



## **Job Requisition to Recruit for a Position**

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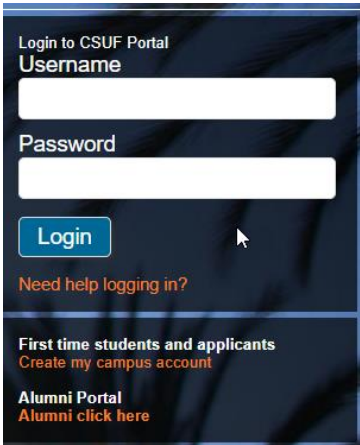
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## Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.

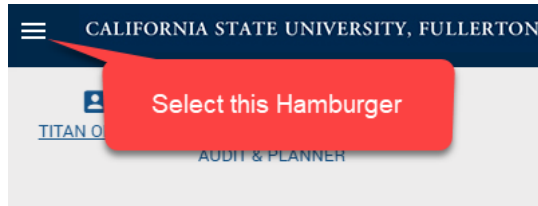
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your view. If you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.

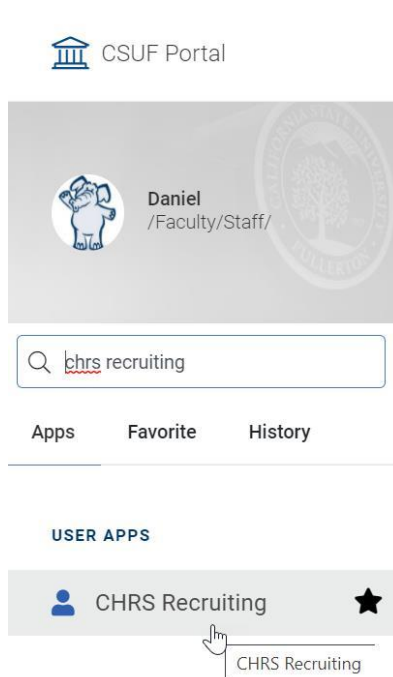
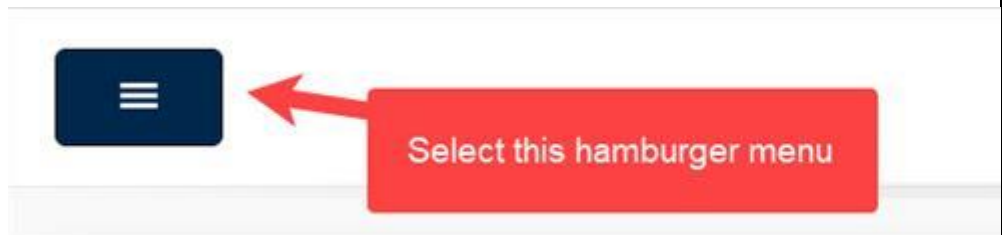
<p><b>1. Open a web browser (Google Chrome is recommended)</b></p> <p><b><u>IMPORTANT: POP-UP Blocker needs to be turned-off.</u></b></p>	
<p><b>2. Log into the Portal and enter your username and password</b></p>	

### 3. Search for the CHRS Recruiting App

#### Current Portal (before 10/4/2021):



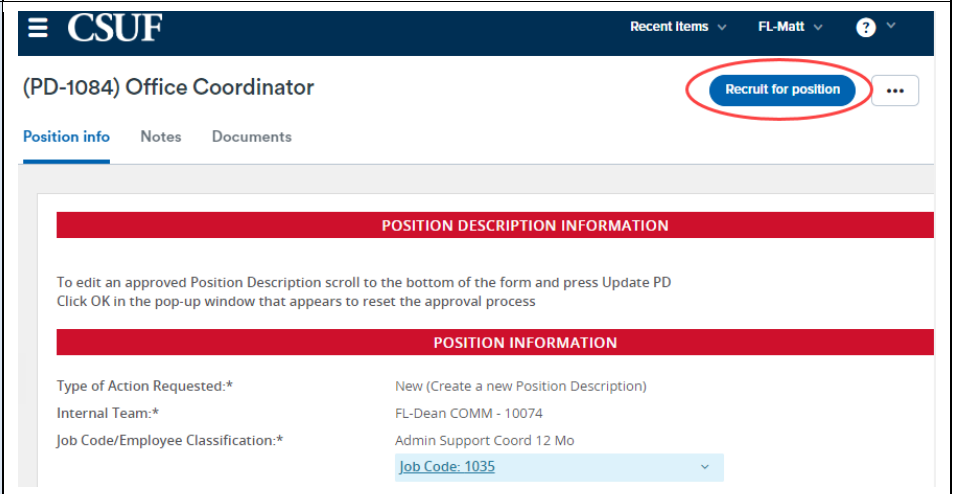
#### New Portal (as of 10/4/2021):



