



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Managing Job Openings

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Managing Job Openings

## Overview

This desk aid provides guidance for recruiting users on managing and accessing the various functionalities of a job opening. CAPPS Recruit uses data from *Recruit*, *HR/Payroll* and *Position Management* to manage job openings.

The information provided is based on the CAPPS multi-agency use of the recruiting templates and displays all functionalities available within *Recruit*. Access to this functionality depends upon the recruiting user’s assigned security roles, permissions and row level security. Contact your agency’s Human Resources department regarding your functional access.

Before managing a job opening:

1. Verify that a job opening was created and is active.

**Note:** It is recommended that the posted position(s) be vacant before initiating the *Offer* step. The position **must** be vacant before completing the *Prepare for Hire* step.

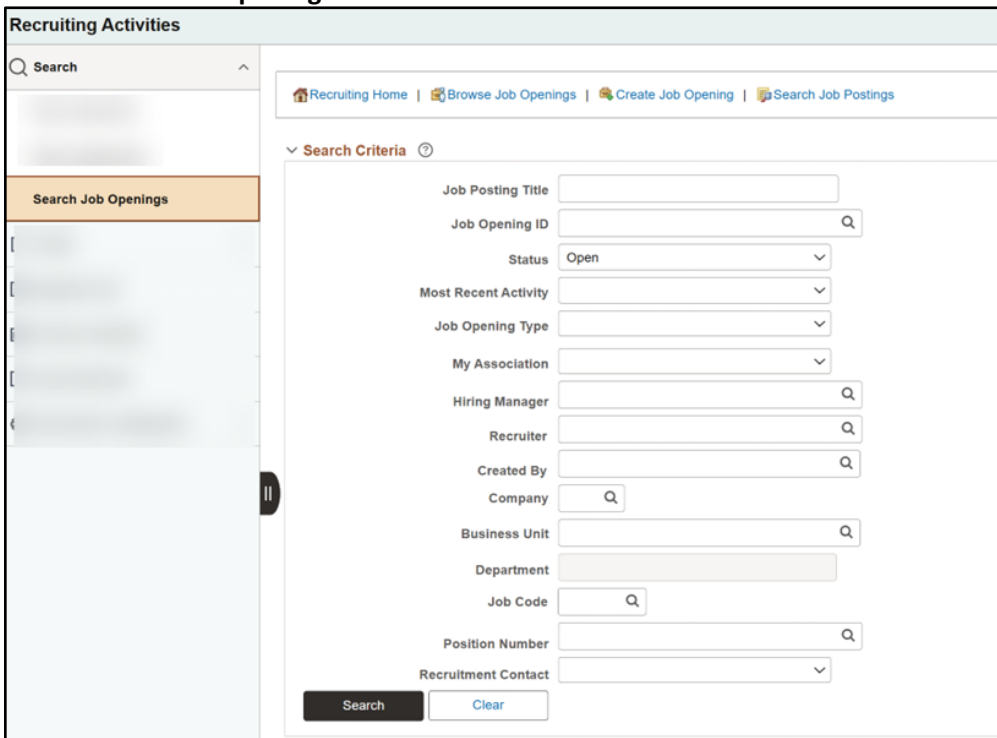
2. Identify the number of positions (the target openings) to be hired for this job opening.
3. Identify the following job-related details:
  - Job Code
  - Salary/Admin/Plan
  - Location
4. Obtain a list of recruiting users who require access to either view or update the job opening (e.g., recruiters, hiring managers).

## Searching the Job Openings

### Navigation

**Dashboard:** Recruiting; **Title:** Recruiting Activities; Search; Search Job Openings

1. Select **Search Job Openings** in the left *Search* menu.



The *Search Job Openings* page displays with various search criteria (fields) available to filter the results more precisely. Search criteria (fields):

- JOB POSTING TITLE
- JOB OPENING ID
- HIRING MANAGER
- RECRUITER
- STATUS (optional criteria) — defaults to *Open*

2. Select **Search** (at the bottom of the page) to display the *Search Results* section populated with applicable job openings.

The screenshot shows the 'Recruiting Activities' page with a search bar and a table of results. The table has columns for Select, Company, Job Opening, Job ID, Status, Type, Recruiting Location, Job Code, Target Openings, Available Openings, Total Applicants, and Created. Two results are shown: 'Data Analyst IV' (Job ID 100006, Status Open) and 'Natural Resources Spec V' (Job ID 100002, Status Draft).

Select	Company	Job Opening	Job ID	Status	Type	Recruiting Location	Job Code	Target Openings	Available Openings	Total Applicants	Created
<input type="checkbox"/>		Data Analyst IV	100006	Open	Standard Requisition	Austin	0653	1	1	0	02/06/2026
<input type="checkbox"/>		Natural Resources Spec V	100002	Draft	Standard Requisition	Abilene	2686	3	3	0	02/04/2026

3. Select a hyperlink under the JOB OPENING column to display the *Manage Job Opening* page for the selected job opening.

The screenshot shows the 'Manage Job Opening' page for Job Opening ID 100006. It includes navigation links, a breadcrumb trail, and a summary of job details. The details are as follows:

<b>Job Opening ID</b>	100006	<b>Status</b>	010 Open
<b>Job Posting Title</b>	Data Analyst IV	<b>Business Unit</b>	
<b>Job Code</b>	0653 (Data Analyst IV)	<b>Department</b>	
<b>Position Number</b>	(Data Analyst IV)	<b>Company</b>	
<b>Post Date</b>	02/06/2026	<b>Remove Date</b>	02/27/2026

Below the details, there are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. The 'Applicants' tab is active, showing 'Manage Applicants' with the message: 'No applicants have applied or have been linked to this job opening.'

