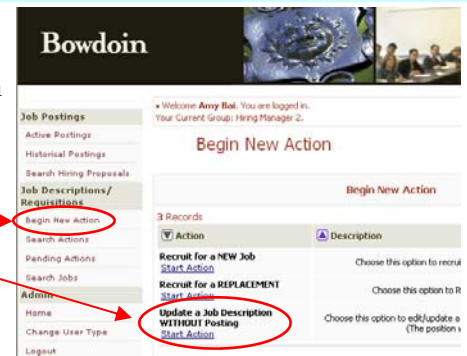


**I. BEFORE You Edit and Upload a Job Description in Word .doc format into Recruit...**

- Remove all acronyms, buzzwords, or catch phrases. The job description must make sense to an external audience as well as College constituencies.
- SPELL CHECK your work in Word before copying and pasting into **Recruit**. **Recruit** does not include an internal spell check function. (If you use a Google toolbar, you may use that spell checker on **Recruit** information.)
- Replace any bullets (•), em (—) or en (–) dashes in your job description Word document with standard hyphens (-) and asterisks (\*). Complex formatting does not translate well when saved in **Recruit**.

**II. Beginning a New Action in Recruit**

1. Navigate to the **Recruit** log-in page (<https://careers.bowdoin.edu/hr>). You can find this page linked at the bottom of the Human Resources web page, or you can type the above address directly into the address field of your internet browser.
2. Log into **Recruit** using your Bowdoin email username and password.
3. Select **Begin New Action** from the options on the left.
4. Select **Start Action** under **Update a Job Description WITHOUT Posting**.
5. Search by **Employee Name** to locate the job description to be edited. Select **Start Action** under the appropriate record.



**III. Updating a Job Description by Transferring Information from a Word .doc into Recruit**



**Tip: Shortcut keys can speed up copying and pasting—use [CTRL+C] to Copy and [CTRL+V] to Paste.**

**Skip over the first two tabs: Current Job Description and Copy Job Description.**

**Job Details** – Copy and paste the job description section by section from the Word document into the appropriate section of Job Details. At the bottom of the page, click **Continue To Next Page** to automatically save your work and move to the next tab.

**Essential Job Functions** – Use the Add Entry button to add (copy and paste) each essential function. Enter a number (e.g., 10, 20, etc.) in the Display Order field to designate the order of importance of each function. Be sure to include the four essential functions required in every job description. Save each entry. Click **Continue to Next Page** to move to the next tab.

**Physical/Mental Job Demands** – Next to each Physical/Mental Job Demand, select the appropriate option as it relates to the essential functions of the job. Be sure to enter weight information in appropriate fields. Cut and paste any additional job demands into the empty fields at the bottom of this tab. Click **Continue to Next Page** to move to the next tab.

**Working Conditions** – Enter the percentage of time spent inside and outside, and choose Yes or No next to each Environmental or Atmospheric condition. Click **Continue to Next Page** to move to the next tab.

**Supplemental Documentation** (Optional) - Upload any documentation you wish to attach to this Job Description. If there is no supplemental documentation, click **Continue to Next Page**.

*Please see back for further instructions.*

#### IV. Save and Submit the Job Description Into Workflow OR Save for Later Submission

- Once a job description is completed, it must be submitted for final approval by the department head and Director of Human Resources.
- If you would like to save the job description without submitting it for approval at this time, select **Save**, and **Continue** and on the next screen **Confirm**. See note below.
- If the job description is completed to your satisfaction, submit for approval by selecting **Submit** to the next appropriate user (Department Head or HR Director), **Continue**, and on the next screen **Confirm**. A reminder email will automatically be sent to the next approver to review/approve the job description for inclusion in the online library.
- To print the entire job description in **Recruit** format, select Printer Friendly Version at the top right of the page.

[Edit / Add Comments](#)

Action Status

Save

Submit for Department Head Approval (Staff Positions ONLY)

Cancel Action (Final)

**IMPORTANT !!!** If you have made some changes in a job description, saved without submitting, and wish to return to the job description for more review and editing, you should use **SEARCH ACTIONS** on the left navigational menu to locate the job description and open it up again. Only select **BEGIN NEW ACTION**, when you are opening the document for the first time to begin editing.

**Bowdoin**

Welcome **Amy Bai**. You are logged in.  
Your Current Group: Hiring Manager 2.

**Begin New Action**

3 Records

Action	Description
<a href="#">Recruit for a NEW Job</a> <a href="#">Start Action</a>	Choose this option to recruit
<a href="#">Recruit for a REPLACEMENT</a> <a href="#">Start Action</a>	Choose this option to R
<a href="#">Update a Job Description W/REHIRE Posting</a> <a href="#">Start Action</a>	Choose this option to edit/update a (The position)