

Create Job Posting – Harvard Hiring Manager Reference Guide



The Contingent Worker requisitioning process begins when a Harvard Hiring Manager determines a need for a resource.

This may include a Recruited Contingent Worker (also known as an Agency or a Temporary Worker), or a Payrolled/Named/Pre-Identified Worker (pre-identified by the Harvard Hiring Manager).

The Harvard Hiring Manager (person initiating the Job Posting) must be authorized to request a contingent worker.

Consult with your HR or local departments to determine the local process for acquiring contingent labor.

The Harvard Hiring Manager will be expected to know all necessary details of the requisition, including full costing string, prior to initiating requisition and be able to create the Job Posting completely. Refer to your school/ tub's "Costing Cheat Sheet" for details. Generic codes should not be used, even as a placeholder. The correct code should be entered at the initiation of the Job Posting.


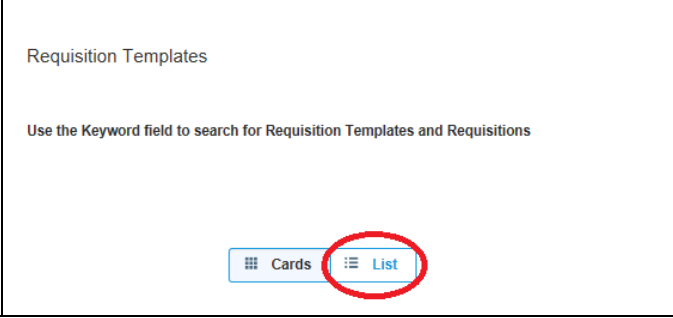
From the **Create** menu, select **Job Posting for Temporary Worker**.

The first time a user logs into the system, the option to choose Card or List view will be presented.

It is recommended to check the box to not show these options in the future.

Click **Continue** to proceed.

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<p>At the top of the page will be a field for the Job Posting Owner.</p> <p>The Job Posting Owner will default to the logged in user. If creating this Job Posting on behalf of another user, this should be changed to reflect that person’s name so that they are the one receiving the notifications.</p>	 <p>Job Posting Owner *</p> <p>Slaughter, Joyce</p>
<p>NOTE: If there are no templates showing in the next screen, click on List on the right hand side of the page to refresh the screen.</p>	 <p>Requisition Templates</p> <p>Use the Keyword field to search for Requisition Templates and Requisitions</p> <p>Grid icon Cards List</p>
<p>Select the appropriate Job Posting Template from the list provided. There will be templates for Recruited, Payrolled (in Massachusetts), and Payrolled – Other states (outside of Massachusetts).</p> <p>Standardized Job Posting Templates have been created by Harvard in partnership with Yoh.</p> <p>Job Posting Templates will allow for job specific notes to be entered to accommodate school and department specific requirements.</p> <p>Rates will be driven by a pre-determined rate card. Harvard Hiring Managers will be able to reduce the rates, but will not be able to exceed the identified rates. Suppliers will be allowed to submit candidates above the rate card if that is allowed on the Job Posting. This can be set up from within the Job Posting.</p>	

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Template ID	Title	Category	ST Bill Rate	Description
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	All <input type="button" value="v"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
HUJT00000128	Administrative Assistant II (for Faculty) -Payrolled- Other States Blended-	General Administration	14.79 - 35.51 /Hr	<input type="button" value="i"/> Provide administrative support to faculty members with complex teachi Faculty Assistant III a...
HUJT00000129	Administrative Assistant II (for Faculty) -Recruited-	General Administration	16.88 - 40.50 /Hr	<input type="button" value="i"/> Provide administrative support to faculty members with complex teachi Faculty Assistant III a...
HUJT00000130	Administrative Assistant II (for Staff) -Payrolled- Other States Blended-	General Administration	14.20 - 29.59 /Hr	<input type="button" value="i"/> Performs a variety of complex administrative support duties to coordin administrative unit, project...
HUJT00000131	Administrative Assistant II (for Staff) -Recruited-	General Administration	16.20 - 33.75 /Hr	<input type="button" value="i"/> Performs a variety of complex administrative support duties to coordin administrative unit, project...
HUJT00000132	Administrative Assistant I-Payrolled- OI	General Administration	13.61 - 21.60 /Hr	<input type="button" value="i"/> Performs a variety of moderately complex general support duties for ar
HUJT00000133	Administrative Assistant I-Recruited-	General Administration	15.53 - 24.64 /Hr	<input type="button" value="i"/> Performs a variety of moderately complex general support duties for ar
HUJT00000134	Administrative Coordinator-Payrolled- Other States Blended-	General Administration	15.98 - 29.59 /Hr	<input type="button" value="i"/> Performs wide range of complex administrative and clerical duties to su unit. Equivalent to Coordi...
HUJT00000135	Administrative Coordinator-Recruited-	General Administration	18.23 - 33.75 /Hr	<input type="button" value="i"/> Performs wide range of complex administrative and clerical duties to su unit. Equivalent to Coordi...

