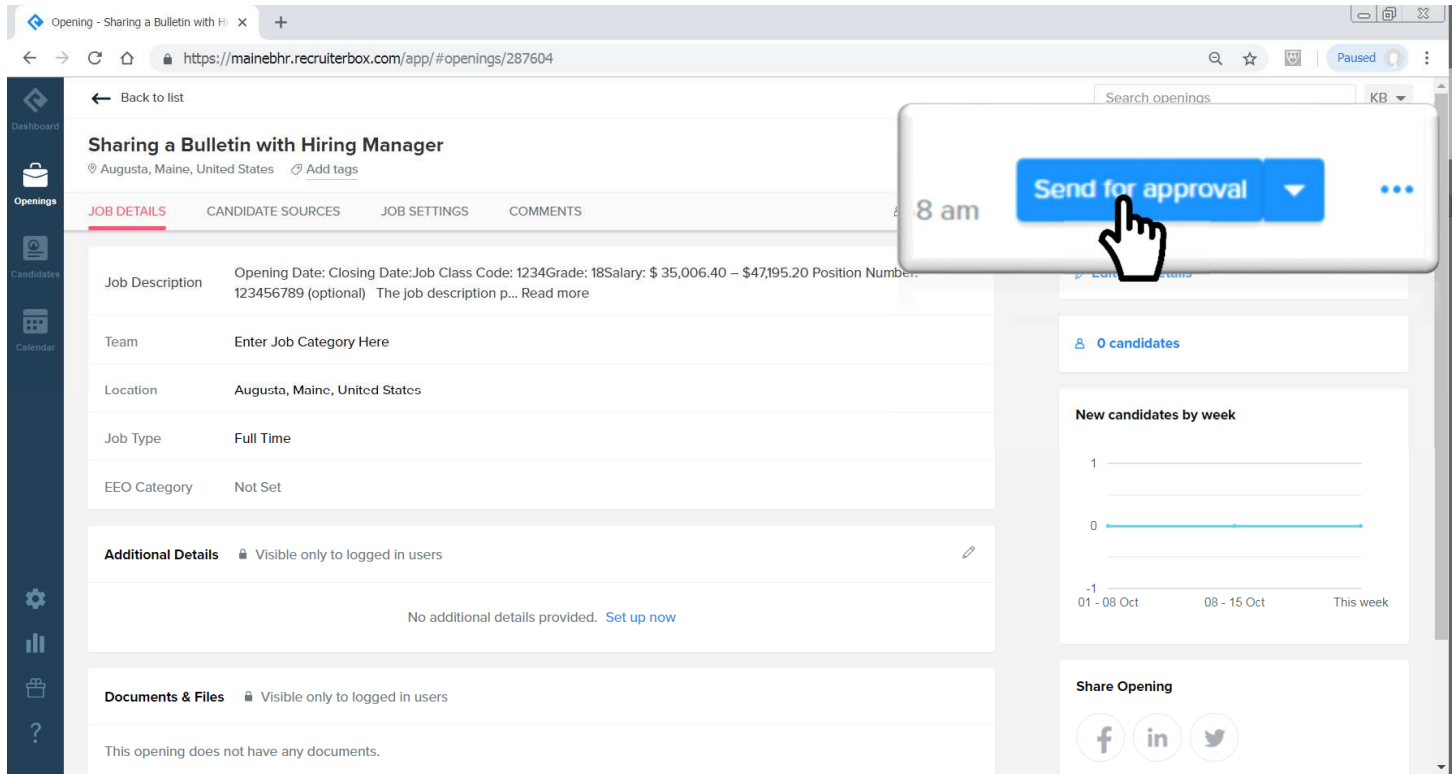
Scroll to bottom of page after completing the job opening information and click “Save as draft”

The screenshot shows the bottom of the 'Create opening' form in the Recruiterbox application. The form includes the following fields and options:

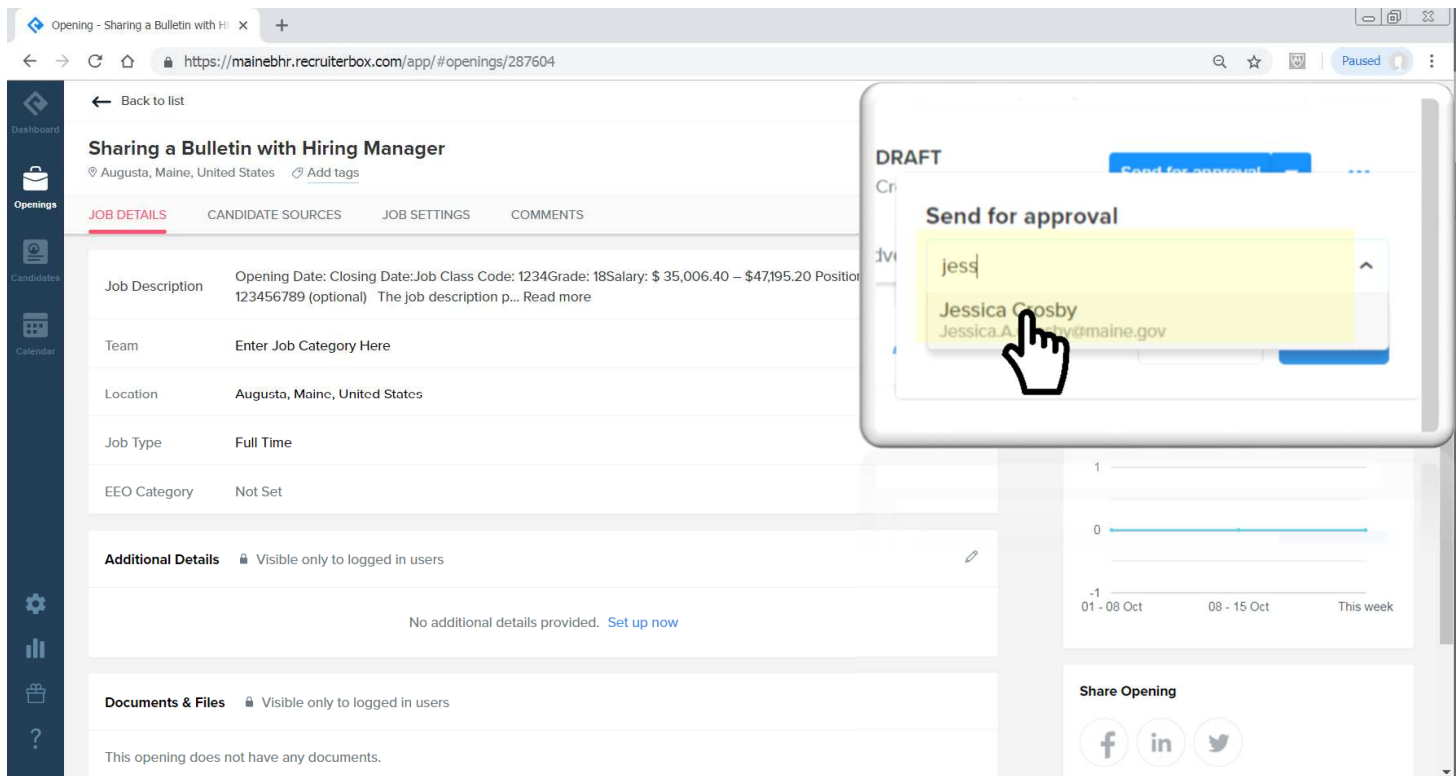
- closing**: Pick a date
- Position Type (Exception/Crew)**
- MaineDOT Bureau/Division**
- Certification Issue Date/Application Issue Date**
- Recruiter Assigned to Interview**
- Recruitment Close Date**
- Repost**
- Justification Approved by Commissioner Date**
- Bulletin Number**
- MaineDOT Region**
- Position Status (i.e., position posted, reviewing applications, cert issued)**
- Certification Issued To/Apps Sent To**
- Agency Only**

At the bottom of the form, there are two buttons: **Save as draft** (highlighted with a hand cursor) and **Save and proceed**. There is also a **Cancel** button on the left and another **Save as draft** and **Save and proceed** button at the very bottom of the page.

