This QRG outlines the steps to review a Job Requisition after obtaining all necessary approvals, and how to post the requisition to internal and external sites. This task will be completed by **Department Recruiters**

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| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Review Job Requisition | |
| From the Success Factors home page, click the dropdown box by the **Home Icon** and click on **Recruiting** |  |
| Click on the job title to open up the requisition for review. |  |

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| Set up Posting Page and Background Check | |
| Scroll to **Posting Details**  **HireRight Acct** = Northwest  **Package ID** = PNW Basic Widescreen Plus  **Brand =** PNW  **Category Page** = PNW Faculty. This will post your position on our PNW Careers Website |  |
| Job Posting | |
| Internal and External, Public and Private | |
| Click on **Job Postings** |  |
| The **Job Postings** page is displayed for the selected requisition. |  |
| For each desired **Posting Type**, enter the **Posting Start Date**. |  |
| Click **Post Job**. |  |
| You can hover the cursor over the **Posting Type paperclip icon** to view the **URL** link to the posting. You can use this link in your external advertisements. |  |