NOTE: Any field outlined in red will be required.

<p>Enter start date, end date or job duration, and number of desired positions.</p> <p>Number of Positions: Fieldglass allows for a Harvard Hiring Manager to request multiple positions of the same Job Title/Position on a single Job Posting.</p>	<p>Anticipated Start Date <input type="text" value="MM/DD/YYYY"/> <input type="button" value="calendar"/></p> <p>Anticipated End Date <input type="text" value="MM/DD/YYYY"/> <input type="button" value="calendar"/> or Enter job duration</p> <p>Number of Positions <input type="text" value="1"/></p>
<p>Review job description. This field is not editable, but there is a field titled Additional Job Details further down in the Job Posting if needed.</p> <p><i>If larger changes are needed, contact the Yoh PMO to determine if a new Job Posting template is needed.</i></p>	<p>Description</p> <p>Organizes and implements administrative systems and pr computer software. Prepares and maintains financial, pers correspondence, reports and other materials using word p or administrative duties as required. Ability to work indepe advanced knowledge of email calendar, word processing,</p>
<p>If travel is required, click the button next to “Yes” and identify how much travel time is estimated for the position.</p>	<p>Is travel required for position?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Travel Time (optional)</p> <p><input type="text" value="0"/> %</p>
<p>Select the appropriate tub to be used for the Legal Entity field.</p> <p>This will drive the tub and Chart of Account options later in the process.</p>	<p>Legal Entity</p>

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<p>Select the Site and Location where the worker will be working.</p>	<p>Site Location</p>
<p>Select the appropriate tub.</p> <p>This is the first component of the seven segment Chart of Accounts code and will drive all further selections.</p>	<p>Tub</p>
<p>The Report To Location is where the specific details can be entered.</p> <p>Example: Back door, loading dock.</p>	<p>Report To Location</p>
<p>Harvard Hiring Manager will review FLSA Exemption Status of position- Non-Exempt, Exempt, or Computer Professional.</p> <p>Fieldglass will default position based on Job Posting Template.</p> <p>The FLSA Status will be determined by the Job Posting template selected.</p> <p>Field is not editable. If FLSA status is incorrect for desired position type, a new template will need to be selected.</p>	<p>FLSA Exemption Status</p>
<p>The Tenure Limit identified by Harvard for this type of position will be displayed in a non-editable field.</p>	<p>Tenure Limit</p>
<p>Harvard has identified required education, occupational health and/or training, certifications, and licenses specific to the roles.</p>	<p>Required Education</p>
	<p>Required occupational training, certifications or license(s)</p>
<p>Harvard Hiring Manager will populate the Business Title Field, if desired.</p> <p>This field is for the job title as it is commonly known at the school for which this job posting is being created. This</p>	<p>Business Title</p>

