# Create a Job Requisition for an Emergency Hire

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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 review. 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.

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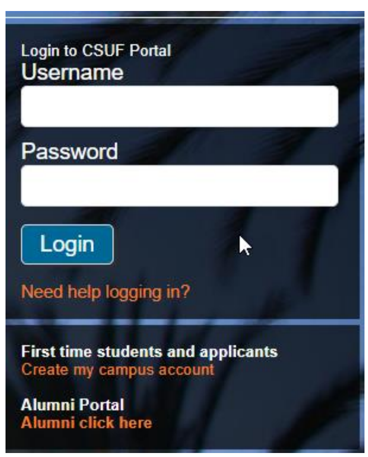
|---|---|
| **1. Open a web browser (Google Chrome is recommended)**<br><br>**<u>IMPORTANT:</u> POP-UP Blocker needs to be turned-off.** | |
| **2. Log into the Portal and enter your username and password** |  |

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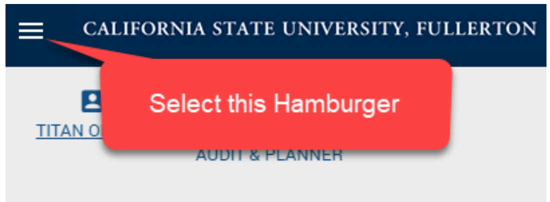
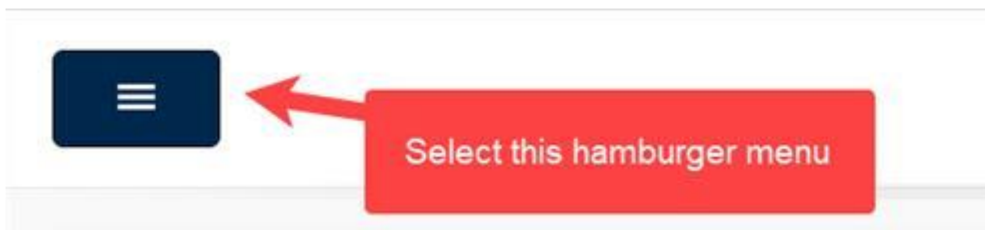
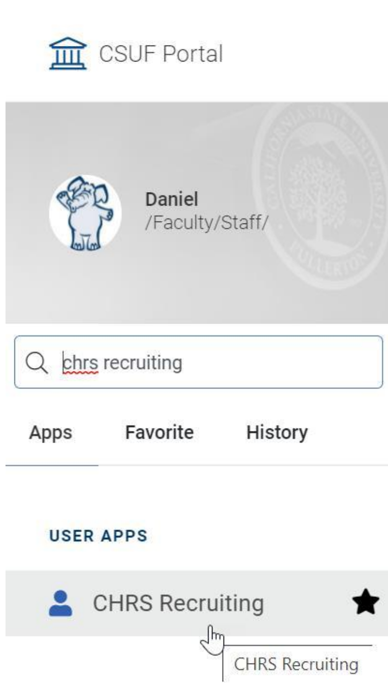
|---|---|
| **3. Search for the CHRS Recruiting App** | **Current Portal (before 10/4/2021):** |





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



# Create a Job Requisition for an Emergency Hire

This process allows a hiring manager or designee to submit a requisition for an emergency hire position.
This type of recruitment is a direct appointment. The department can provide the selected candidate's information within the requisition.

**<u>***IMPORTANT: Prior to creating a Requisition, you must have a CMS Position Number.</u>***** Please have the CMS number available or contact your budget representative.