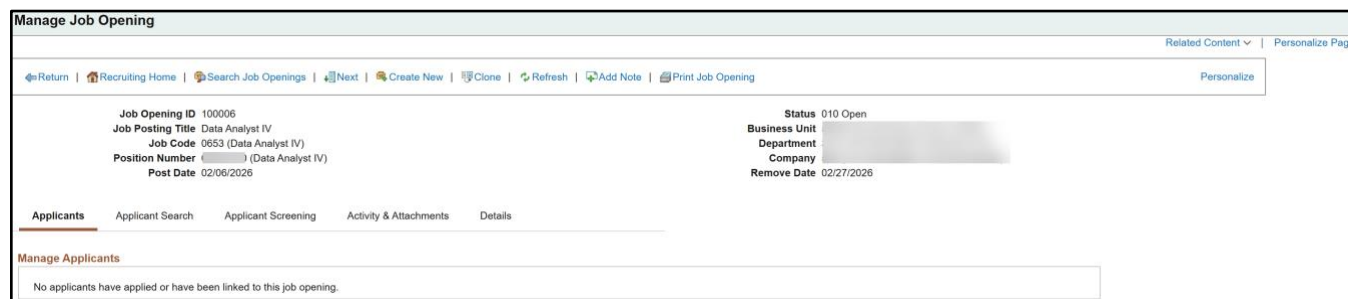
**Note:** The *Manage Job Opening* page can also be accessed from other pages that display job opening information, including the:

- *Recruiting Home* page
- *Manage Applicant* page
- *Manage Application* page
- *Search Applications* page

## Managing the Job Opening

Use the *Manage Job Opening* page to manage all aspects of a job opening, including:

- Managing and finding applicants
- Reviewing activity
- Tracking notes and attachments
- Viewing or updating job opening details

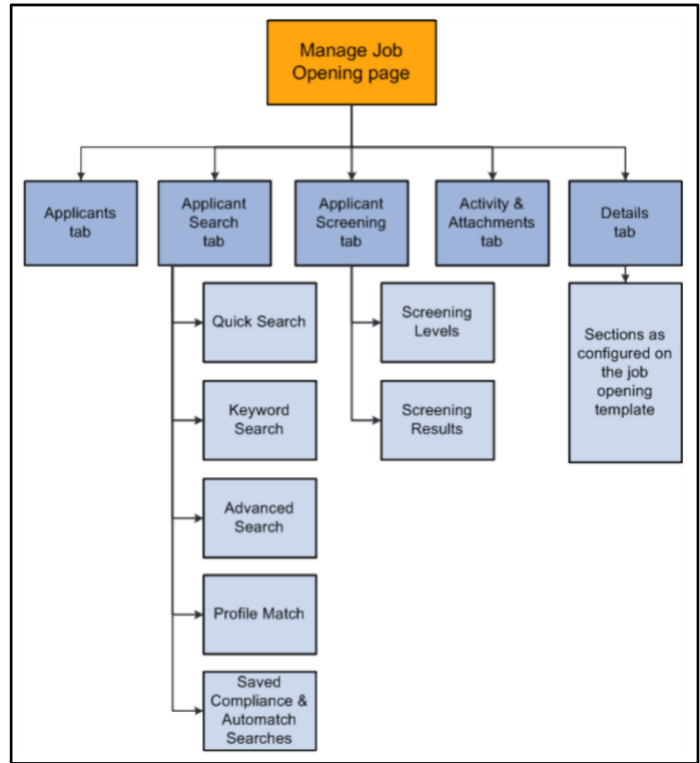


The *Manage Job Openings* page includes several functional options in the navigational toolbar:

Toolbar Control Item	Description
<b>Save</b>	Select to save any changes made to the data on these tabs. <b>Note:</b> <i>Save</i> is only visible only when you are on the <i>Activity &amp; Attachments</i> tab or the <i>Details</i> tab.
<b>Return</b>	Select <b>Return</b> (if the job opening was accessed by selecting a link on another recruiting page) to return to the previous page. <b>Note:</b> If this page was accessed using the global <i>Search</i> , use the <i>Last Search Results</i> hyperlink (near the global search field) to return to the search results.
<b>Recruiting Home</b>	Select to access the <i>Recruiting Home</i> page.
<b>Search Job Openings</b>	Select to access the <i>Search Job Openings</i> page.
<b>Previous and Next</b>	Use these options to navigate between openings. <b>Note:</b> These options only appear when the <i>Manage Job Opening</i> page is accessed from a grid that lists multiple job openings.
<b>Create New</b>	Select to access the <i>Primary Job Opening Information</i> page, where the process of creating a job opening begins.
<b>Clone</b>	Select to access the <i>Clone Job Opening</i> page and create a new job opening based on the current job opening.
<b>Refresh</b>	Select to refresh the page's data. <b>Note:</b> This option is only visible when you are on the <i>Applicants</i> tab.
<b>Add Note</b>	Select to create a new job opening note on the <i>Job Opening Notes</i> page.
<b>Interviews</b>	Select to access the <i>Interview Summary</i> page, which provides a read-only summary of all interviews that have been scheduled for the job opening.
<b>Category</b>	Displays the icon for the personal category that was assigned to the job (or the <i>No Category</i> icon, if appropriate). Categories are a personal organizational tool and an individual's categorization is not visible to other users. Select the icon to open the <i>My Job Categories</i> page, where you can change the category.
<b>Print Job Opening</b>	Select to access the <i>Select Job Opening Sections</i> page, where the Job Opening report is generated after selecting which data to include in the report.
<b>Personalize</b>	Select to change the content and layout of the toolbar.

The *Manage Job Opening* page is organized into five tabs:

- **Applicants** (users who completed an application).
- **Applicant Search** (applicants who applied to your agency). Options:
  - Quick Search
  - Keyword Search
  - Advanced Search
  - Profile Match
  - Save Compliance & Automatch Searches
- **Applicant Screening** (used to run the screening process). Options:
  - Screening Levels
  - Screening Results
- **Activity & Attachments** (used to view job opening history and add attachments or Notes).
- **Details** (job details). Options:
  - Details
  - Hiring Teams
  - Qualifications
  - Screening
  - Job Postings



## Applicants Tab

The *Applicants* tab displays all applicants with completed applications and supports various applicant-related actions. The agency’s recruiting team assesses each applicant’s disposition (status), applications and resumes.

