

Job Sourcing

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

The screenshot shows the 'Operations manager' job card interface. The top header includes the title 'Operations manager' with an information icon, and metadata: 'Requisition Number: 5085647 • Created: Jul 8, 2025 • Status: Approved • Owner: Test Recruiter'. On the right, there are buttons for '+', 'View applicants', and a menu icon. The left sidebar contains a list of menu items: 'Position info' (selected), 'Requisition information', 'Number of openings', 'Position description information', 'Interview panel details', 'Posting details', 'Contact information', 'Advertising for job sourcing', 'Users and approvals', 'Notes', 'Sourcing' (highlighted with a red circle), 'Job advertising', and 'Documents'. The main content area shows a green banner for 'Job No# 5085647 - Operations manager'. Below this, the 'Team' is 'Test'. A dark blue header 'REQUISITION INFORMATION' is followed by a form with fields: 'Reason:' (Termination), 'Position Title and Number:*' (Test1236), 'Job Title & Code:' (Operations Analyst III), 'Working Title:*' (Operations manager), and 'Requisition Number:' (5085647). A dark blue header 'NUMBER OF OPENINGS' is at the bottom of the main content area.

Click the **Add sourcing channels** button.

The screenshot shows the 'Operations manager' job card interface with the 'Sourcing' menu item selected in the sidebar. The main content area features a yellow button labeled 'Add sourcing channels' with a red circle around it. To the right of this button is a link 'Show advanced options'. Below these elements is a table with two columns: 'Source' and 'Opening date'. At the bottom of the main content area, there is a 'Notes:' section.

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.

Sourcing channels: COV Website

☒ COV Website ☐ LinkedIn

Opening date: * [Calendar icon] at 9 : 00 AM Eastern Standard Time

Closing date: [Calendar icon] at 11 : 55 PM Eastern Standard Time

Apply job template

Title: * Operations manager

Summary: * The hook brings you back.

Design template: Default

Text to appear in Job Ad: *

Locations:

- ☒ 1- Alternate
- ☒ A - F
- ☒ G - K
- ☒ L - P
- ☒ Q - Z

Search categories: *

- ☒ Ungrouped

Work types: *

- ☐ Select all
- ☐ Faculty (Adjunct/ Wage)
- ☐ Faculty (Salaried)
- ☒ Full-Time (Salaried)
- ☐ Paid Intern
- ☐ Part-Time (Salaried)
- ☐ Quasi Full-Time (Salaried)
- ☐ Restricted Full-Time
- ☐ Restricted Part-Time
- ☐ Restricted Quasi-Full Time
- ☐ Student worker
- ☐ Temporary
- ☐ Unpaid Intern
- ☐ Unpaid Intern Academic Credit
- ☐ Unpaid Intern No Academic Credit
- ☐ Wage (Hourly)

Include video: ☐ Yes ☒ No

Application form: * _NEW State Employment Application (Jr) Preview Customize for job

☐ Hidden job (only visible when searched for by job number)

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.

Sourcing channels: COV Website

☒ COV Website ☐ LinkedIn

Opening date: * Jul 8, 2025 [Calendar icon] at 9 : 00 AM Eastern Standard Time

Closing date: Jul 29, 2025 [Calendar icon] at 11 : 55 PM Eastern Standard Time

Title: * Operations manager

Summary: * The hook brings you back.

Design template: Default

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.

Sourcing channels: COV Website

☒ COV Website ☐ LinkedIn

Opening date: * [Calendar icon] at 9 : 00 AM Eastern Standard Time

Closing date: [Calendar icon] at 11 : 55 PM Eastern Standard Time

1 Title: * Operations manager

2 Summary: * The hook brings you back.

Design template: Default

3 Text to appear in Job Ad: *

4 Include video: ☐ Yes ☒ No

5 Application form: * _NEW State Employment Application (J) Preview Customize for job

6 ☐ Hidden job (only visible when searched for by job number)

Locations:

- 1- Alternate
- A - F
- G - K
- L - P
- Q - Z

Search categories: *

- Ungrouped

Work types: *

- ☐ Select all
- ☐ Faculty (Adjunct/ Wage)
- ☐ Faculty (Salaried)
- ☒ Full-Time (Salaried)
- ☐ Paid Intern
- ☐ Part-Time (Salaried)
- ☐ Quasi Full-Time (Salaried)
- ☐ Restricted Full-Time
- ☐ Restricted Part-Time
- ☐ Restricted Quasi-Full Time
- ☐ Student worker
- ☐ Temporary
- ☐ Unpaid Intern
- ☐ Unpaid Intern Academic Credit
- ☐ Unpaid Intern No Academic Credit
- ☐ Wage (Hourly)

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

Locations: 1

- 1- Alternate
- A - F
- G - K
- L - P
- Q - Z

Search categories: * 2

- Ungrouped

Work types: * 3

- ☐ Select all
- ☐ Faculty (Adjunct/ Wage)
- ☐ Faculty (Salaried)
- ☒ Full-Time (Salaried)
- ☐ Paid Intern
- ☐ Part-Time (Salaried)
- ☐ Quasi Full-Time (Salaried)
- ☐ Restricted Full-Time
- ☐ Restricted Part-Time
- ☐ Restricted Quasi-Full Time
- ☐ Student worker
- ☐ Temporary
- ☐ Unpaid Intern
- ☐ Unpaid Intern Academic Credit
- ☐ Unpaid Intern No Academic Credit
- ☐ Wage (Hourly)

Title: Operations manager

State Role Title:

Hiring Range: \$53,320 - \$64,800

Pay Band: 3

Agency: Test Agency

Location: Richmond Office

19914

☐ Yes ☒ No

_NEW State Employment Application (Jr) Preview Customize for job

Click Save.

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

Sourcing channels: COV Website

☒ COV Website

☐ LinkedIn

Opening date: * Jul 8, 2025 at 9:00 AM Eastern

Standard Time

Closing date: Jul 29, 2025 at 11:55 PM Eastern

Standard Time

Title: * Operations manager

Summary: * The hook brings you back.

Design template: Default

Text to appear in job Ad: *

Title: Operations manager

State Role Title:

Hiring Range: \$53,320 - \$64,800

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Locations:

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Work types: *

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- ☐ Paid Intern
- ☐ Part-Time (Salaried)
- ☐ Quasi Full-Time (Sala
- ☐ Restricted Full-Time
- ☐ Restricted Part-Time
- ☐ Restricted Quasi-Full

Save Cancel

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