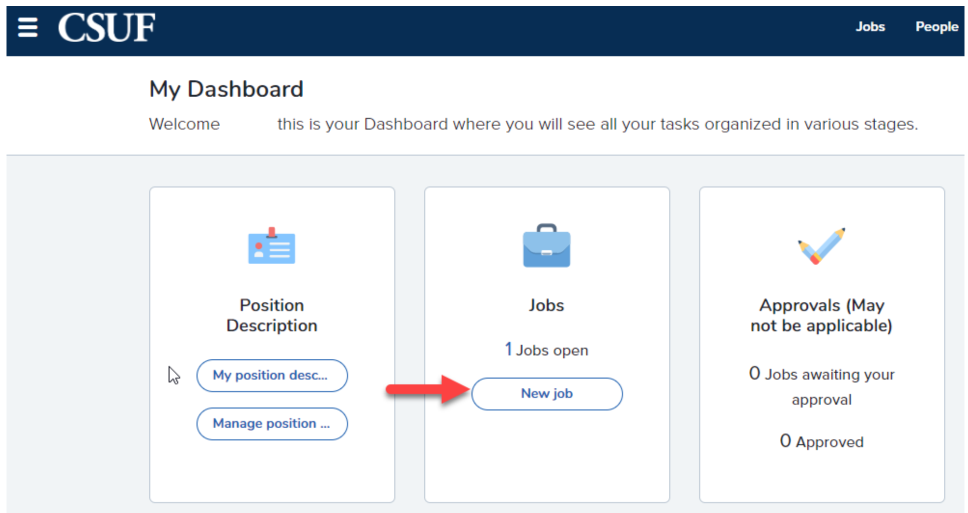
**4. New Job:**

A. Click on the "New Job" button to access the "Select a Job Template" page

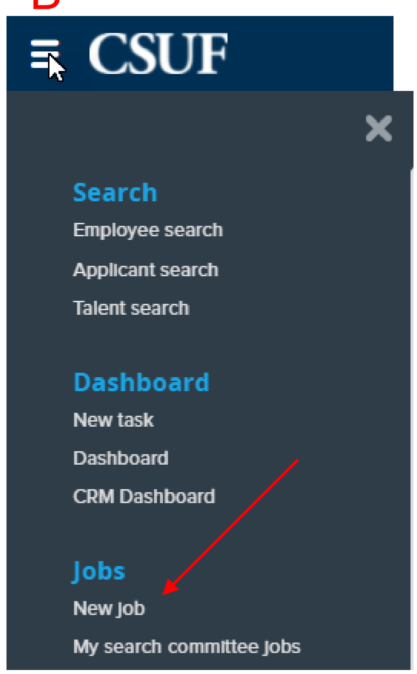
-Or-

B. Open the main menu on the dashboard and select "New Job" under the "Jobs" section

A




B



## 5. Select a Job Template

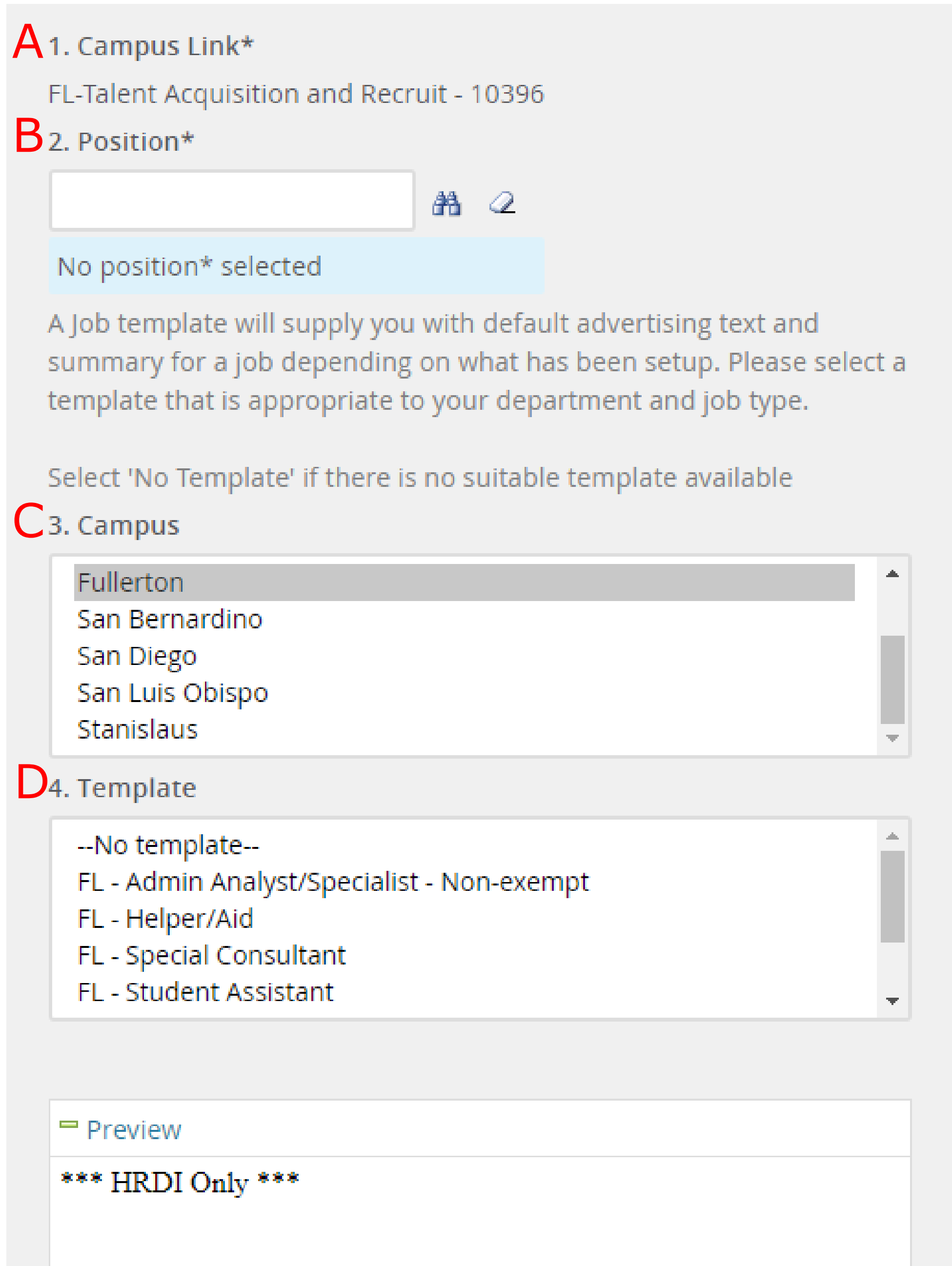
On the Select a job template page the Campus Link is displayed. The Campus Link filters the job card. Complete the following fields:

A. **Campus Link:** Campus Link filters the job card. If you have access to more than one department, select the department associated with this recruitment.

B. **Position:** Enter the CMS number for this position in the following format <u>FL-000XXXXX.</u> If you paste the Position ID into the field, you must click the Binoculars or press Enter to ensure that the Position ID is entered properly.

C. **Campus:** Campus filters the job templates that you can choose. In the Campus field, select "**FULLERTON**" campus.

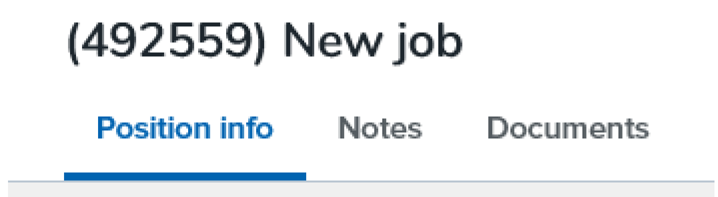
D. **Template:** Job template fills job card fields. Please select the template that applies to the Emergency Hire position that you are creating. If the appropriate template does not exist for your Emergency Hire, please contact the Talent Acquisition Team.




- <u>**Notes and Guidelines**</u>
  - If you click **Next** without completing the fields on the **Select a template** page, the job card opens with no template and no Position ID.
  - The **Position*** field displays the Position title after you enter a value.

## Job Requisition Information

The job requisition, or job card, contains three tabs that store vital job information.

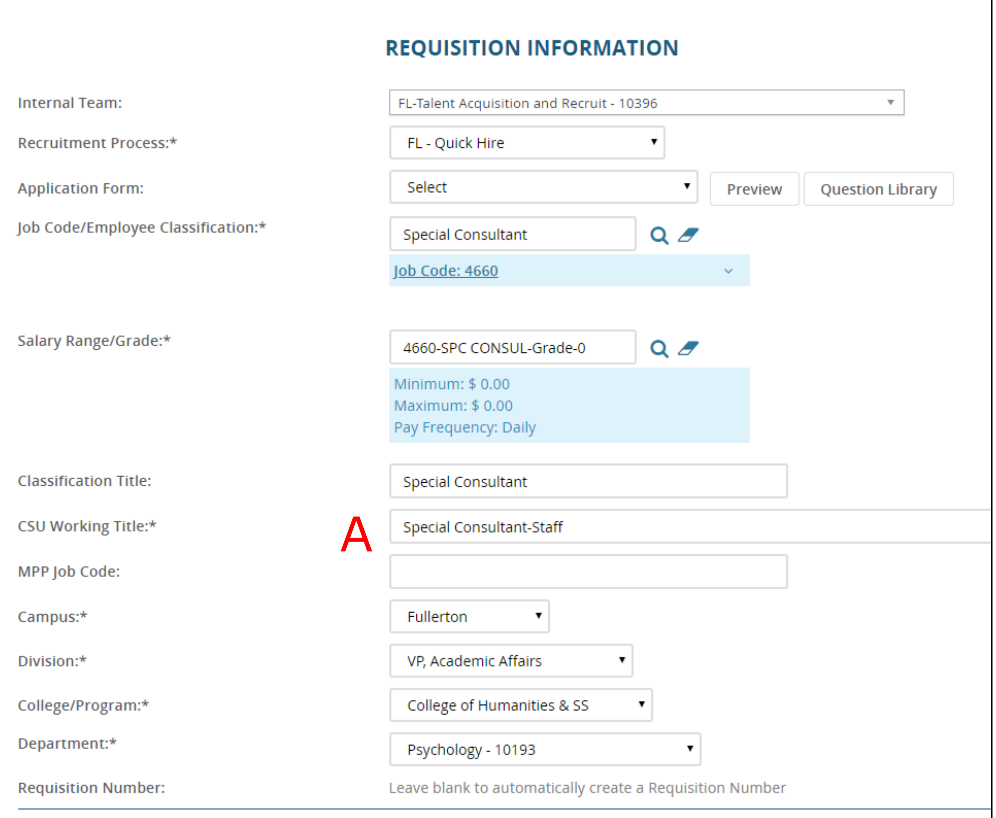
| | |
|---|---|
| **1. Job Card tabs**<br><br>A. Position Info – This tab displays the Requisition Information form. This page also includes the Approval process.<br><br>B. Notes – This tab is for saving and recording information about the job as it progresses through the recruitment process.<br><br>C. Documents – This tab is used to store documents that are related to this job, such as position descriptions or other notes and files. |  |

