**Navigation: Main Menu > Recruiting > Create New Job Opening.**

1) Choose your job opening type as Standard or Continuous. Standard job openings are for a set period and Continuous job openings are continuously posted.

Select the appropriate job family (FWS Student or Student Employment), then choose the job code from next the drop-down. The posting title populates from the job code, but can be changed to accurately describe the job (i.e. FWS - HR Student Assistant). Click **Continue**.

**Job Details Tab**

2) Add your available openings, department number, location, and recruiting location to the “Opening Information” section.

**Assignment (s) Tab**

3) Add any USF employee as an Interviewer who will need to review a candidate’s application, cover letter, and/or resume.

**Posting (s) Tab**

4) Start by clicking the **Add Job Posting** link. There are two sections to the job posting – the “Job Description” section and the “Job Posting Destination” section.

**Job Description:** Pre-defined text to describe job duties, request supplemental documents or add other statements as needed.

Click the **Add Posting Descriptions** link to add another posting element.

**Tip:** All student postings require the following posting descriptions:
- About Student Employment
- Equal Employment Opportunity
- How to Apply (FWS or Student)
- Student Employment (FWS or Student)
- Work Location (choose location in drop-down)

**Job Posting Destinations:** Designate where (*Careers@USF - external) and how long you want to advertise the posting.

Updated 7/22/2013