**Manage Job Opening** Related Content ▾ | Personalize

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening

**Job Opening ID** 100006      **Status** 010 Open  
**Job Posting Title** Data Analyst IV      **Business Unit**    
**Job Code** 0653 (Data Analyst IV)      **Department**    
**Position Number**   (Data Analyst IV)      **Company**    
**Post Date** 02/06/2026      **Remove Date** 02/27/2026

Applicants  
 Applicant Search  
 Applicant Screening  
 Activity & Attachments  
 Details

**Manage Applicants**

No applicants have applied or have been linked to this job opening.

The *Applicants* section displays a grid of fields and control options for each applicant associated with the current job opening with a non-draft disposition.

Applicants																
<span>All (8)</span> <span>Applied (2)</span> <span>Reviewed (1)</span> <span>Screen (0)</span> <span>Route (0)</span> <span>Interview (1)</span> <span>Offer (1)</span> <span>Hire (0)</span> <span>Hold (0)</span> <span>Reject (0)</span>																
Select	Applicant Name	Applicant ID	Type	Date Applied	Disposition	Last Updated	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Other Actions	
<input type="checkbox"/>		10012	External	01/27/2026 12:38PM	Offer	02/05/2026 10:25AM			☆☆☆☆						Other Actions	
<input type="checkbox"/>		10025	External	01/27/2026 1:12PM	Interview	02/06/2026 12:03PM			☆☆☆☆						Other Actions	
<input type="checkbox"/>		10022	External	01/27/2026 12:59PM	Reviewed	02/06/2026 12:02PM			☆☆☆☆						Other Actions	
<input type="checkbox"/>		10013	External	01/27/2026 12:38PM	Linked Que	01/27/2026 12:38PM			☆☆☆☆						Other Actions	
<input type="checkbox"/>		10021	External	01/27/2026 1:03PM	Applied	01/27/2026 1:03PM			☆☆☆☆						Other Actions	

The **Field** or **Control** options are defined as follows:

Field or Control Option	Description
SELECT	Select this checkbox (before performing a group action) to choose the applicants to whom the action applies.
APPLICANT NAME and APPLICANT ID	Displays identifying information about the applicant. Select the applicant's name hyperlink to display the <i>Manage Applicant</i> page.
TYPE	Displays the applicant type. Possible applicant types: <ul style="list-style-type: none"> <li>• <b>Employee</b></li> <li>• <b>External</b></li> <li>• <b>Non-Employee</b> (such as contingent workers who have non-employee HR records)</li> </ul>
DATE APPLIED	Displays the date when the application was submitted.
DISPOSITION	Displays the applicant's current disposition for this job opening.
LAST UPDATED	Displays the date when the application status was updated.
VETERAN	Displays <b>Yes</b> if the applicant identifies themselves as a veteran when applying for the job. If none of the applicants in the grid are veterans, this column is hidden.
WIT Indicator	Displays a value of Y if the applicant applied in WIT and the application was interfaced to CAPPS Recruit.
LAST UPDATED	Displays the last time the applicant's record was updated.
<b>Application</b>	Select to access the <i>Manage Application</i> page, where activity related to a single applicant for a single job opening can be reviewed and managed.
<b>Resume</b>	Select to open a new window and display the applicant's resume. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Resume is an attachment — the file opens in a new window.</li> <li>• Resume was entered into the application's RESUME TEXT field — the new window displays the <i>Applicant Resume</i> page.</li> <li>• No resume exists for a particular applicant — this column is blank for applicant.</li> <li>• No resume for applicants in the grid — the entire <i>Resume</i> column is hidden.</li> </ul> </div>
<b>Interest</b>	Indicates the recruiter's interest level for the applicant. <ul style="list-style-type: none"> <li>• Select the star (first, second or third) on the interest selector to indicate the level of interest in this applicant for the current job opening. The stars (up to and including the selected star) change to a yellow color to indicate interest level.</li> <li>• Select the <b>X</b> to clear the rating, reverting all three stars to the grey color.</li> </ul> <p>This interest indicator for applicants is:</p> <ul style="list-style-type: none"> <li>• Available in the search criteria on the <i>Search Applications</i> page, where the indicator for each applicant is visible in the search results grid.</li> <li>• Specific to the job opening — however, it is not user-specific, so your interest level selection is global and can be seen/changed by others with access to the applicant.</li> </ul>
<b>Mark Reviewed</b>	Select to update the applicant's disposition to <i>020 – Reviewed</i> (this delivered disposition should not be modified). <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Note:</b> This action is not controlled by flexible processing and is therefore always available.</p> </div>
<b>Route</b>	Select to perform the <i>Route Applicant</i> action. If the applicant: <ul style="list-style-type: none"> <li>• Has at least one existing routing for this job opening, this action opens the <i>Manage Routings</i> page.</li> <li>• If the applicant does not yet have routings, this opens the <i>Route Applicant</i> page.</li> </ul>
<b>Interview</b>	Select to perform the <i>Manage Interviews</i> action. If the applicant has: <ul style="list-style-type: none"> <li>• At least one existing interview for this job opening, this action opens the <i>Manage Interviews</i> page.</li> <li>• No interviews yet, this action opens the <i>Interview Schedule</i> page.</li> </ul>
<b>Reject</b>	Select to open the <i>Reject Applicant</i> page.
<b>Print Application Details</b>	Select to open the <i>Application Report Options</i> page, where report parameters can be chosen to generate an application details report.

Field or Control Option	Description
<b>Other Actions</b>	<p>Select to display a menu of additional actions available to be performed for the applicant in the selected row. The available actions appear under two sub-menus:</p> <p><b>Recruiting Actions</b></p> <ul style="list-style-type: none"> <li>• <b>Create Interview Evaluation</b></li> <li>• <b>Prepare Job Offer</b></li> <li>• <b>Accept Offer</b> — only available if an offer is available (in the open status)</li> <li>• <b>Reject Offer</b> — only available if an offer is available (in the open status)</li> <li>• <b>Withdraw Application</b> — only available if the <b>disposition 130 Withdrawn Application</b> is configured as a successor to the current disposition</li> <li>• <b>Prepare for Hire</b> — only available if the current disposition is either: <ul style="list-style-type: none"> <li>○ 071 – Offer Accepted</li> <li>○ 080 – Ready to Hire</li> <li>○ 090 – Hired</li> <li>○ 120 – Withdrawn</li> </ul> </li> <li>• <b>Withdraw from Hire</b> — only available if the current disposition is: 080 – Ready to Hire.</li> <li>• <b>Edit Application Details</b></li> <li>• <b>Edit Disposition</b> — only available if: <ul style="list-style-type: none"> <li>○ A flexible recruiting process governs the job opening</li> <li><b>–and–</b></li> <li>○ The process provides the user with valid transitions from the current disposition.</li> </ul> </li> </ul> <p><b>Applicant Actions</b></p> <ul style="list-style-type: none"> <li>• Add Applicant Note</li> <li>• Add Applicant to List</li> <li>• Change Applicant Status</li> <li>• Forward Applicant</li> <li>• Link Applicant to Job</li> <li>• Manage Applicant Checklists</li> <li>• Manage Applicant Contracts</li> <li>• Pre-Employment Check</li> <li>• Send Correspondence</li> </ul>

