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1. Enter transaction code:

PSR100,CREATE  
or  
PSR100,CREATE,AAA,PPPPP

A = Agency Number  
P = Position Number

**Note:** To create a job announcement by using a similar job description as a guide, enter transaction code:

PSR100,CREATE,AAA,PPPPP,AAA,PPPPP

Where the *first* Agency code (A) and Position number (P) are for the *new* announcement and the *second* Agency (A) and Position (P) are from the *old* announcement being duplicated.

2. Tab cursor to END.
3. Transmit.
4. You will see the Recruit Create/Change/Delete data entry screen, with mandatory input fields designated by asterisks. See Exhibit I.
5. Enter required data.
  - For recruitment actions with a closing date, Application Closing Date must be equal to or later than the minimum closing date.
  - For positions that will remain open until filled, enter "Open" for Application Closing Date.

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**Note:** You *must* enter data in the *first* agency and position fields. Enter data in the *second* agency and position fields *only* if you are duplicating a similar announcement to create the new announcement. See note under V.A.I above.

## 6. Transmit.

You will see the Recruit Create data entry screen displayed, with mandatory input fields designated by asterisks. If you are duplicating a similar job announcement to create the new announcement, the fields are not marked by asterisks.

- Enter appropriate data items.
- The default value of the role code is the role code of the position. However, you may change the role code when creating the Recruit action.
- For part-time positions, the salary information displayed will be prorated, based on the position months.
- Note that you can choose to display the salary information for **PMIS** positions in one of the following ways:
  - Display complete hiring range (minimum and maximum)
  - Display starting pay only (minimum)
  - Display the one of the following words or phrases (and no numbers):
    - Negotiable
    - Based on Experience
    - Based on Education
    - Based on Qualifications
    - Commensurate [with Experience]

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- Note that you can choose to display the salary information for **non-PMIS** positions in one of the following ways:
  - Display range of hourly rates (minimum and maximum)
  - Display starting hourly rate only (minimum)

8. Tab cursor to END.

9. Transmit.

The "Transaction Complete" message appears when all data items are valid and the transaction is accepted.

## B. CHANGE Job Announcement

1. Enter transaction code:

PSR100,CHANGE,AAA,PPPPP

A = Agency Number  
P = Position Number

2. Transmit.

You will see the Recruit Change screen, with the job announcement displayed. See Exhibit II. (The screen will display the appropriate title.)

3. Enter any necessary changes.

- To close an "Open until filled" recruitment action, replace "Open" with "Closed" in the Application Closing Date field. You can only "close" a position that was initially "open" and only after five workdays.
- To re-open a "closed" position, replace "Closed" with "Open" in the Application Closing Date field.

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4. Tab cursor to END.

5. Transmit.

The "Transaction Complete" message appears when all data items are valid and the transaction is accepted.

C. DELETE Job Announcement

1. Enter transaction code:

PSR100,DELETE,AAA,PPPPP

A = Agency Number

P = Position Number

2. Transmit.

Once transmitted, the RECRUIT record does not display for verification. However, the "Transaction Complete" message appears when the transaction is accepted.

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## EXHIBIT I. Recruit Create/Change/Delete Screen

```
PSR100          RECRUIT CREATE/CHANGE/DELETE
----- 06/14/2001 13:07:55
Recruit has been changed to a two screen entry.

The first screen contains contact data, hiring range, closing
dates, required forms, etc.

The second screen contains 20 lines (previously 10 lines) for a
job announcement description. Please "wrap" the entry of this data.

The entry is not complete until both screens are filled.

Function: CREATE (CREATE, CHANGE, DELETE)
Agency: 123
Position: 99999

If CREATE, Same As Agency:
Position:

Agency Default Address Code: RECRU (RECRU = default recruit address)
Xmit:

000002 Screen Call-Up Complete -- Proceed
```

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## EXHIBIT II. Recruit Create Screen (1 of 2)

```
PSR100,CREATE,123,00004 CREATE RECRUIT LISTING Screen 1 of 2
-----PER129PDB      06/14/2001 14:09:35

Agency 123      Position 00004      Minimum Closing Date 021601
Role 79031      Pay Area SW      Shift D      Application Closing Date
SOC 061381      A/E/G *      Locality 041      FAX Accepted? *
Title
Apply To Dept. of Military Affairs
          VAAG-AA, SHR, Bldg. 316, Ft. Pickett, Blackstone, VA 23824-6316
Contact ***** Phone 8042986105      FAX 8042986381
E-Mail ***** WEB Adr *****

----- Choose One of the Following - - - Place an "X" After Selected Choice - - - - -

1. X> Enter Displayed Hiring Range - - - - -Min 013101 Max 026888
2. X> Negotiable (No Hiring Range Displayed) - - - - - Code A (see list below)
3. X> Display Starting Pay Only - - - - -Min 013101
4. X> Display Hourly Rate (non-PMIS Positions) - - - - -Min      Max
5. X> Display Starting Hourly Rate Only - - - - -Min
Option 2 Values: A. Negotiable B. Based on Experience
                  C. Based on Education D. Based on Qualificatn E. Commensurate

Xmit Here for Screen 2->

000002 Screen Call-Up Complete - - Proceed
```

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## EXHIBIT III. Recruit Create Screen (2 of 2)

```
PSR100,CREATE,123,00004 CREATE RECRUIT LISTING Screen 2 of 2
-----Job Duties / Qualifications -----06/14/2001 14:10:35
*****
Write as continuous stream / "[P]" To Begin New paragraph on Web Display      XMIT
000002 Screen Call-Up Complete - - Proceed
```