# Recruit for the Position

Once the position description (PD) is approved, you will receive an e-mail to begin the job requisition process. This process allows a hiring manager or designee to utilize the approved position description. A job requisition will auto-populate most of the data fields to build the job announcement for posting and gather resumes of interested candidates.

## Option 1 to Recruit for Position

<p><b>1. Approval E-mail</b></p> <p>A. E-mail notifications will be provided once the position description has completed the approval process</p> <p>B. Users can click the "View Position Description" link within the approval e-mail.</p>	<p>To: Human Resources Recruitment &lt;<a href="mailto:hrrcruitment@fullerton.edu">hrrcruitment@fullerton.edu</a>&gt;            Subject: [External] Position description approval process approved</p> <p>Hi FL-HRDI,</p> <p>The position description <b>Operations Lieutenant (Administrator II)</b> - Position description Number: 1258, has been approved. To view the position description, click the following link: <a href="#">View Position Description</a>.</p> <p><i>You must submit a job requisition before you can start recruiting for the position.</i></p> <p>To create a job from a position description:</p> <ol style="list-style-type: none"> <li>1. Log into CHRS Recruiting</li> <li>2. From the side menu, click "Manage Position Descriptions".</li> <li>3. Click the blue "Recruit for position" link.</li> <li>4. Complete the job requisition.</li> <li>5. Submit the job for approval.</li> </ol> <p><i>The job requisition must be approved before the position can be posted.</i></p> <p>Regards,            Fullerton Recruitment Team</p>
<p><b>2. Approved Position Description</b></p> <p>C. After logging into CHRS Recruiting, the user will view the approved position description</p> <p>D. Users can select the "Recruit for position" button to open the job requisition.</p>	 <p>The screenshot shows the CSUF CHRS Recruiting interface for position (PD-1084) Office Coordinator. At the top right, there is a blue button labeled "Recruit for position" which is circled in red. Below this, there are sections for "POSITION DESCRIPTION INFORMATION" and "POSITION INFORMATION". The "POSITION INFORMATION" section includes fields for "Type of Action Requested" (New), "Internal Team" (FL-Dean COMM - 10074), and "Job Code/Employee Classification" (Admin Support Coord 12 Mo) with a dropdown menu for "Job Code" currently set to 1035.</p>

## Option 2 to Recruit for Position

### 3. Manage position descriptions

A. Click on the "Manage Position Description" button in the Position Description tile or

-Or-

B. Select "Manage Position descriptions" from the Main Menu to review all job position templates.

A

The screenshot shows a dashboard with three main tiles. The first tile, titled "Position Description", features a calendar icon, the text "Position Description", "Not applicable to faculty", and a button labeled "Manage position descrip...". This tile is highlighted with a red border. The second tile, titled "Jobs", features a briefcase icon, the text "Jobs", "3 Jobs open", and a button labeled "New job". The third tile, titled "Approvals (May not be applicable)", features a pencil icon, the text "Approvals (May not be applicable)", "0 Jobs awaiting your approval", and "1 Approved".

B

The screenshot shows the CSUF main menu. At the top, there is a dark blue header with the CSUF logo and a hamburger menu icon. Below the header, a dark grey menu is displayed with a close button (X) in the top right corner. The menu items are: "Dashboard", "New task", "Dashboard", "Jobs", "New Job", "My search committee jobs", "Manage Jobs", "My Jobs", "My sourced Jobs", "My Job approvals", and "Manage position descriptions ...". A red arrow points to the "Manage position descriptions ..." item.