Additional options for the *Applicants* grid:

Field or Control Option	Description
<b>Select All and Deselect All</b>	Use these links to select or deselect grid rows so that group actions can be performed on the selected rows.
<b>Group Action</b>	<p>Select to display a menu of group actions available to be performed for the selected applicants. The actions appear under two sub-menus.</p> <p><b>Recruiting Actions</b></p> <ul style="list-style-type: none"> <li>• Mark Reviewed</li> <li>• Manage Interviews</li> <li>• Create Interview Evaluations</li> <li>• Reject Applicant</li> <li>• Route Applicant</li> <li>• Withdraw Application</li> <li>• Edit Application Details</li> <li>• Print Applications</li> </ul> <p><b>Applicant Actions</b></p> <ul style="list-style-type: none"> <li>• Add Applicant to List</li> <li>• Change Applicant Status</li> <li>• Forward Applicant</li> <li>• Link Applicant to Job</li> <li>• Merge Applicant (multiple applicants must be selected)</li> <li>• Send Correspondence</li> </ul>

## Applicant Search Tab

The *Applicant Search* tab on the *Manage Job Openings* page is used to search for job opening applicants.

**Note:** This tab is actually the *Search Applicants* page rendered in the context of the *Manage Job Opening* page. This tab is only visible to users with security access to the *Search Applicants* page (e.g., recruiter administrators, recruiters and inquiry roles).

The screenshot shows the 'Applicant Search' interface within the 'Manage Job Opening' context. It features a navigation bar with tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below this, there are links for 'Quick Search', 'Keyword Search', 'Advanced Search', and 'Saved Compliance & Automatch Searches'. A search criteria section includes a 'Search My Applicants' checkbox and various filters like 'Company', 'Application Date Range', 'Job Family', 'Recruiting Location', 'Country', 'State', 'City', 'Referral Source', 'Referral SubSource', and 'Keywords'. There are also sections for 'Applicant Type' (External Applicant) and 'Exclude Applicant Status from Search' (010 Active, 020 Hired, 030 Inactive, 040 Queued). A 'Profile Criteria' section includes fields for 'Work Experience', 'School Education', 'Licenses and Certifications', 'Availability Preferences (CO)', 'Availability Preferences (DPO)', 'Availability Preferences (IPO)', and 'WorkInTexas Details'. At the bottom, there is a 'Search Results' section with a table showing columns for 'Select', 'Company', 'Applicant', 'Applicant ID', 'Type', 'Status', 'Phone', 'Email Address', 'Veteran?', 'Date Applied', and 'Actions'.

The *Applicant Search* tab provides:

- Quick Search
- Keyword Search
- Advanced Search
- Profile criteria provides options to search based on applicant data.
- The ability to save search criteria with options to search:
  - Based on security role
  - Based on job opening data
  - Applicants who applied to your agency
- Search results that display the following fields:
  - APPLICANT (Applicant's name)
  - STATUS
  - CONTACT INFORMATION
    - PHONE
    - EMAIL ADDRESS
  - VETERAN? (veteran status)
  - DATE APPLIED
  - ACTIONS

## Applicant Screening Tab

The *Applicant Screening* tab on the *Manage Job Opening* page is used to run screening processes.

Field or Control	Description
<b>Screening Level</b>	Displays summary information about the job opening’s screening levels. If the job opening has multiple job codes, you can scroll to see the screening levels for each job code.
<b>Screening Results</b>	Available only if screening results exist (either because applicants went through prescreening or online screening –or– because a recruiting user ran a standard screening level). The <i>Screening Results</i> section lists all screening levels, their results and provides summary statistics for the processed applicants. Select any screening level to view a complete list of applicants who were processed and their results.

The *Applicant Screening* tab has two screening levels:

- Preliminary Screening
- Final Screening

Data is selected for use in the defined screening levels (preliminary or final) and information is populated from the job opening, including:

- Details
- Qualifications
- Experience and Education
- Screening Criteria

Based on this information, the applicable requirements are identified and point values are assigned.

Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Minimum Salary : 5425.33 - Month			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Minimum Grade : 24			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	RS Location : 2048			<input type="checkbox"/>	<input type="checkbox"/>	0
Employment Question	Question: Former Foster Youth		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Employment Question	Question: Former Foster Youth <25		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Employment Question	Question: Are you a veteran?		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Employment Question	Question: Vet-Type of Discharge		<a href="#">Open Ended</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Employment Question	Question: Vet-Dates of Service		<a href="#">Open Ended</a>	<input type="checkbox"/>	<input type="checkbox"/>	0
Employment Question	Question: Surviving Spouse		<a href="#">Edit Details</a>	<input type="checkbox"/>	<input type="checkbox"/>	0

A *Run Control* process evaluates and narrows the list of applicants for interview or hire.