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<p>optional field allows for the local manager to use familiar language.</p> <p>There is a similar non-editable field that has been established by Harvard as the Standard Title and Job Description is Harvard-wide.</p>	
<p>An Additional Job Details field is available for any tub- or role- specific job details.</p>	<p>Additional Job Details</p>
<p>If this position will require the Contingent Worker to have an HUID, select Yes from the drop down.</p> <p>NOTE: This field will default from the Job Posting template, but can be changed if appropriate.</p>	<p>Does this position require a HUID?</p>
<p>The POI (Person of Interest) Role type. This was provided by Harvard. This should be “contractor” for temporary workers.</p>	<p>Harvard POI Role Type</p>
<p>If this position will require the Contingent Worker to have a Harvard ID Card (Badge), select Yes from the drop down.</p>	<p>Does this position require a Harvard ID Card?</p>
<p>If this position will require the Contingent Worker to have a desk, laptop, equipment, etc.</p> <p>Select Yes and then identify in the next field which items are required. This allows Harvard to provision these items.</p>	<p>Does the contingent worker require space, equipment, etc.</p> <p>If yes, please indicate which onboarding items the contingent worker will need</p>
<p>Harvard Hiring Manager will identify the Reason for Hire utilizing a pre-defined list of reasons.</p>	<p>Reason for Contingent Worker Request</p> <ul style="list-style-type: none"> Backfill due to temporary Harvard staffing vacancy Backfill for Harvard employee on temporary leave/expected back to work Needed/specialized skills not on staff Services provided are outside Harvard’s usual course of business Temporary staff augmentation

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<p>If this position is for a backfill or leave coverage, the Harvard Hiring Manager will populate name of the worker for whom the contingent worker will be temporarily filling the position.</p>	<p>Name of Harvard Employee Being Backfilled, if applicable</p>
<p>If this position will require the Contingent Worker to work in a program that has contact with minors, select yes.</p> <p>NOTE: A minor is defined as anyone under 18 years of age.</p>	<p>Will the CW be working as a Responsible Adult in a Harvard program serving minors?</p>
<p>Identify if Sponsored Funds are being used for this job posting (and subsequent Work Order).</p> <p>If the Chart of Account Org is between 100000 and 299999, ensure you are compliant with the Sponsored Funds policy, select “Yes.”</p> <p><i>NOTE: If Sponsored Funds are being used, this job posting (and subsequent Work Order) will route to both the Tub and Org approvers for financial approval.</i></p>	<p>Are sponsored funds being used?</p>
<p>If your worker is converting from a Harvard FTE, please answer yes.</p>	<p>Is the worker converting from being a Harvard full-time employee (FTE)?</p>
<p>If this is a Payrolled position, Harvard Hiring Manager will populate the Pre-identified candidate's name field with the name of the desired candidate.</p>	<p>Pre-identified candidate's name</p>
<p>Cost Allocation allows for the population of the second component of the seven segment Chart of Accounts code.</p> <p>Click +Add or remove Org to open a modal window that allows for selection of the various segments.</p>	<p>Cost Allocation</p> <hr/> <p>Orgs not defined + Add or remove Orgs</p>

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In the Org modal, there may be no values showing initially. If this is the case, either select the button for Unused OR Click the Filter button. The list will refresh.

Add or Remove Orgs

Orgs: Used Unused Filter

Search Orgs Items Found: 0

<input type="checkbox"/> Name	Code
<input type="text"/>	<input type="text"/>

Select the appropriate code by clicking the box (a checkmark will appear on the selected item(s)).

<input checked="" type="checkbox"/> FCOR^Admin Operations	33260
<input type="checkbox"/> FCOR^Asia Ctr General	32810
<input type="checkbox"/> FCOR^Classics - Modern Greek	30780
<input type="checkbox"/> FCOR^Human Resources, FAS	32480

Then **Add Selected**. The selected value will appear in the Selected Orgs window. Click Update to return to the Job Posting creation.

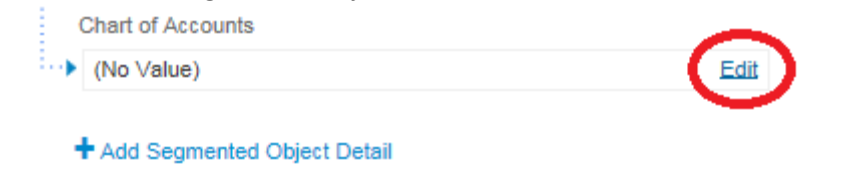
Selected Orgs

<input type="checkbox"/> Name	Code
<input checked="" type="checkbox"/> FCOR^Classics	30770

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Adding Segmented Object Detail adds the remaining **five** values of the **Chart of Accounts**.

