Recruiting Solutions:
Clone Job Opening
HCM 9.0 Business Process Guide
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Introduction
The Clone Job Opening Business Process Guide will provide a high level overview of how to clone an existing job opening to a new Job Opening ID #.
Processing Steps

Clone Job Openings

Navigation: Recruiting > Find Job Openings

Follow the guidelines to clone Job Openings

Note: Be sure to have the Job Opening ID number of the job you wish to clone

1. Enter the job number that will be cloned
2. Select the status of the job number

Note: If unsure of the status select blank.
Select the job opening from the list you that will be cloned.

Click on “Clone”
Select ‘Clone Job Opening’ once.
This immediately duplicates the job opening in Draft status

Note: Each time you click ‘Clone Job Opening’ you get a new job opening in Draft mode.

The message ‘Job Opening successfully cloned’ will appear.
Make a note of your job opening number.
Click ‘cancel’.
Find the job opening you just cloned as you did from step one.
Note: The status of the job opening is ‘Draft’.

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