### Activity & Attachments Tab

Use the *Activity & Attachments* tab on the *Manage Job Opening* page to review:

- Job status history
- Notes
- Attachments
- Expenses
- Saved results from applicant searches

Manage Job Opening															
Applicants	Applicant Search	Applicant Screening	<b>Activity &amp; Attachments</b>												
<b>Job History</b> <table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> <th>Reason</th> <th>Action Taken By</th> </tr> </thead> <tbody> <tr> <td>02/06/2026</td> <td>010 Open</td> <td></td> <td></td> </tr> <tr> <td>02/06/2026</td> <td>006 Pending Approval</td> <td></td> <td></td> </tr> </tbody> </table>				Date	Subject	Reason	Action Taken By	02/06/2026	010 Open			02/06/2026	006 Pending Approval		
Date	Subject	Reason	Action Taken By												
02/06/2026	010 Open														
02/06/2026	006 Pending Approval														
<b>Searches</b> No searches are related to this Job Opening.															
<b>Notes</b> No notes have been added to this Job Opening. <a href="#">Add Note</a>															
<b>Attachments</b> No Attachments have been added to this Job Opening. <a href="#">Add Attachment</a>															

The page is separated into sections:

- Job History
- Searches
- Notes
- Attachments

### Job History

Field or Control	Description
DATE	Displays the date the status was assigned.
SUBJECT	Displays the status description.
REASON	Displays the status reason (if one was supplied when the status was assigned).
ACTION TAKEN BY	Displays the name of the person whose action updated the status.

## Searches

This grid renders the information from the *Saved Searches* page within the context of the job opening. In this context, the grid shows only the saved searches that are associated with the current job opening (and therefore doesn't include the column that normally identifies the associated job opening).

Searches are associated with a job opening only if the job opening ID is part of the search criteria. It is not relevant whether the search is saved from the stand-alone *Search Applicants* page or from the job opening context.

## Notes

Notes are editable text entries used to document details regarding the job openings. Notes have several fields and control options.

Field or Control	Description
SUBJECT	Displays the subject of the note, which is visible to anyone with access to the job opening.
NOTE DATE	Displays the date that the note was created.
AUTHOR	Displays the name of the person who created the note. If the note is private, only the author can access the note details.
AUDIENCE	Select the audience for this note. The audience of each note determines which users can access its details. Only the note author (or an administrator) can modify the audience for an existing note. Valid options are: <ul style="list-style-type: none"> <li>• <b>Public</b> — can be viewed and edited by anyone who has access to the job opening</li> <li>• <b>Interview</b> <ul style="list-style-type: none"> <li>○ Can be viewed by anyone who has access to the job opening.</li> <li>○ Only the note author or an administrator can modify the Note.</li> <li>○ Do not automatically appear on the <i>Interview Schedule</i> page. However, the <i>Interview Schedule</i> page does provide links that allow you to copy interview notes from the job opening into the interview.</li> </ul> </li> </ul>
DETAILS	Enter the note's details.
<b>Edit</b>	Allows access (as determined by the established audience) to edit the note details. Only the author (or an administrator) can change the audience. If the audience is: <ul style="list-style-type: none"> <li>• <b>Public</b> — all users can <b>access</b> and <b>edit</b> the note's details.</li> <li>• <b>Interview</b> — all users can <b>access</b> the note's details, but only the note's author (or an administrator) can edit them.</li> </ul>
<b>Delete</b>	Regardless of the note's audience, only the author (or an administrator) can delete a note.
<b>Add Note</b>	Displays the <i>Job Opening Notes</i> window where you can enter a new note.

Use the *Job Opening Notes* window to add or edit a job opening note.

- To create a new note, select **Add Note** to open the *Job Opening Notes* window.
- To edit an existing note, select the **Edit** icon next to the note that needs to be edited.

## Attachments

This grid displays a list of attachments related to the job opening.

Field or Control	Description
FILE NAME	Displays the attachment's file name. Select to open the attachment (available to both <i>Public</i> or <i>Interview</i> audiences).
DESCRIPTION	Enter a description for the attachment. If the audience is: <ul style="list-style-type: none"> <li>• <b>Public</b> — any user can add or modify the attachment's description.</li> <li>• <b>Interview</b> — only the person who uploaded the attachment (and administrators) can enter or modify the description.</li> </ul>
AUDIENCE	The audience (as established here) controls access to the attachment. If the audience is: <ul style="list-style-type: none"> <li>• <b>Public</b> — anyone with access to the job opening can view the attached file or modify the description.</li> <li>• <b>Interview</b> — anyone with access to the job opening can view the attached file. However, only the person who uploaded the attachment and administrators can modify the description.</li> </ul> Regardless of the audience, only the person who uploaded the attachment (and administrators) are allowed to <b>delete attachments</b> and/or <b>modify the audience</b> . <b>Interview</b> attachments don't automatically appear on the <i>Interview Schedule</i> page. However, the <i>Interview Schedule</i> page provides hyperlinks to copy interview attachments from the job opening to the interview.
UPDATED	Displays the date and time that the attachment information was last updated.
UPLOADED BY	Displays the name of the user who uploaded the attachment.
<b>Add Attachment</b>	Select to display the <i>File Attachment</i> dialog box and upload a new attachment.

## Manage Job Opening

### Navigation

**Dashboard:** Recruiting; **Tile:** Recruiting Activities, Search Job Opening, Job Opening

Recruiting users can view or update job openings on either the:

- **Job Opening** page, with possible statuses of:
  - New
  - Canceled
  - Closed
  - Hold

**Note:** Any edits made to the *Job Opening* page are reflected dynamically in the system. The page name displayed is based on the job opening's current status.

- **Manage Job Opening** page, with possible statuses of:
  - Open
  - Pending
  - Denied

## Edit Job Opening Status

Select the **Group Actions** hyperlink on the search *Job Openings* page to manually edit the job opening status.

