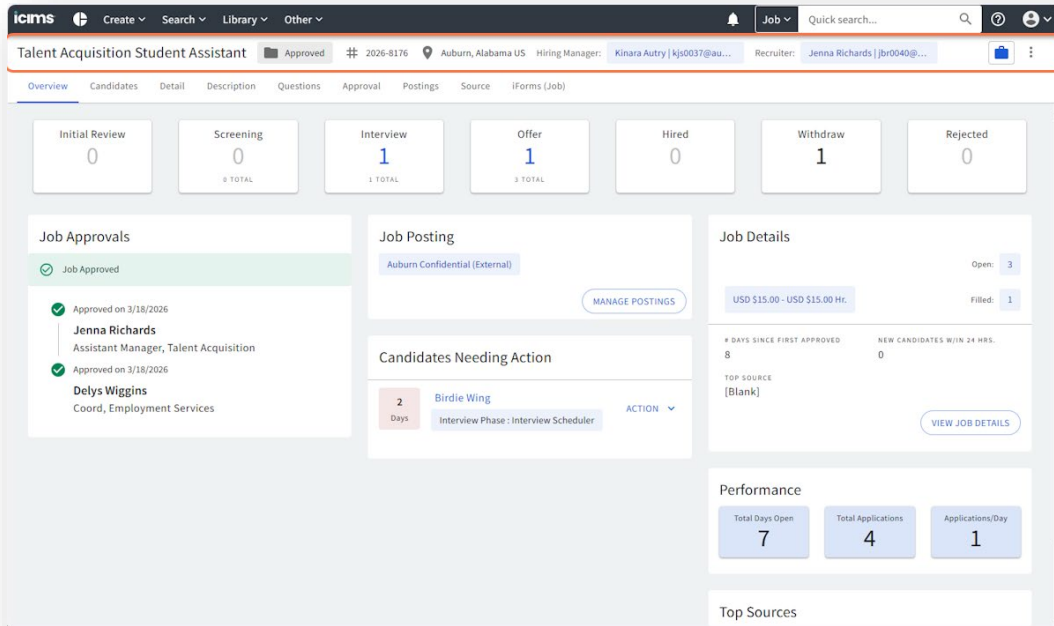


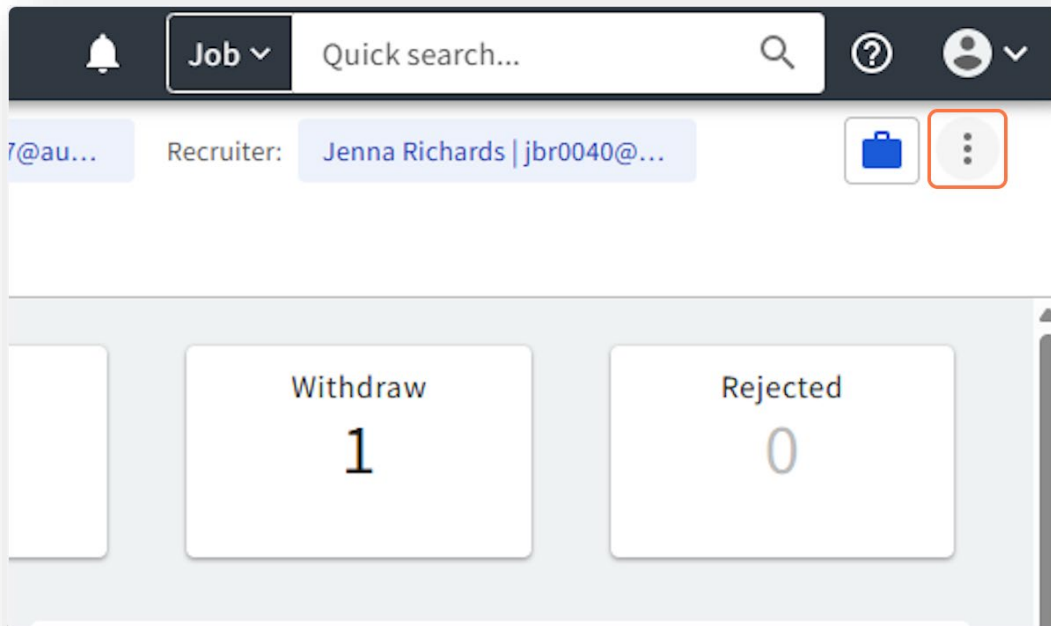


How to Copy a Job Profile

Navigate to the Job Profile you'd like to copy

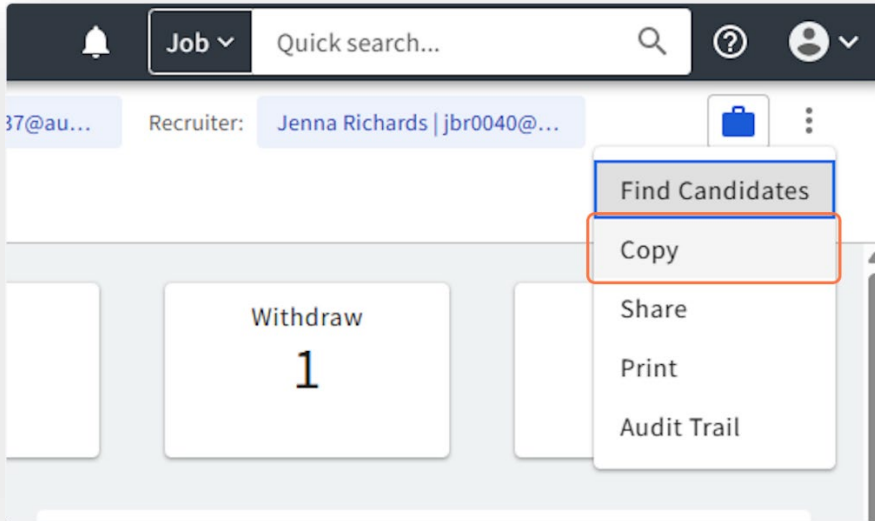


Select the **three dots**



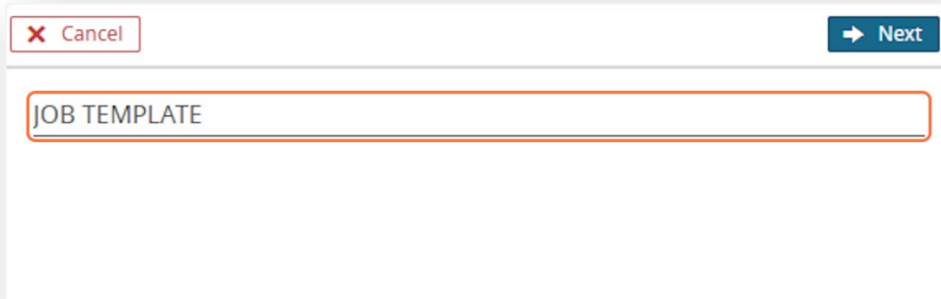


Click on **Copy**



Pop-up View

Note: if this does not automatically open, ensure that you do not have pop-ups blocked



Click on **Next**





Job Details

Review all Job Detail fields to ensure they are still accurate, and edit as needed

GENERAL INFORMATION

Employment Type
Student

Employment Type Detail
Graduate

Selection Type
Direct Hire

University
Auburn

of Openings *
3

Confidential
No

Primary Position Number

Click on **Next**





Job Description

Review all Job Description fields to ensure they are still accurate, and edit as needed

JOB DESCRIPTION

Overview

Verdana 9pt A A B I U S

Provide short-term support the Talent Acquisition team through screening applicants for minimum qualifications and employment eligibility.

While this role is temporary, Auburn HR experience is highly valued and could serve as a catalyst for future roles.

Press ALT-F10 for toolbar. Press ALT-0 for help

Responsibilities

Verdana 9pt A A B I U S

- Review applications in Applicant Tracking System
- Consistently apply standardized application screening procedures
- Change candidate status in ATS to release to search committee or disqualify
- Check that candidates are not on Do Not Rehire lists

Click on **Finish**

Finish

ication opportunities for



Job Approvals

The screenshot shows a web browser window titled "Edit Approval List - Google Chrome" with the URL <https://auburn.icims.com/icims2/servlet/icims2?module=AppGenericApproval&a...>. The page has two buttons: "Save" and "Save & Begin Approval".

Edit Approval List