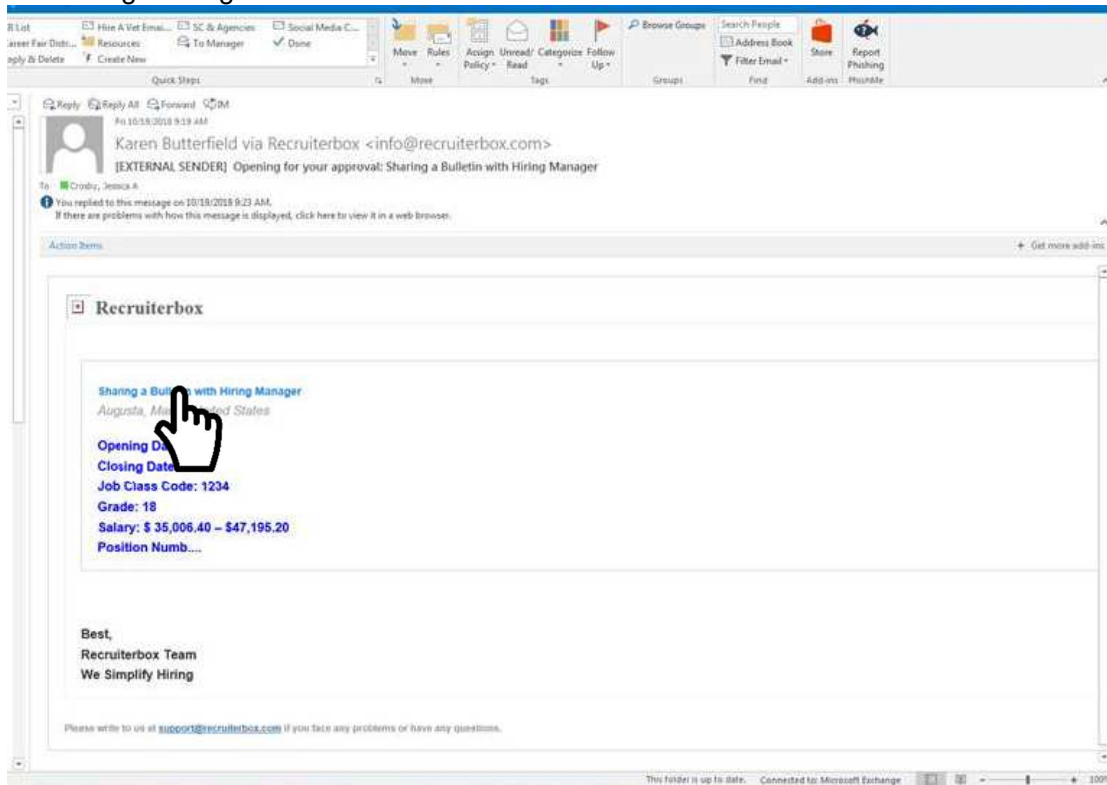
After the draft is saved, in the upper right corner of the screen, click “send for approval”