Click **Edit** to enter the Segmented Object Detail



The screenshot shows a form titled "Chart of Accounts" with a dropdown menu currently displaying "(No Value)". To the right of the dropdown is a blue "Edit" button, which is circled in red. Below the dropdown is a blue link with a plus sign that says "Add Segmented Object Detail".

Fields will become available for the entry of the Object, Fund, Activity, Sub Activity, and Root.

An accurate Chart of Accounts code must be when completing a Job Posting. Do not use generic codes to create Job Postings with the intention of changing them later.

NOTE: The Object codes for this project have been provided by Harvard and are specific to Fieldglass. These codes will not be available in the General Ledger (GL) for retro-active journal entries.

These codes will drive allocation toward the appropriate GL account (Contractor/Temporary time, Contractor/Temporary expense).

If the desired CCID is still not available, request the applicable CCID via the internal Harvard process. Only Phase 1 Tub CCID will be included in the Fieldglass system.

If the Contingent Worker will have time and expense charges, two Segmented Object Codes will need to be added to the Job Posting:

7658-Contingent Labor MSP Travel Reimbursed

8221-Contingent Labor MSP Services Purchased

If the charges for the Contingent Worker will be capitalized, utilize the appropriate Capitalized Object Code.

1140-Equip, Debt-financed, WIP

6811-Capital CIP

Refer to the Contingent Labor Financial Guidelines for more details.

Select the appropriate entries then click **Update** to save the selections.

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Segment Name	Value
Object	8221-Contingent Labor MSP Services Purcha
Fund	000001-Unrestricted Undesignated
Activity	657009-A7 Departmental Admin Expenses
Subactivity	0000-Unspecified
Root	00000-Unspecified

[Update](#)

NOTE: If there is no Subactivity or Root needed, these fields should be populated with a value of 0000-Unspecified. **0000-Unspecified**

Job postings may be set up to be split-coded, with hours reported and approved/charged to different costing strings. Select **+Add Segmented Object Detail** to repeat the steps for adding another set of the Object, Fund, Activity, Sub Activity, and Root details within the same tub. One of the Segments will need to be selected as the Primary, and Allocation would need to be noted.

Cost Allocation

Org	Allocation	Primary
HBS*FIN Fin Ofc (39880)	50.000 %	<input type="radio"/>
Chart of Accounts 8221-Contingent Labor MSP Services Purchased 0000... Edit		
+ Add Segmented Object Detail		
HBS*HBX Business Operations (39962)	0.000 %	<input checked="" type="radio"/>
Chart of Accounts 8221-Contingent Labor MSP Services Purchased 3601... Edit		
+ Add Segmented Object Detail		

A separate job posting will need to be created if:

- 1) there are to be different org-level approvers for the postings to ensure accurate approval routing,
- 2) this job posting will be allocated to two or more different tubs, or
- 3) this job posting needs to be split coded across tubs

NOTE: Generic codes should not be selected with the intention of revising them at a later date.

<p>If there are attachments necessary for this position, click + Add Attachments</p>	<p>Attachments</p> <hr/> <p>No Attachments Defined</p> <p>+ Add Attachments</p>
<p>Review screens.</p>	

