Job Sourcing

After the requisition has been approved, the job is ready to be posted. Click on *Sourcing* in the Job Card side menu.

Click the *Add sourcing channels* button.

In the pop-up window, select the relevant sourcing channel from the left panel. On highlight, the main section of the window will display fields applicable to that channel.

NOTE: Click the check box, then ensure that the appropriate channel is highlighted.

Set an Opening / Closing date and time.

NOTES:

- Each source can have a unique opening /closing date.
- For **Open Until Filled** or **Continuous Recruitments** jobs, the closing date/time is not mandatory on the website channel.

Complete the main details in the "Center" area.

NOTE: If this information was entered in when the job was created, it will automatically be copied into the sourcing description fields. It can also be edited so that it is unique for each sourcing channel.

Sourcing window fields:
1. Job Title
2. Summary ("Posting Pitch" on job card).
3. Text to appear in Job Ad: A rich text supported field.
4. Include a video
   Here are instructions for adding a video:
   a. Navigate to your video hosted on YouTube.
   b. Beneath the video, click the Share button.
   c. Alongside the link, click Copy.
   d. Navigate to the relevant job in PageUp.
   e. Click the Sourcing tab.
   f. Click to open the relevant sourcing channel.
   g. Set the Include video option to Yes.
   h. In the Video link field, paste the copied link.
   i. Set the Video position as either Above ad or Below ad.
   j. Complete the other fields as required and click Save.

5. Application form: This will be prepopulated from the Job Card.
6. Hidden Job: Posts job to career's site but is not visible to any applicant without a link.

Define the following from the "Right" column:
1. Location(s): Alphabetized by city

2. Search Categories: Define job category assigned to job on jobs.virginia.gov page.
3. Work Types

Click Save.
NOTE: Jobs will be posted on jobs site in 15 minutes, at minimum, depending on time of day and application traffic.

Next Step: Verify job is posted accurately on jobs site (www.jobs.virginia.gov).