i This job is *pending approval*.

Step 1: Select the appropriate 'Approval Type' option in the Add Approvers Dropdown.
Step 2: Select the corresponding Persons or Global Approval List needed.
Step 3: Click on the 'Save & Begin Approvals' Button.

Warning: Clicking "SAVE" will not route this job for approval. You must click "SAVE & BEGIN APPROVAL" to execute the approval process.

Approval [Edit Default Message](#)
Email Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Approver	Email
No data exists.	

Select **Global Approval List**

The close-up shows the "Add Approvers" section with a dropdown menu open. The menu options are "Person", "Person", "Relational Person", and "Global Approval List". The "Global Approval List" option is highlighted in blue. To the right is a "Clear list" button. Below the dropdown is a table header with "Approver" and "Email" columns.



Select the appropriate **Global Approval List** based on the position

Add Approvers

Global Approval List

Clear list

-Select-

Q — Type to Search —

-Select-

Job Approval - Faculty

Job Approval - Non-Faculty

Job Approval - Student

Job Approval - TES

Manager Hierarchy (HM, HM +1, HM +2)

Click **Save and Begin Approval**

Save Save & Begin Approval

Step 1: Select the appropriate 'Approval Type' option in the Add Approvers Dropdown.
Step 2: Select the corresponding Persons or Global Approval List needed.
Step 3: Click on the 'Save & Begin Approvals' Button.

Warning: Clicking "SAVE" will not route this job for approval. You must click "**SAVE & BEGIN APPROVAL**" to execute the approval process.

Approval [Edit Default Message](#)
Email Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Global Approval List

Clear list

-Select-

Approver	Email
Campus HR Leader (Jenna Richards)	jbr0040@auburn.edu
Delys Wiggins	dmw0065@auburn.edu