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<p>If you would like to SAVE this Job Posting, click Complete Later.</p> <p>Click Continue to move forward.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px; background-color: #e0f0ff;">Complete Later</div> <div style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 5px;">Continue</div> </div>																																			
<p>On the second page of the Job Posting, there is a field titled HUID. This field should be left blank. This will be used in a future phase.</p>	<p style="font-size: 1.2em; font-weight: bold;">HUID</p>																																			
<p>There is an optional free text field available to relay comments to the Supplier</p>	<p style="font-size: 1.2em; font-weight: bold;">Comments To Supplier</p>																																			
<p>The default settings of the time sheet is in the next section. Per Harvard policy, the default Hours per Day are seven (7) hours and the default Hours per Week are thirty-five (35). These may be modified to suit the position requirements.</p> <div style="text-align: center; margin-bottom: 10px;"> <h3 style="color: #007bff;">Time Sheet & Expense Sheet Settings</h3> <hr style="width: 50%; margin: auto;"/> </div> <div style="display: flex; flex-direction: column; gap: 10px;"> <div> <p>Billing Currency of Job Posting USD</p> </div> <div> <p>Time Sheet Type Standard</p> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Hours per Day *</p> <input style="width: 40px; text-align: center;" type="text" value="7"/> </div> <div style="text-align: center;"> <p>Hours per Week *</p> <input style="width: 40px; text-align: center;" type="text" value="35"/> </div> </div> <div> <p>Total Hours 5,460.00</p> </div> </div>																																				
<p>Review the Harvard provided rates.</p> <p>These may be reduced, but not increased. (If you need to exceed the max rate, please put your max rate into the “comments to supplier” section on this page)</p> <p>Suppliers may submit candidates beyond these rates, if necessary. The option to allow this will be displayed later in the Job Posting.</p> <div style="margin-top: 10px;"> <p>Rates</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th style="width: 15%;">Rate Code</th> <th style="width: 20%;">Rate Category / UOM</th> <th style="width: 5%;"></th> <th style="width: 20%;">Rates</th> <th style="width: 10%;">Minimum (USD)</th> <th style="width: 10%;">Maximum (USD)</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>ST HR USD</td> <td>ST /Hr</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Bill Rate</td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="16.88"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="40.50"/></td> <td style="text-align: right;">X Remove</td> </tr> <tr> <td>OT HR USD</td> <td>OT (Factor of ST) /Hr</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Factor</td> <td></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="1.400"/></td> <td style="text-align: right;">X Remove</td> </tr> <tr> <td colspan="4">Bill Rate</td> <td style="text-align: center;">23.63</td> <td style="text-align: center;">56.70</td> <td></td> </tr> <tr> <td colspan="6">Average Rate used to calculate Estimated Spend</td> <td style="text-align: right;">40.50 USD /Hr</td> </tr> </tbody> </table> </div>		Rate Code	Rate Category / UOM		Rates	Minimum (USD)	Maximum (USD)		ST HR USD	ST /Hr	<input checked="" type="checkbox"/>	Bill Rate	<input style="width: 40px;" type="text" value="16.88"/>	<input style="width: 40px;" type="text" value="40.50"/>	X Remove	OT HR USD	OT (Factor of ST) /Hr	<input type="checkbox"/>	Factor		<input style="width: 40px;" type="text" value="1.400"/>	X Remove	Bill Rate				23.63	56.70		Average Rate used to calculate Estimated Spend						40.50 USD /Hr
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In the event that a rate type, such as Over time (OT) is not shown on the Job Posting, +Add Rates may be used to add additional rate types. [+ Add Rates](#)

Review the Rate Calculation section.

Spend Calculation *

Hours per Day		Days		Average Rate	=	Total (USD)
7	X	65.00 02/05/2018 - 05/05/2018	X	40.50 USD /Hr	=	18,427.50 USD
Other Adjustments						USD
Billable Per Diem: 0 USD						0.00
Estimated Additional Spend: 0%						0.00
Estimated Expenses: 0%						0.00
Edit						0.00 USD
Total per Worker						18,427.50 USD
x 12 Positions						221,130.00 USD
+ Flat Adjustments						<input type="text" value="0.00"/> USD
Calculate						Total Spend 221,130.00 USD

Average Rate:

- If there is only one rate is used to calculate the estimated spend, Fieldglass will use the **maximum** rate on the job posting. This is done intentionally for the purpose of understanding the highest spend for the position. This figure will drive the cost of the project and therefore determine the need for approvals.
 - For example:
 - On a job posting where only the ST (Straight Time) rate is used to determine the estimated spend, the Minimum rate is \$15.06 and the Maximum is \$31.33, the average rate used is \$31.33.
 - On a job posting where both ST (Straight Time) and OT (Over Time) are used to determine the estimated spend, the Minimum ST is \$15.06, the Maximum ST is \$31.33, the Minimum OT is \$22.59, and the Maximum OT is \$47.00, the average rate is \$39.17 (((\$31.33+ \$47.00)/2)