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria

55 Results Found

Search Results

Select	Company	Job Opening	Job ID	Status	Type	Recruiting Location	Job Code	Target Openings	Available Openings	Total Applicants	Created
<input checked="" type="checkbox"/>		Watermaster Specialist IV_Approval3	100113	Open	Standard Requisition	Fort Worth	2685WMM	1	1	0	05/01/2026
<input type="checkbox"/>		Program Specialist V_50flrest	100112	Open	Standard Requisition	Amarillo	15742A	1	1	0	04/30/2026
<input type="checkbox"/>		Purchaser V_Screening-V2	100111	Open	Standard Requisition	Ablene	1934	1	1	11	04/27/2026
<input type="checkbox"/>		Data Analyst V - Monthly Rate	100109	Open	Standard Requisition	Austin	0654	2	2	1	04/24/2026
<input type="checkbox"/>		Data Analyst V - Hourly Rate	100108	Open	Standard Requisition	Austin	0654	1	1	1	04/24/2026
<input type="checkbox"/>		Data Analyst V - Yearly Rate	100107	Open	Standard Requisition	Austin	0654	1	1	0	04/24/2026
<input type="checkbox"/>		General Counsel I 1P	100076	Open	Standard Requisition		35231P	1	1	1	04/05/2026

Select All Deselect All **Group Actions**

**Note:** The status fields available in the *Group Actions* hyperlink depend on the job openings' current status.

The *Job Opening* page is organized under five tabs:

- Job Details
- Hiring Team
- Qualifications
- Screening
- Job Postings

## Job Details

The *Job Details* tab organizes data into sections:

- Opening Information
- Locations
- Recruiting Locations
- Positions
- Employee Being Replaced
- Additional Job Specifications

## Opening Information

Use the *Opening Information* section to manage information about the job opening and update the number of positions to be filled (i.e., number of target openings). Recruiting users can either increase or decrease the number of positions. The system updates the AVAILABLE OPENINGS field accordingly.

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Add Note | Print Job Opening

Job Opening ID 100106  
 Job Posting Title Engineering SpecIII 2P  
 Job Code 21292P (Engineering SpecIII 2P)  
 Position Number

Status 006 Pending Approval  
 Business Unit  
 Department  
 Company

Activity & Attachments **Details**

**Job Details** | Hiring Team | Qualifications | Screening | Job Postings | Approvals

Opening Information

\*Template ID 6000 CAPPs Recruitment Template

Job Opening Type Standard Requisition

Created By  
 Created 04/23/2026

\*Openings to Fill Limited Number of Openings

**Target Openings** 1  
 Available Openings 1

Descriptions for each field within the *Opening Information* section:

Field or Control	Description
TARGET OPENINGS	Enter the number of positions to be filled (required) — this field appears only if you select <b>Limited Number of Openings</b> in the OPENINGS TO FILL field. The number of TARGET OPENINGS for each specific recruiting location must be specified in the <i>Recruiting Locations</i> section. The total number of target openings should be equal to or greater than the sum of target openings for the primary recruiting location(s).
AVAILABLE OPENINGS	Displays the number of available openings, but only if the <b>Limited Number of Openings</b> was selected in the OPENINGS TO FILL field. The total AVAILABLE OPENINGS is always less than or equal to the TARGET OPENINGS. The initial number of openings is the value entered in the TARGET OPENINGS field. When an applicant is hired for this job opening, the number is decreased by one. When all available positions are filled, the job opening status changes to <i>Closed</i> .

## Locations

*Locations* represent the physical location of organizations. These are system-wide values and not specific to recruiting. The recruiting user can add or remove locations based on the number of positions selected.

*Location	Location Description	Primary Location	
00001	Lyndon B Johnson Building	<input checked="" type="checkbox"/>	

[Add Location](#)

Field or Control	Description
LOCATION	Select a location code for the job opening’s physical location (required). <b>Note:</b> Deleting a location does not remove associated recruiting locations from the job opening.
PRIMARY LOCATION	Indicate the primary location, even if the job opening is associated with multiple locations (required).
<b>Add Location</b>	Select to add a row to the <i>Locations</i> grid.

## Recruiting Locations

*Recruiting Locations* are the locations that are visible to applicants in Candidate Gateway. For example, an applicant can view number of job openings at a specified location.

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
2136	Austin	<input checked="" type="checkbox"/>	1	

[Add Recruiting Location](#)

Field or Control	Description
RECRUITING AREA	Select a recruiting location for the job opening (required). <b>Note:</b> In Candidate Gateway, the recruiting location and its associated physical location control whether an applicant is asked to provide USA-specific self-identification details (e.g., gender and ethnicity) during the application process. The physical locations explicitly listed in the job opening are not used for this purpose.
PRIMARY RECRUITING AREA	Indicate the primary recruiting location, even if more than one recruiting location is associated with the job opening (required).
TARGET OPENINGS	Enter the number of target openings for each recruiting location (required). <b>Note:</b> When posting for a remote worker position, the number of targeted openings for a recruiting location can be zero (0). This allows the application to search by location. <b>Note:</b> A warning message displays if the number of target openings listed at the primary location is greater than the overall job opening’s target openings.
<b>Add Recruiting Location</b>	Select to add a row to the <i>Recruiting Locations</i> grid.

## Positions

This section allows for multiple jobs or positions to be included in a single job opening.

**Note:** The number of positions listed must match the number of target openings.

Position	Position Number	Primary Position
Program Spclst IV	000	<input checked="" type="checkbox"/>

[Add Position](#)

**Note:** The position number must be:

- Included in the job opening to complete the offer step.
- Vacant to complete the hire step.

Field or Control	Description
POSITION	Select a position that is associated with this job opening (required in order to complete the offer step).
PRIMARY POSITION	Select this check box to identify the primary position when multiple job positions are associated with a job opening. On the <i>Search Job Openings</i> page, if users search by position number, only the primary position is searchable. The job opening consists of system-extracted data extracted from the primary position, including: <ul style="list-style-type: none"> <li>• Job Code</li> <li>• Company</li> <li>• Department</li> <li>• location</li> <li>• Regulatory Region</li> </ul> While users can override this information within the job opening, any changes made are not transferred to the job data record created during the hiring process because the job data record pulls information from the position itself, rather than from the job opening.
<b>Add Position</b>	If hiring for multiple positions within a single job opening, select to add a row to the Positions grid.

## Additional Job Specifications

The *Additional Job Specifications* allows the recruiting user to add job codes and salary data associated with the selected position numbers. A scroll area appears around sections where the job data can vary by job code.

**Note:** Edits entered on the job opening are dynamic within the system.

## Hiring Team

Recruiting users can manage the *Hiring Team* assignments by identifying the members associated with the job opening:

- Recruiters
- Hiring managers
- Interviewers
- Interested parties
- Screening team members

Hiring Teams can:

- Add or remove recruiting users to the *Hiring Team Assignment* role (as applicable).
- Gain access to the job opening based on their assigned security role and permission lists.