## 2. Requisition Information

Most required fields will pre-populate with data entered from the job template

A. Update the "CSU Working Title" to a relatable position, i.e. Office Coordinator

***IMPORTANT: Leave the "Requisition Number" blank. This will automatically create a new Requisition number***



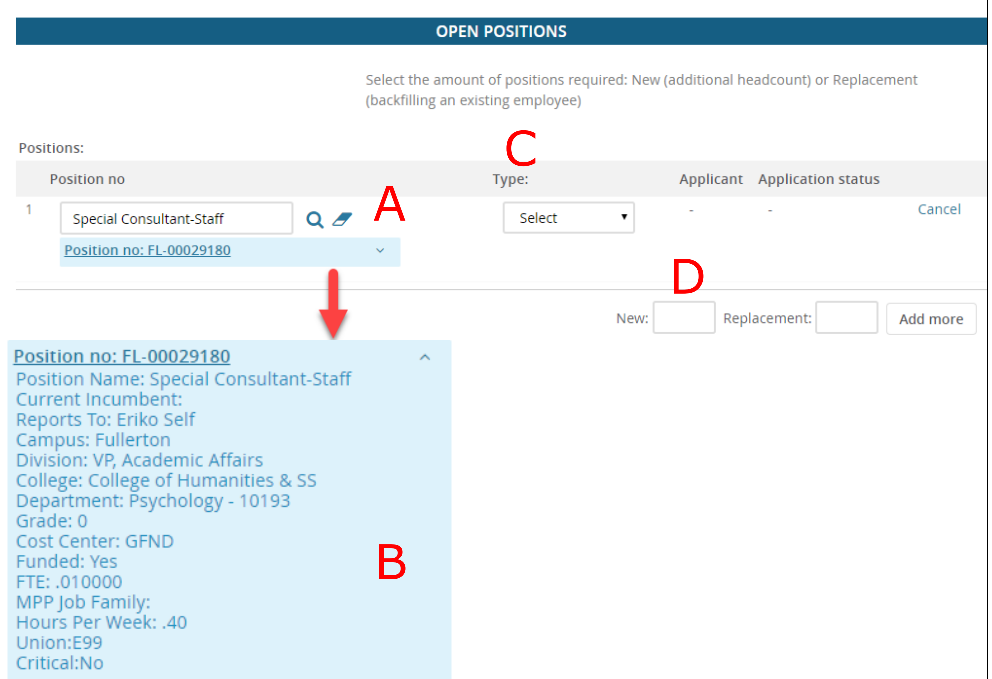

## 3. Open Positions

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