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<p>Total Hours Calculation</p> <ul style="list-style-type: none"> Fieldglass uses a formula to determine the total number of hours for an assignment based on the number of days, number of full weeks, and the hours per week (see formula below) Formula to determine total number of hours - ([# of Days in 1st Week + # of Days in Last Week + (Days per Week * # of Full Weeks)] * Hours per Day <ul style="list-style-type: none"> For example: If a Harvard position started on 01/01/18 and ended on 01/31/18, the total number of hours would be 161 <ul style="list-style-type: none"> [5+ 3 + (5 * 3)] * 7 = 161 	
<p>The Distribution is shown here for reference only. The Yoh PMO will distribute the Job Posting to the appropriate Suppliers / Supplier Distribution List.</p>	<p>Distribution</p> <hr/> <p>Distributor PMO User</p> <p>Distribution List HU Supplier List</p>
<p>If the suppliers need to respond by a particular date, this can be communicated by modifying the Supplier Respond by Date. Otherwise the date will default to the desired Start Date identified earlier in the process.</p>	<p>Supplier Respond By Date</p> <p>02/05/2018 </p>
<p>As noted earlier in this reference guide, Suppliers will be able to submit Job Seekers at a rate that exceeds the Max Rate identified. If allowing this is desired for this Job Posting, leave the default set to “Yes.”</p>	<p>Job Seeker Rate/Salary can exceed Requested Rate/Salary *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Review screens.</p> <p>If you would like to SAVE this Job Posting, click Complete Later.</p> <p>If you are ready to proceed with the creation of the Job Posting, click Continue.</p>	<p>Complete Later Continue</p>
<p>The final screen is presented for review and approval.</p> <p>Click Make Changes if any items need to be revised.</p>	<p>Setup — Augment — Review and Submit</p> <p>Make Changes</p>
<p>Review screens.</p> <p>If you would like to SAVE this Job Posting, click Complete Later.</p> <p>If you are ready to submit the Job Posting into the approval process, click Submit.</p>	<p>Complete Later Submit</p>

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When the Job Posting has been submitted, a notification of success will be displayed.

✔ Success!
 Requisition has been submitted.

If desired, review the Approval Group.

Requestor creates the Requisition. [View Requisition](#)

Program Office reviews and edits the Requisition.

Approvers review the Requisition. [View Approval Group Routing](#)

When a Job Posting is created and submitted into the approval process, the Job Posting will route through the approval chain based on the criteria identified in the Job Posting.

Tub/Department	If financial commitment is <\$10K	If financial commitment is ≥\$10K (but less than \$250K)	If financial commitment is ≥\$250K
All Harvard Departments (non-sponsored funds)	Hiring manager authorized to approve.	“Org” owner must approve.	Both “Org” owner and “Tub” owner must approve.
All Harvard Departments (sponsored funds)	Both “Org” owner and “Tub” owner must approve regardless of spend level.		

Each level Approver will receive an email notification to access Fieldglass and approve the Job Posting/Statement of Work when the Job Posting/Statement of Work moves into their approval queue.

The Approval steps in Fieldglass will be identical regardless of which approver is taking the action of approving the Job Posting.

The Yoh PMO will have final approval in the form of distributing the Job Posting to the appropriate suppliers.

If the Job Posting needs to be revised, locate the Job Posting via the View menu > Job Posting (Under Contingent Labor)

View

[Contingent Labor](#)
[Job Posting](#)

Retrieve the Job Posting.
 Select Edit Job Posting from the Actions Menu

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<p>NOTE: The Job Posting can also be Withdrawn or Copied from this menu.</p>	<p>Actions ▾</p> <p>Withdraw</p> <p>Edit Job Posting</p> <p>Copy</p>
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