How to Copy a Job on the Jobs Website
To login to the jobs website go to jobs.usu.edu and click on USU Departments and Search Committees.
Login to your account using your A-number and strong password.
Click on the Jobs tab
Click on the title of the job you wish to copy
Locate the Actions menu over the right side of your screen and click Copy Job. Please note if you do not have this option you will need to contact HR to have your security updated.
Your browser may ask you to verify that you want to create a copy of this job, click OK.
Click on the Forms tab (please do not make any edits on this page).
Click Start, this will generate a new requisition number and allow you to edit the job.
You can now remove “Copy of” in front of the title and make any edits. It is necessary to continue through each page of the requisition and submit the requisition for approvals.
Make sure you select the appropriate approvers and then click Save & send task notification. Your job has now been successfully created and submitted for approvals.