## 4. Requisition Details

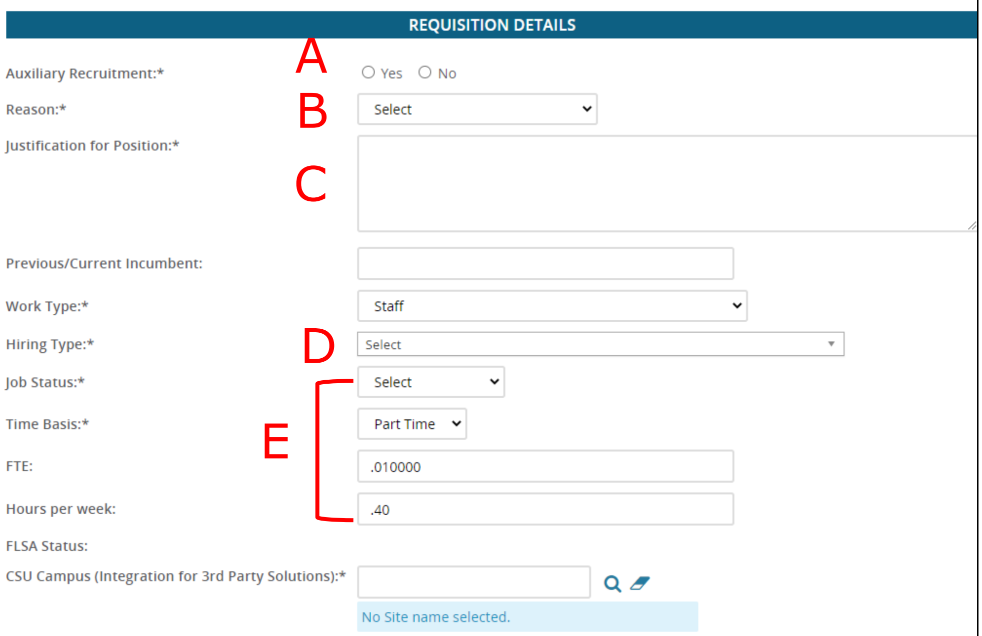
**A.** Select "No." Auxiliary refers to ASI and ASC recruitments

**B.** Select the appropriate "Reason" for this position

**C.** Enter the "Justification for Position"

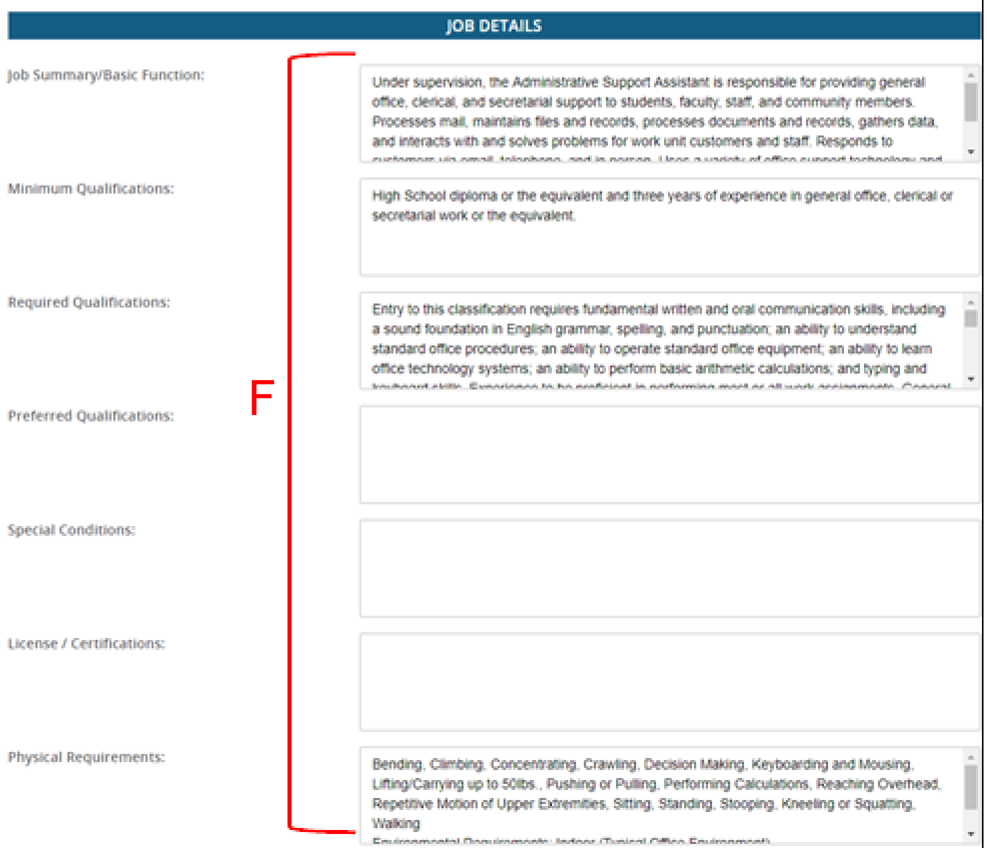
**D.** Select the appropriate "Hiring Type" and "Job Status" for this position

