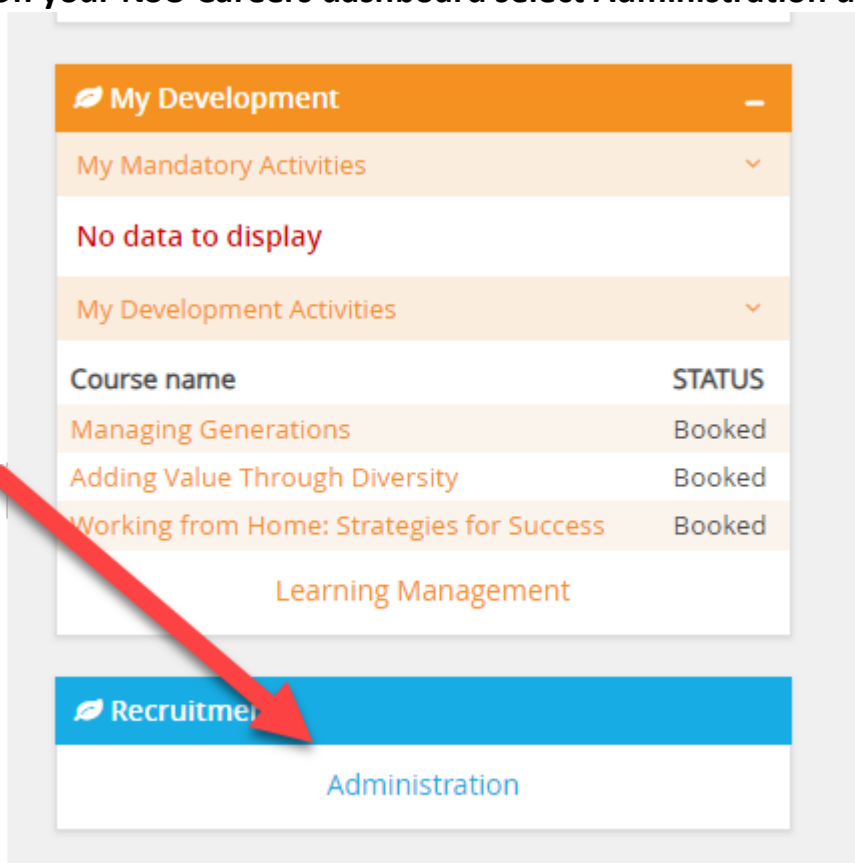


The following instructions will show how to add multiple IDENTICAL positions under one job. This will allow you to create one post for all and allows you to make multiple offers.

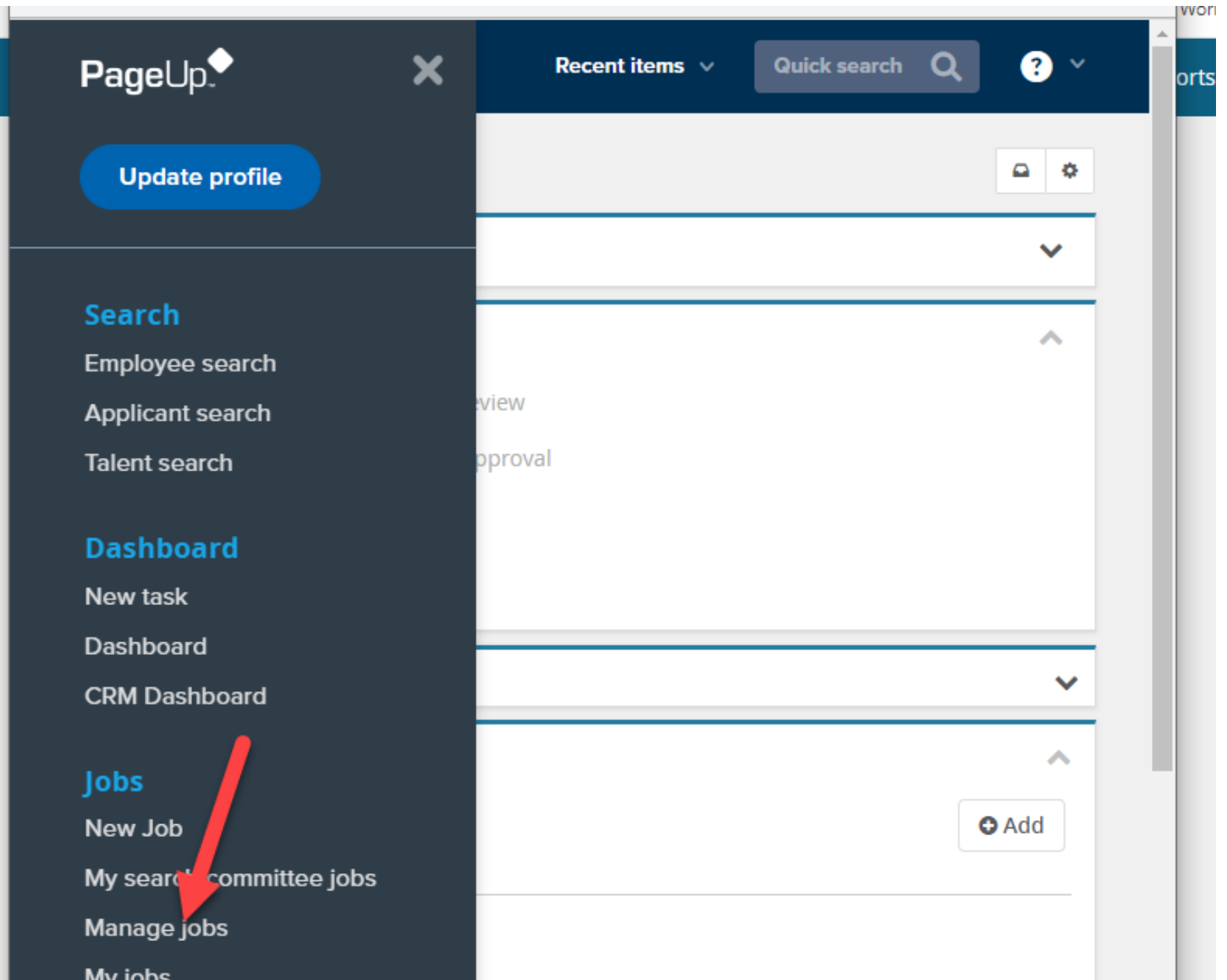
Instructions:

Access: HR Contacts and Hiring Managers have access to process an offer through NSU Careers.

1. Log into NSU Careers through Sharklink.
2. On your NSU Careers dashboard select Administration under the Recruitment section



3. Click on the hamburger menu and then select Manage Jobs.



4. Search and select the jobs:

New Job | New campaign | Select a bulk action

Status: All Clear Search

Types: All jobs

Posting Title: TEST

Currently sourced: All

Team: Human Resources

Human Resources

Show other search criteria

Job No. Date created User Title

TEST TEM Aug 19, 2021 LW TEST TEMPORARY: HR Shared Services Rep I

5. When you have the job open, scroll down to the POSITION DETAILS section.
 - a. Enter how many positions you want to add next to New or Replacement.
 - b. Click Add more

POSITION DETAILS

Reason: Backfill ▼

Date Opened:* Aug 19, 2021

Positions:

Position no	Type:	Status	Applicant	Application status		
1	TEMPOR	Select ▼	Select ▼	-	-	Cancel
Position Title: Temporary-Hourly ▼						
2	TEMPOR	New ▼	Select ▼	-	-	Cancel
Position Title: Temporary-Hourly ▼						
3	TEMPOR	New ▼	Select ▼	-	-	Cancel
Position Title: Temporary-Hourly ▼						

A
B

New:
Replacement:
[Add more](#)

6. A new position box will appear.
 - a. Type the position number
 - b. Click on the magnify icon
 - c. Select the correct position
 - d. Click Okay

Hourly

3 TEMPOR New Select

Position Title: Temporary-Hourly

4 TEMPOR New Select

No position selected

Closing Date:* Jun 30, 2023 at 2:00

Center / College:* Human Resources

Home Org: HUMAN RESOURCES

Sub-Department: Human Resources Dept

Org: No Org selected.

Campus Location: Select

I-9 Location: Human Resources

Search - Google Chrome

https://nsu.dc4.pageuppeople.com/v5.3/provider/searchField/search...

Multiple positions were found based on your criteria, please select a position below:

Title: Number:

Search

Title	Position no
Temporary-Grande Oaks	TEMPGO
Temporary-Hourly	TEMPOR
Temporary-Hourly	TEMGOC
Temporary-Salaried	TEMPEX

Page 1 of 1 Records 1 to 4 of 4

Position information:

Okay Cancel

7. Scroll down the page and click Submit.

Approval process:* Post & Fill Approval Process

1. PRC/HR Compensation Sta Lisseth Watkins ✓ Approved Aug 19, 2021

2. HR Posting Partner: Lisseth Watkins ✓ Approved Aug 19, 2021

Edit Cancel

Hiring Manager:* Lisseth Watkins Email address: lw740@nova.edu

Status:* Offer

Close job Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Submit Submit and exit Cancel