## Assignments

Use the categories in the *Assignments* section to select:

- Recruiters
- Hiring Manager
- Interviewer
- Interested Party
- Screening Team Member

The Recruiting user can find and select team members by searching for an individual or by searching for a specific team. The Recruiting user must have the applicable CAPPS custom security role and permissions to be selected for a particular hiring team assignment.

**Note:** All hiring team members can access both the job opening and the data for any applicant associated with it.

## Qualifications

The *Qualifications* tab includes two sections:

- Work Experience & Education
- Licenses and Certifications

**Note:** It is recommended not to modify the qualifications and work requirements after the job opening was approved.

## Screening

### Navigation

**Dashboard:** Recruiting; **Title:** Recruiting Activities; Search Job Openings; Manage Job Opening; Screening

Use the *Screening* section to evaluate potential applicants who meet the minimum requirements of the job description. The Recruiting user can modify the screening process (as applicable) by updating the:

- Screening questions
- Correct answers
- Assigned points values
- Assigned evaluators

**Note:** It is recommended **not** to update the screening questions after the job opening is posted to the Candidate Gateway. Any changes would result in applicants responding to a different set of screening questions or criteria.

For more guidance, see [Understanding Screening Settings](#).

**Manage Job Opening**

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Print Job Opening

Job Opening ID 100073      Status 010 Open  
 Job Posting Title Accountant IV- Screening Demo1  
 Job Code 1018 (Accountant IV)      Business Unit  
 Position Number      Department  
 Post Date 04/01/2026      Company  
 Remove Date 04/30/2026

Applicants   Applicant Search   Applicant Screening   Activity & Attachments   **Details**

Job Details | Hiring Team | Qualifications | **Screening** | Job Postings | Approvals

**Additional Job Specifications** 🔍 | 1 of 1 | View All

Job Code 1018  Primary Job Code  
 State Job Code 1018  
 \*ONET Code 13-2011.00

**Employment Questions**

*Question	Question Order	Required	Action
Former Foster Youth	1	<input checked="" type="checkbox"/>	View Answers
Former Foster Youth <25	2	<input checked="" type="checkbox"/>	View Answers
Are you a veteran?	3	<input checked="" type="checkbox"/>	View Answers
Vet-Type of Discharge	4	<input type="checkbox"/>	Enter Evaluators
Vet-Dates of Service	5	<input type="checkbox"/>	Enter Evaluators
Surviving Spouse	6	<input checked="" type="checkbox"/>	View Answers
Surviving Orphan	7	<input checked="" type="checkbox"/>	View Answers
VetSpouse/Orphan-DatesofSen	8	<input type="checkbox"/>	Enter Evaluators
SpouseMember	9	<input checked="" type="checkbox"/>	View Answers
SpousePrimary	10	<input checked="" type="checkbox"/>	View Answers
BachDeg	11	<input checked="" type="checkbox"/>	View Answers
Adobe	12	<input checked="" type="checkbox"/>	View Answers
Standard Office Hours	13	<input checked="" type="checkbox"/>	View Answers

## Screening Questions

Recruiting users can update the correct answers, assign point values to the applicant’s responses and assign recruiting users as evaluators to the open-ended screening questions.

- **Multiple-choice questions** — Select the *View Answers* hyperlink to access the *Answers to Screening Questions* page, where answer choices and their default point values can be reviewed. When the screening criteria for the job opening are set up, the default values can be overridden.
- **Open-ended questions** — Select the *Enter Evaluators* hyperlink to access the *Assign Evaluators* page, where the users who evaluate and award points to applicants’ answers are identified. An evaluator can be any user who has appropriate security access to Recruit. It is possible to assign oneself as an evaluator.

**Note:** Open-ended questions **must** be assigned to one or more evaluators who will review the applicants’ responses and award points.  
Only the assigned evaluators can award an applicant points for the question, so questions without evaluators are never awarded any points during screening.

**Note:** When evaluating open-ended questions, evaluators see only the question and the answer; no applicant information is visible.

More detailed information for the *Screening* process is provided in a separate desk aid.

## Answers to Screening Questions

Recruiting users can update the assigned points values and designated correct answer responses for use during the screening process. Select the *View Answers* hyperlink to open the *Answers to Screening Questions* page where they can review the:

- Answers offered for a multiple-choice screening question
- Default points assigned to each answer

**Create New Job Opening**

**Answers to Screening Questions**

**Question** Question Type Single Choice

If yes, are you currently 25 years of age or younger?

**Answers**

Answer	Points	Correct Answer
Yes	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
No	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Not Applicable	<input type="text" value="0"/>	<input checked="" type="checkbox"/>

## Job Postings

Recruiting users can update (as applicable) the job posting details for:

- Job descriptions
- Posting destinations

**Note:** Any changes to job posting details are reflected in the job opening and the Candidate Gateway.

**Job Opening**

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Search Job Opening](#) | [Notification](#) | [Next Job Opening](#) | [Print Job Opening](#)

**Job Opening ID** 100179      **Status** 005 Draft  
**Job Posting Title** CPA\_Program Spclst IV      **Business Unit** :  
**Job Code** 1573:      **Department** :  
**Position Number** 000:      **Company** 304 (Comptroller of Public Accounts)  
**Primary Recruiting Location** 2136 (Austin)

[Job Details](#) | [Hiring Team](#) | [Qualifications](#) | [Screening](#) | **[Job Postings](#)**

**Job Postings** ⓘ

No job postings exist for this job opening.

[Add Job Posting](#)

## Job Posting Destinations

The recruiting user can update (as applicable) the *Job Postings Destinations* section, including altering the *Remove Date* or *Posting Duration* to either extend the job posting or remove it early.

Primary Posting Destination	*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	Next Review Date	Days Till Next Review
<input checked="" type="checkbox"/>	CAPPS Careers	External Posting	9 - On Approval	04/09/2025	05/07/2025	29		

[Add Posting Destination](#)

To change the date or alter the posting duration (days), either

- Enter a specific date on which the posting will be removed from this destination.
- or–
- Enter the number of days that the posting is to remain active.