**E.** Review these fields to ensure they pre-populated from the position number correctly



## 5. Job Details

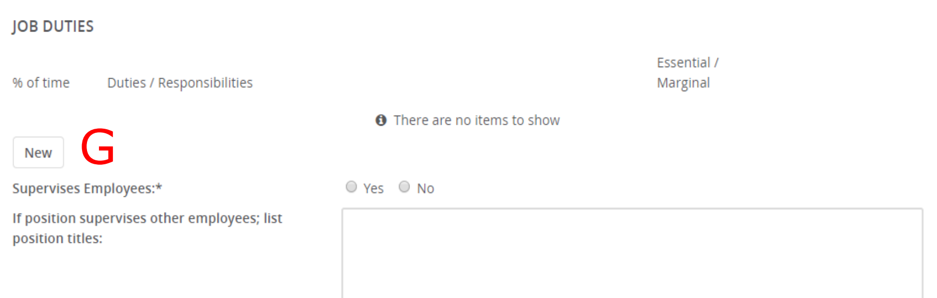
**F.** Review these fields to ensure they pre-populated from the selected requisition template correctly. Data can be manually entered if needed




## 6. Job Duties

**G.** Select "New" to create job duties and include a percentage of time. The total of all job duties should equal 100%

Make appropriate Selections for all mandatory fields (with an *)

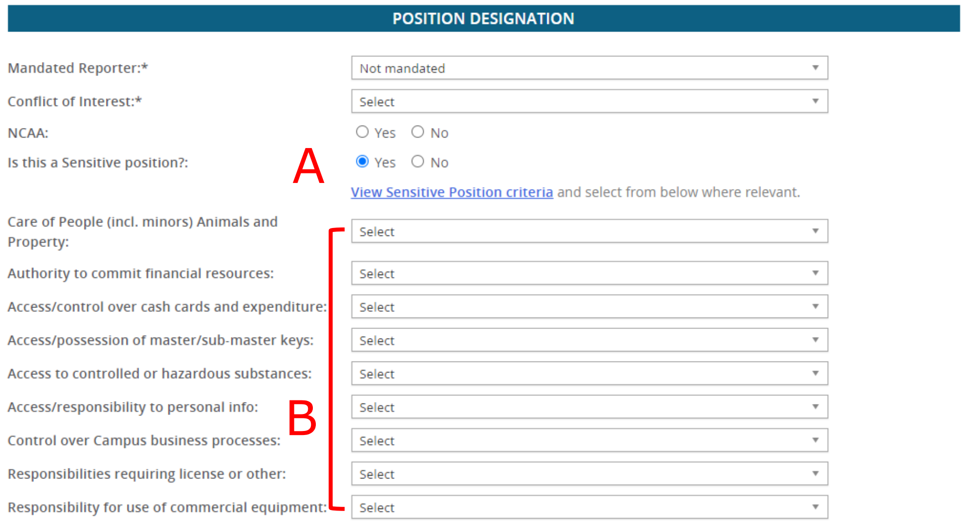


## 7. Position Designation

Make appropriate Selections for all mandatory fields (with an *)

**A.** All Emergency Hires are considered "Sensitive Positions"

**B.** Complete the additional questions accordingly



POSITION DESIGNATION

Mandated Reporter:* Not mandated

Conflict of Interest:* Select

NCAA: Yes No

Is this a Sensitive position?: A Yes No

View Sensitive Position criteria and select from below where relevant.

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

Authority to commit financial resources: Select

Access/control over cash cards and expenditure: Select

Access/possession of master/sub-master keys: Select

Access to controlled or hazardous substances: Select

Access/responsibility to personal info: B Select

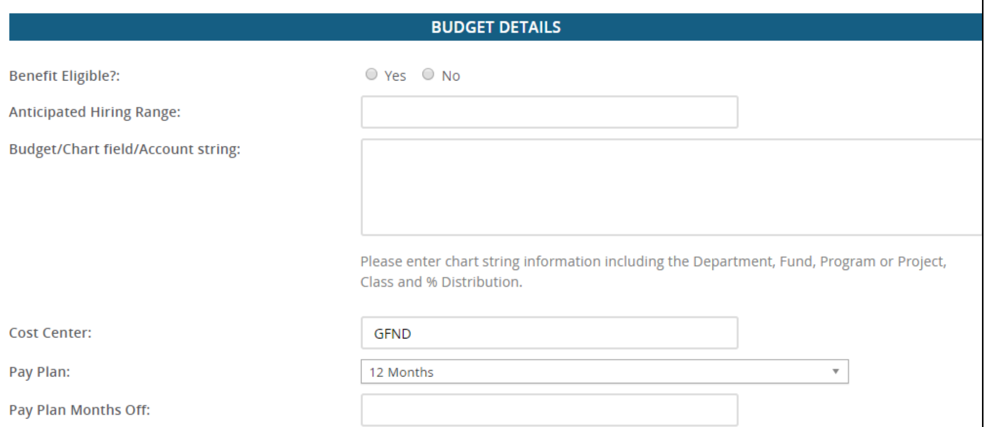
Control over Campus business processes: Select