#### 4. Position Description Search

Search for the approved Position Description in one of the following ways:

1. Enter the approved PD Number received from the email

**or**

2. Select "Fullerton" in the "Campus" field, for the "Approval status," select "Approved," and enter the working title of the position


Click the "Search" button to view results

In the results, click the "Recruit for position" link to open the Job Requisition

**Position Description**

PD No. 1084	Working title Office Coordinator	Anticipated Hiring Range 
Position Number 	Role Number 	Employee Name 
Employee No. 	Reports to 	Work Type All
Campus Fullerton	*Division All	Sub department All
Approval status Approved	Status Active	<input type="button" value="Clear"/> <input type="button" value="Search"/>

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status				
PD-1084	Office Coordinator	FL-00024617	Frank Alexander Chavoya	Pearl S Boelter	Feb 14, 2020	Approved	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Recruit for position</a>	<a href="#">Archive</a>



# Job Requisition Information – Review and Edit

The job requisition reflects position information from the approved position description (PD). There will be data fields auto-populated from the PD. At this process, you can review and edit the job requisition information. There are fields that will allow you to build the job announcement to attract and engage top talent to the position.

<p><b>1. Job Requisition Information</b></p> <p>Many of the fields will populate with information from the position description. Please review to ensure they fields are correct</p> <p>A. Recruitment Process – select “FL-Staff/MPP”</p> <p>B. Application form – select FL-Staff Application Form (Do Not Touch)”</p>	<h3>REQUISITION INFORMATION</h3> <p>Internal Team: <input type="text" value="FL-College of Education-NP - 10093"/></p> <p>Recruitment Process:* <b>A</b> <input type="text" value="Select"/></p> <p>Application Form: <b>B</b> <input type="text" value="Select"/> <input type="button" value="Preview"/> <input type="button" value="Question Library"/></p> <p>Job Code/Employee Classification:* <input type="text" value="Admin Support Assistant 12 Mo"/> <input type="button" value="Q"/> <input type="button" value="P"/> <input type="text" value="Job Code: 1032"/></p> <p>Salary Range/Grade:* <input type="text" value="1032-ASSISTANT II-Grade-2"/> <input type="button" value="Q"/> <input type="button" value="P"/> Minimum: \$ 2,705.00 Maximum: \$ 4,592.00 Pay Frequency:</p> <p>Classification Title: <input type="text" value="Admin Support Assistant 12 Mo"/></p> <p>CSU Working Title:* <input type="text" value="Front Desk Assistant"/></p> <p>MPP Job Code: <input type="text"/></p> <p>Campus:* <input type="text" value="Fullerton"/></p> <p>Division:* <input type="text" value="VP, Academic Affairs"/></p> <p>College/Program:* <input type="text" value="College of Education"/></p> <p>Department:* <input type="text" value="Dean EDUC - 10076"/></p> <p>Requisition Number: <input type="text" value="Leave blank to automatically create a Requisition Number"/></p>
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## 2. Review and Update the Number of Open Positions Information

- A. Click the blue arrow to the right of the position number to view position details
- B. Review the information to ensure accuracy
- C. Update the position "Type" accordingly
- D. If there are multiple positions, input the number of new or replacement positions and select the "Add more" button

**OPEN POSITIONS**

Select the amount of positions required: New (backfilling an existing employee)

Positions:

Position no	Position	Type:	
1	Admin Support Assistant 12 Mo <a href="#">Position no: FL-00023028</a>	<span style="color: red; font-weight: bold;">A</span> Select	

Admin Support Assistant 12 Mo Q ✎

[Position no: FL-00023028](#) ^

Position Name: Admin Support Assistant 12 Mo  
Current Incumbent:  
Reports To: Aimee L Nelson  
Campus: Fullerton B  
Division: VP, Academic Affairs  
College: College of Education  
Department: Dean EDUC - 10076  
Grade: 2  
Cost Center: GFND  
Funded: Yes  
FTE: 1.000000  
MPP Job Family:  
Hours Per Week: 40.00  
Union:R07  
Critical:No

Positions:

Position no	Position	Type:	Applicant	Application status
1	Admin Support Assistant 12 Mo <a href="#">Position no: FL-00023028</a>	<span style="color: red; font-weight: bold;">C</span> Select		

D New:  Replacement:



### 3. Position Details

Most of the fields pre-populate from the PD

- A. Select "NO" for "Auxiliary Recruitment."
- B. Select the "Reason" for recruitment
- C. Enter the "Previous/Current Incumbent" if applicable
- D. Select/review the appropriate options for these fields
- E. Select FL- Fullerton for the "CSU Campus" field

**REQUISITION DETAILS**

Auxiliary Recruitment:\*  \* Yes  \* No

Reason:\* **A**  \*

Select

**Re-Organization**

Retirement

Transfer

Death

New Position

Resignation

Termination

Justification for Position:\*

Previous/Current Incumbent:

Work Type:\*  \*

Hiring Type:\*

Job Status:\*  \*

Time Basis:\*  \*

FTE:

Hours per week:

FLSA Status: Other

CSU Campus (Integration for 3rd Party Solutions):\*  **D**   \*

**B**  \*

**C**  \*

#### 4. Job Details

These fields auto-populate based on the position description.

Please review to ensure that the information was carried forward from the position description.

JOB DETAILS

Job Summary/Basic Function:

Minimum Qualifications:

Required Qualifications:

Preferred Qualifications:

Special Conditions:

License / Certifications:

Physical Requirements:

**JOB DUTIES**

%	Duties / Responsibilities	Essential / Marginal	
70	Position Description Duties/Responsibilities	Essential	<a href="#">Edit</a> <a href="#">Remove</a>
20	Position Description Duties/Responsibilities	Essential	<a href="#">Edit</a> <a href="#">Remove</a>
10	Position Description Duties/Responsibilities	Essential	<a href="#">Edit</a> <a href="#">Remove</a>

Supervises Employees:\*  Yes  No

If position supervises other employees; list position titles:

#### 5. Position Designation

These fields auto-populate based on the position description.

Please review to ensure that the information was carried forward from the position description.

POSITION DESIGNATION

Mandated Reporter:\*

Conflict of Interest:\*

NCAA:  Yes  No

Is this a Sensitive position?:  Yes  No

Click [HERE](#) to view Sensitive Positive criteria and select from below where relevant

Care of People (incl. minors) Animals and Property:

Authority to commit financial resources:

Access/control over cash cards and expenditure:

Access/possession of master/sub-master keys:

Access to controlled or hazardous substances:

Access/responsibility to personal info:

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

## 6. Budget Details

- A. Enter an "Anticipated Hiring Range," for posting purposes, if applicable
- B. Review the "Pay Plan" for accuracy
- C. Review the "Pay Plan Months Off" if applicable. This does not apply to a 12-month position.

### BUDGET DETAILS

Benefit Eligible?:

Yes  No

Anticipated Hiring Range:

**A**

Budget/Chart field/Account string:

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center:

Pay Plan:

**B**

Pay Plan Months Off:

**C**

# Posting and Advertising

This section of the position description template allows you to add any posting specifications such as where to post the position and building out the position advertisement.

## 1. Build the Posting Announcement

A. Under the "Posting Type," select one of the following options

- Internal recruitment: Exclusive posting—only internal Cal State Fullerton employees may apply
- Open recruitment: Regular posting—advertised in a variety of diverse job boards
- Direct appointment: Emergency hires only

B. Enter dates for:

- Anticipated Start Date – Start Date for this position
- Anticipated End Date – End date for this position (if applicable)

C. Under "Posting Location" select "Fullerton"

D. Under "Additional/Other Advertising Sources" you can provide other job boards, associations, etc., to post this position

E. Under "Advertising Summary" enter a 2-3 sentence description of the department.

**POSTING DETAILS**

Posting Type:\* **A**

Review Begin Date:

Anticipated Start Date: **B**

Anticipated End Date:

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:\* **C**

If you plan to advertise externally indicate the advertising sources:

CSU Careers  Chronicle of Higher Ed  
 Inside Higher Ed  LinkedIn  
 Caljobs  Job Elephant




Additional/Other Advertising Sources: **D**

Advertising summary:\* **E**

\*\*\* [Standard Posting Template](#) \*\*\*  
\*\*\* [Marketing Posting Template](#) \*\*\*

# Search Committee Chair and Committee Members

This will indicate who will be serving as a search committee chair and committee member(s) associated to the recruitment.