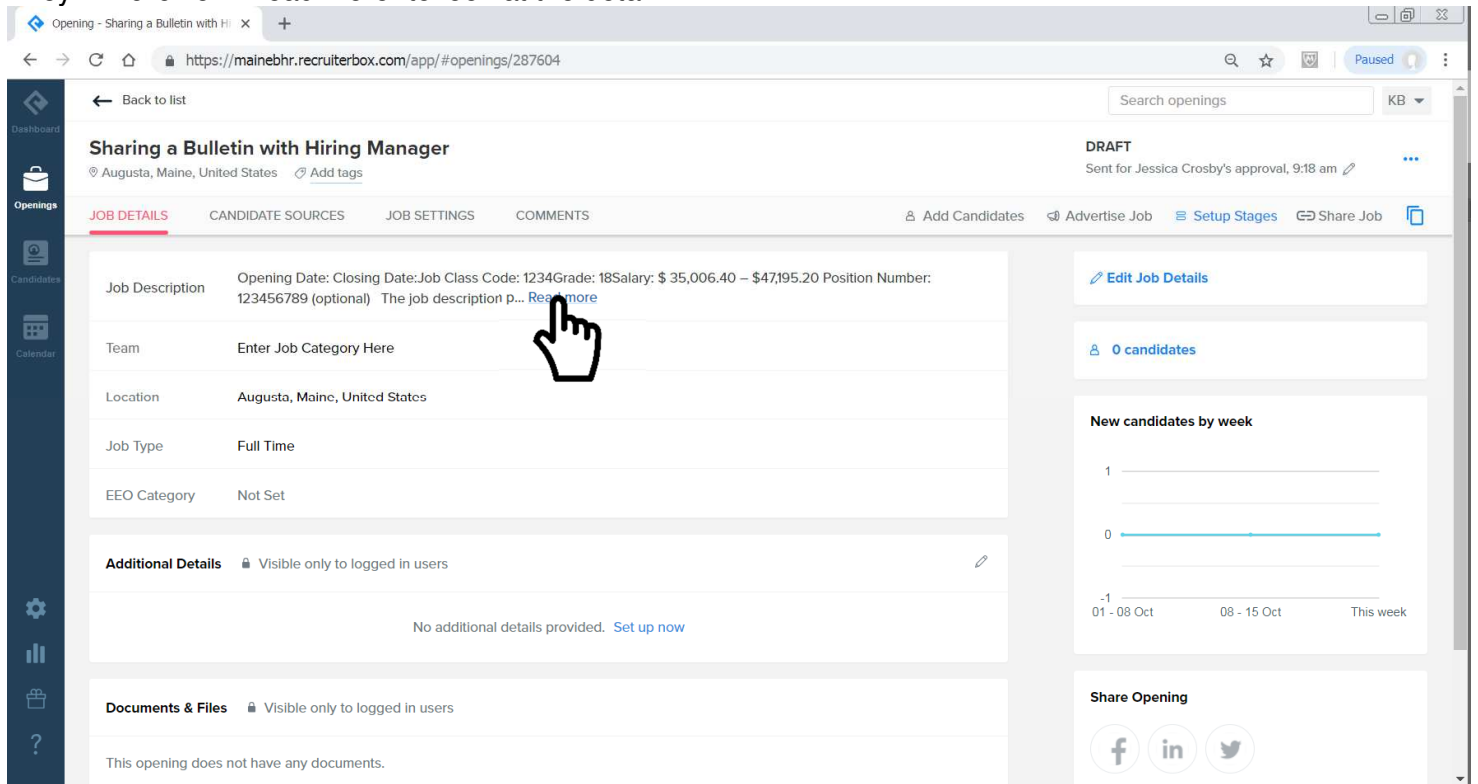
Enter email and click send.



The hiring manager will receive a link in their email to the bulletin.



They will click on "Read more" to look at the detail



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The hiring manager will not have access to edit the document, but they may add comments to the comment section to suggest changes, or to let you know they approve the document.

The screenshot shows the 'JOB DETAILS' page for an opening with ID 287604. The page is divided into several sections:

- Job Details:** Opening Date, Closing Date, Job Class Code: 1234, Grade: 18, Salary: \$ 35,006.40 – \$47,195.20, Position Number: 123456789 (optional).
- Job Description:** A paragraph about the job location and responsibilities, followed by a section for 'MINIMUM QUALIFICATIONS' and 'BENEFITS' (including State's share of Employee's Retirement, Dental Insurance, and Health Insurance).
- Right Sidebar:** Includes 'Edit Job Details', '0 candidates', a 'New candidates by week' chart showing 0 candidates for the current week, and 'Share Opening' buttons for Facebook, LinkedIn, and Twitter.

Example...

The screenshot shows the 'COMMENTS' section for the job opening. The page title is 'Sharing a Bulletin with Hiring Manager'. A search bar and 'KB' dropdown are visible at the top right. The 'COMMENTS' tab is highlighted in red. A hand cursor points to the 'COMMENTS' tab. Below the tab, there is a comment from 'KB Karen Butterfield' at 9:41 am: 'Could you add preference will be given to candidates who can demonstrate they have the ability to create and edit spreadsheets. Thank you.' Below this, there is a text input field with the text 'Will you remove the second line in the third para'. A large blue arrow points to this input field with the text 'Type comments here'. At the bottom, there are 'Private' and 'Attach files' options, and 'Cancel' and 'Add' buttons.