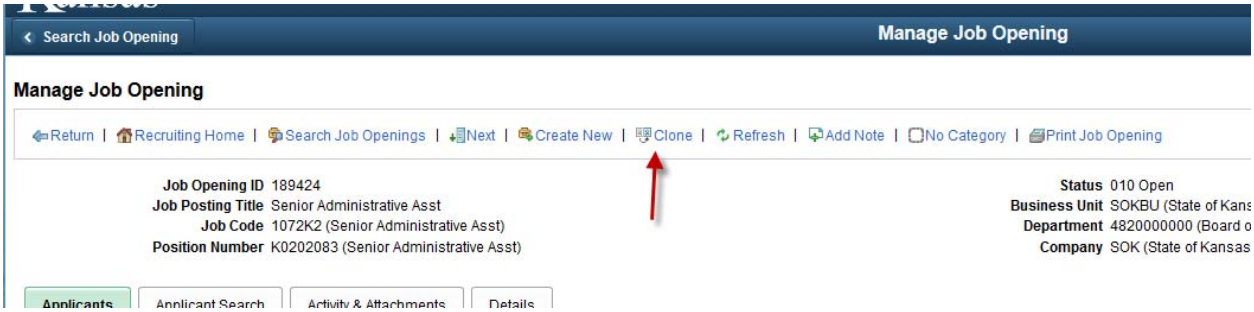
Clone a Job Opening

Note: Cloning is creating an exact copy of an existing job opening.

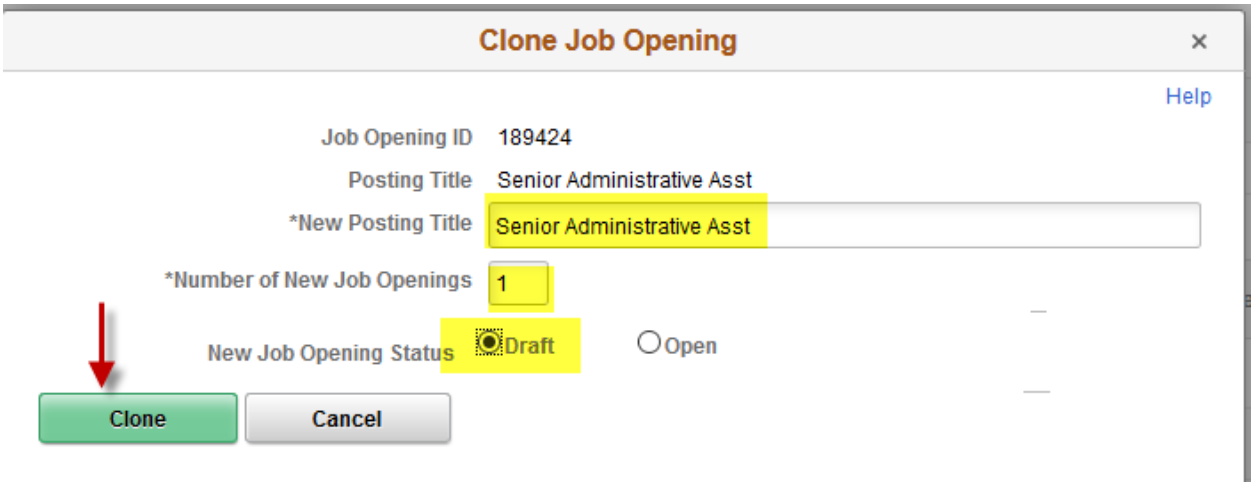
Recruiting homepage>Recruiting Activities>Manage Job Openings:

- First, select an existing job opening that has the same Template ID that your new job posting will have. This will determine your job application in Careers.
- Search for the job opening and select the Job Opening ID to open.
- Select the Clone hyperlink at the top (or bottom) of the Manage Job Opening page:



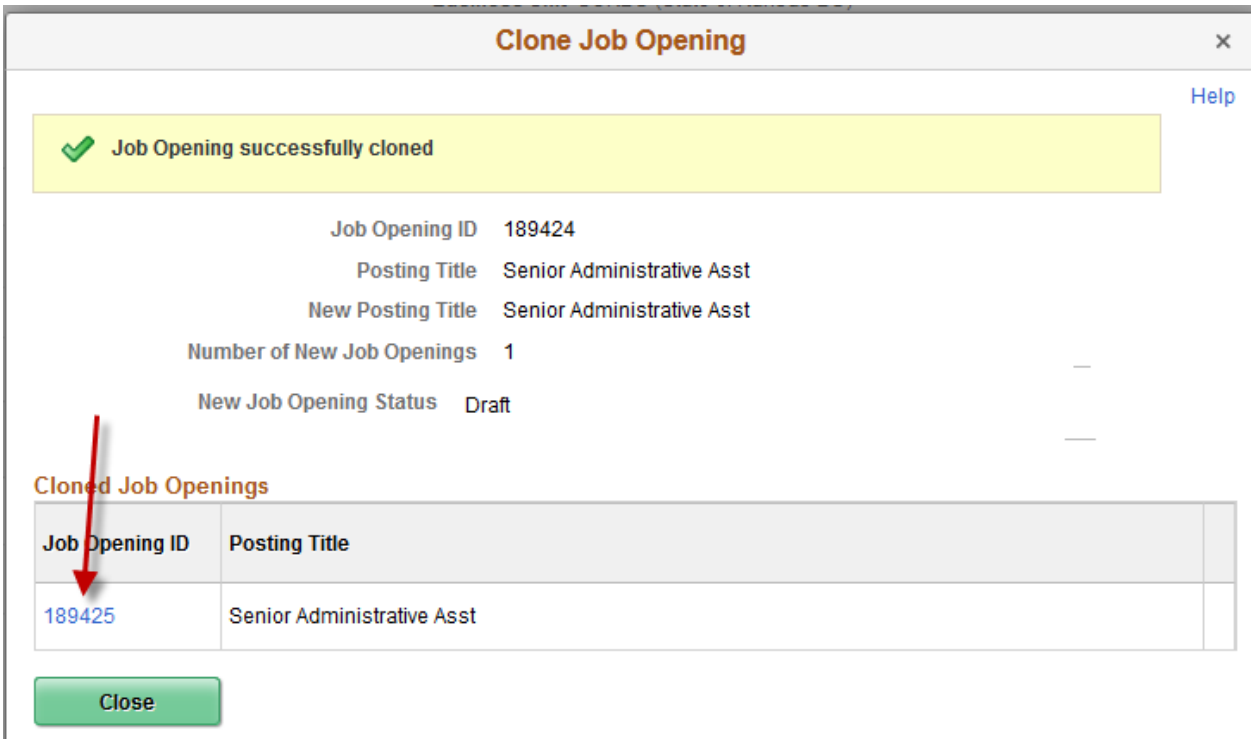
Clone Job Opening box:

- Update with New Posting title if different from job being cloned.
- Update the number of New Job Openings for this position
- Always choose DRAFT for the New Job Opening Status
- Click the green Clone button at the bottom of the page



Clone Job Opening box:

- Click the new Job Opening ID to review and update the copied job opening.



Update the job opening with new information:

- When the Job Opening page opens, scroll to the Positions section (located just below Recruiting Location section) and delete the existing position number by pressing the trash bin icon.
- Click Add Position to add your new primary position. (Add additional similar positions if required.)
- Scroll back to the top and carefully review all information in all sections on all pages is populated correctly.