<p><b>1. Search Details</b></p> <p>A. <b>Search Committee Chair</b> - Enter the Search Committee Chair for this recruitment</p> <p>B. <b>Add Search Committee Member</b> - make selections (if applicable)</p> <p>C. <b>Selection Criteria</b> - Please leave blank</p>	<div data-bbox="560 394 1515 432"><b>SEARCH DETAILS</b></div> <p data-bbox="560 464 786 489">Search Committee Chair:</p> <p data-bbox="967 457 1003 506">A</p> <div data-bbox="1031 464 1341 506"><input type="text"/></div> <p data-bbox="1360 474 1425 506"> </p> <div data-bbox="1031 520 1487 552">No user selected.</div> <p data-bbox="560 581 815 606">Search Committee Members:</p> <div data-bbox="560 617 862 653"><input type="button" value="Add Search Committee Member"/></div> <p data-bbox="865 611 898 653">B</p> <div data-bbox="560 663 1515 699"><b>Recipient</b></div> <p data-bbox="1031 709 1390 735">No Search Committee Member selected.</p> <p data-bbox="560 743 914 768">Search Committee Member information:</p> <div data-bbox="560 768 1515 926"><input type="text"/></div> <p data-bbox="560 942 771 968"><b>SELECTION CRITERIA</b></p> <div data-bbox="560 989 626 1031"><input type="button" value="Add"/></div> <p data-bbox="646 982 683 1031">C</p> <div data-bbox="560 1041 1515 1163"><p data-bbox="1073 1066 1349 1092"> There are no items to show</p><div data-bbox="560 1104 646 1146"><input type="button" value="New"/></div></div>
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## Users & Approvers – Select Your Approval Process

This section is to select the appropriate approval process. The selection is based on the type of position you are hiring.

### 2. Users & Approvers

- A. Reports to Supervisor Name  
This field pre-populates
- B. Department Admin  
The person assisting with the hiring manager as needed
- C. Hiring Administrator -  
Input the name of the MPP supervisor

USERS AND APPROVALS

SELECTION CRITERIA (FROM LIBRARY ONLY)

There are no items to show

Reports to Supervisor Name: **A**     
No user selected.

Administrative Support: **B**     
No user selected.

Compliance Panel Facilitator:     
No user selected.

Additional viewers:

Recipient

No Additional viewers selected.

Additional viewers information:

Hiring Administrator:\* **C**     
No user selected



### 3. Approval Process

- A. **Approval Process** - Select "FL - Staff/MPP"
- B. **MPP Supervisor**- Input the name of the MPP hiring manager and press enter.
- C. **VP's Office**- Input the designee of the VP
- D. **HR Job Posting**-Auto-populates with FL- HRDI Job Posting"-Do not edit this field
- E. **Recruitment Status** - select "Pending Approval"



Approval process:\*

A



1. MPP Supervisor:

B     
No user selected.



2. Vice President's Office:

C     
No user selected.

3. HR Job Posting:

D     
[hrjobposting@fullerton.edu](mailto:hrjobposting@fullerton.edu)

HR/Faculty Affairs Representative:\*

   
No user selected

Recruitment Status:\*

E

**Submit to Save and Record the Job Requisition Number**

A. **The Next page link is to add notes or attach documents related to the position description as needed. Please reference our Job Notes and Documents guide.**

B. **Click the “Submit” button, which will generate a Job Requisition Number (Job No#) at the top of the page. The Job Requisition will be routed for approval.**

C. **Then, click on “Submit & Exit”**

**NOTE: Record the Job No#\*\*\***

## Definitions and Terms

<b>Approval Process</b>	The Job Requisition has an approval process using workflow. Approvals are requested via email from the appropriate parties.
<b>Dept. Head</b>	The MPP who oversees the MPP Supervisor, if applicable, e.g., Associate Dean or the MPP who reports to an AVP or Dean.
<b>Appropriate Administrator</b>	The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President.
<b>Position Management</b>	The Position Management Analyst who oversees the position management program.
<b>Reports To</b>	The MPP Department Supervisor.
<b>Asterisk Field</b>	Field required to be completed by either the CSU or PageUp, e.g. Recruitment Status*.