**Note:** If the number of days is entered for the duration, the system calculates the removal date and displays it in the REMOVE DATE field, which is uneditable.

## Understanding Screening Settings

*Screening* is the process recruiters use to evaluate a list of potential candidates and narrow it to a few qualified applicants for interviews or hiring. A job opening can have multiple screening processes or screening levels, each of which can apply different criteria and processing rules.

## Screening Criteria Selection

The screening-level definitions referenced in the job opening include default processing rules but do not include any actual screening criteria. Use the job opening's *Screening Criteria* page to select job opening-specific criteria for each level.

The *Screening Criteria* page displays a grid that is automatically populated with certain job opening attributes to select screening criteria. The desired items can be selected/used when configuring the screening level.

The *Job Opening* page provides attributes (available for use as screening criteria) that fall into four groups:

- **Job Preferences** — Derived from fields populated in the *Job Information* and *Salary Information* sections of the *Job Opening* page.

**Note:** Fields without data do not appear in the list of available screening criteria.

- **General Requirements** — Sourced from job opening attributes, such as:

- Regular/Temporary status
- Full-Time/Part-Time status
- Start Date
- Standard Hours
- Shift
- Travel Percentage
- Minimum and Maximum Age
- Sex
- Citizenship status
- Recruiting location
- Minimum Salary
- Minimum Grade

- **Experience and Education Requirements** — Come from the *Work Experience & Education* section. These requirements:

- Indicate the required number of years of experience for applicants with various levels of education.

**Note:** each set of values is processed separately (i.e., the degree and the years of experience required of applicants with that degree).

- Prevent the system from penalizing someone with the correct amount of experience but a higher degree, the job opening should include rows for every degree above the minimum requirement.
- Indicate the amount of experience that is acceptable for applicants with a given degree. If the given degree is required, but any amount of experience is acceptable, enter **0** (zero) as the experience requirement for that degree.

**Note:** When the system's screening process evaluates if an applicant meets the specific experience and education requirements established, the system fails applications that **lack** work experience entries **with** start dates, even if zero years of work experience is required.

- **Skills Questions and Employment Questions** — Created outside of the job opening and then added to the *Screening* section. When applicants apply for a job opening online, the skills questions and employment questions come in various formats:

- Multiple Choice
- Single Choice
- Date Type
- Numeric
- Open Ended (must have one or more evaluators who review responses and award points)

**Note:** Unlike the other screening criteria, screening questions are useful only if applicants can submit applications online. It is not possible to enter answers to screening questions on the *Application Details* page.

General requirements to use for screening and the corresponding applicant data fields:

Job Opening Field	Applicant Field
REGULAR/TEMPORARY	I AM LOOKING FOR THE FOLLOWING KIND OF WORK: Regular, Temporary, or Either
FULL/PART TIME	I WANT TO WORK: Full Time, Part Time, or Either
START DATE	I CAN START MY NEW JOB ON OR AFTER <date>
STANDARD HOURS /WEEK	I WANT TO WORK <number> HOURS PER WEEK
SHIFT	I WANT TO WORK THE FOLLOWING SHIFT(S)
TRAVEL PERCENTAGE	I AM WILLING TO TRAVEL <specified percentage of time>
MINIMUM SALARY	I REQUIRE A MINIMUM PAY OF <\$\$>
RECRUITING LOCATION	I WOULD PREFER A WORK LOCATION IN OR AROUND <location(s)> (screening looks at both the first and second choices entered by the applicant.)

### Screening Criteria Point Values

When job-specific criteria are defined for a screening level, a point value must be assigned to each selected item. The criteria grid includes a POINTS field that shows the maximum point value for each item (points can be either positive or negative).

Point values are assigned differently depending on the type of criteria:

- Criteria that is either **met** or **not met**, the POINTS field is editable, allowing a point value to be entered directly. *For example: if there is a general requirement that the applicant be at least 18 years old, the applicant either does or doesn't meet the requirement. Therefore, the point value for this requirement can be entered directly on the Screening Criteria page.*  
Use this method of assigning values for all:
  - General requirements
  - Education and experience requirements
  - Certain content types (such as licenses that an applicant either has or does not have)
- For content types associated with **rating scales** (such as competencies), select the hyperlink to open a page listing the possible ratings and enter the point value for each rating.
  - Default point values are defined in the content type definition, but they can be overridden.
  - Applicants receive points based on their rating (provided the applicant's rating type matches the required rating type).
  - Unrated applicants receive no points, so applicants must be rated before running a screening level that evaluates a competency or other qualification with a rating scale.
- For **Single-choice**, **Multiple-choice**, **Date-type** and **Numeric** questions, select the link to access a page that lists the possible answers and enter the point value for each answer.
  - Default point values are defined in the question definition.
  - Point values can be assigned to both correct and incorrect answers.
  - If a question has multiple correct answers, its total value is the sum of the point values for all correct answers.
  - Applicants receive the points that correspond to the answer(s) they provided.
  - Applicants receive no points for unanswered questions.
- For **open-ended** questions, select the link to open a page and enter the maximum point value.
  - The default maximum point value is set in the question definition.
  - Applicants receive the average score from all evaluators.
  - If some (but not all) evaluators entered points for the answer, only the completed evaluations are considered.
  - Applicants receive no points for unevaluated questions.

## Screening Level Processing Rules

The *Screening Criteria* page also includes fields that are used to:

- Indicate the percentage of the total available points that an applicant needs to earn to pass the screening level.
- Assign dispositions to screened applicants.
- Assign overall screening level scores to screened applicants.
- Send letters to rejected applicants.

**Note:** Letters can either be sent via email when the rejected disposition is applied or generated and printed in batch.

These settings are all identical to the corresponding fields in the screening-level definition and are populated from its default values, which can be overridden (as necessary).

## Screening Level Selection

The *Screening Options* section on the *Job Opening* page includes a grid that lists the job's screening levels in order. It also includes a checkbox indicating whether applicants must pass the previous screening level before advancing to the next level.

## Revision History

Date	Description of Change	Changed By
May 25, 2026	Initial release.	S. Keltgen