Responsibilities requiring license or other: Select

Responsibility for use of commercial equipment: Select

## 8. Budget Details

Responses are not required for this area



BUDGET DETAILS

Benefit Eligible?: Yes No

Anticipated Hiring Range:

Budget/Chart field/Account string:

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

Cost Center: GFND

Pay Plan: 12 Months

Pay Plan Months Off:

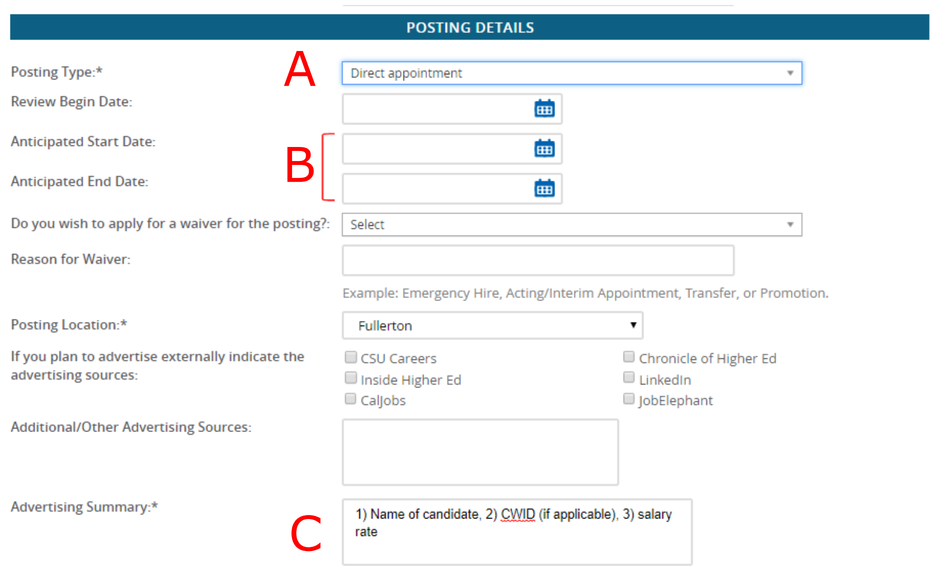
## 9. Posting Details

A. Select "Direct Appointment" for "Posting Type"

B. Enter the Anticipated Start Date and the Anticipated End Date of the position

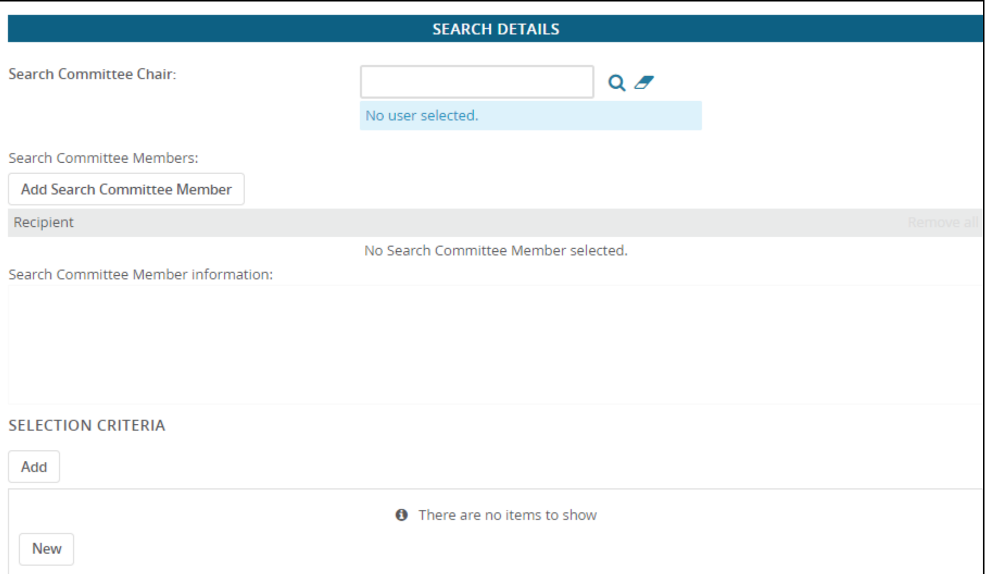
C. In the "Advertising Summary" field, enter the following information:

- Name of Hire
- CWID (if applicable)
- Salary




## 10. Search Details

A. This section of the requisition is not utilized for Emergency Hires.

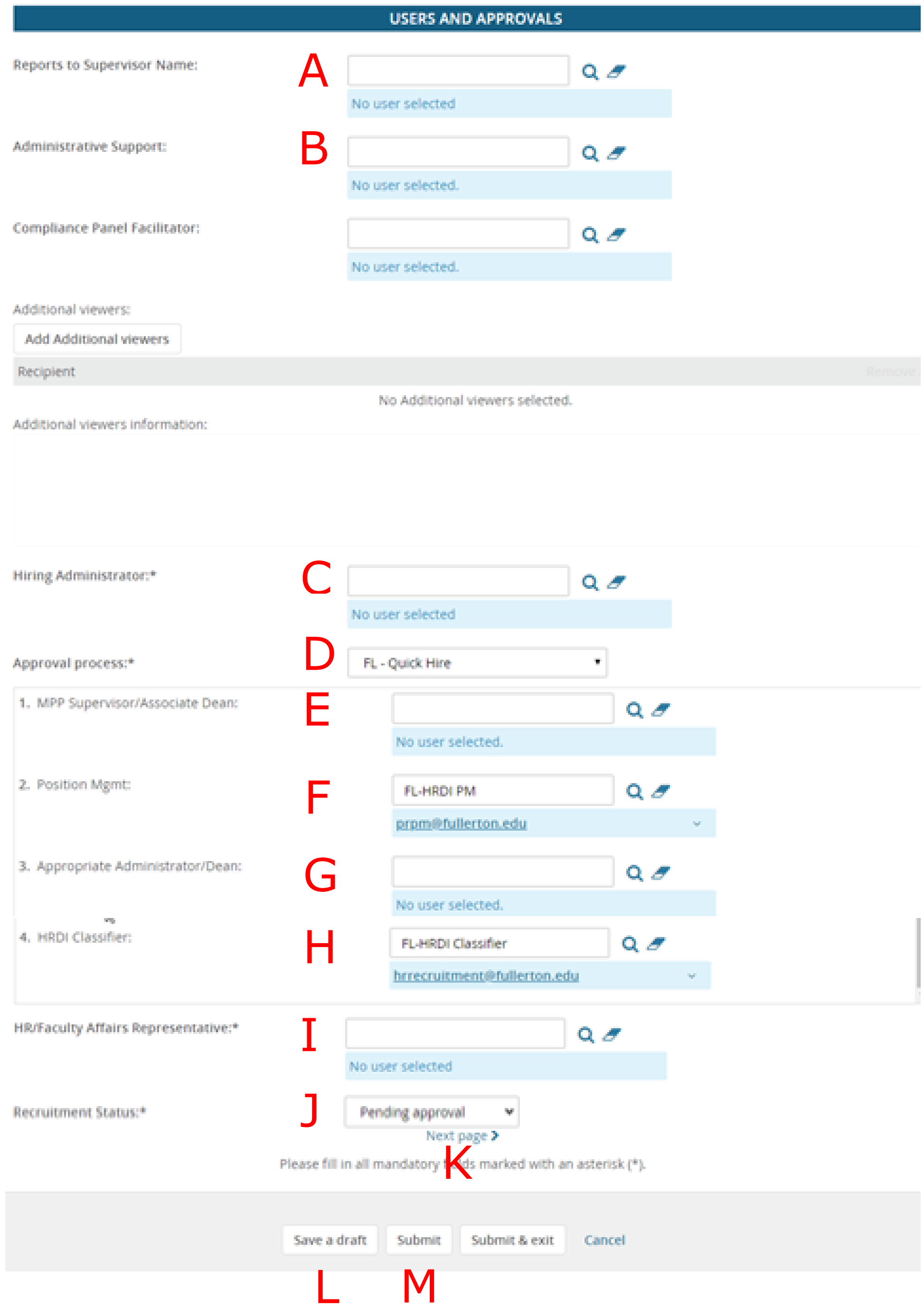


## 11. Users and Approvals

A. The MPP Department Supervisor this position will report to
B. The person assisting with the hiring manager as needed
C. The hiring manager
D. Select “FL-Quick Hire”
E. The direct MPP supervisor of this position
F. Do not edit this field
G. The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President.
H. Do not edit this field
I. Enter the HR/Faculty Affairs Representative
J. Select “Pending Approval”
K. The “Next page” link is to add notes or attach documents related to the position description as needed
L. Click “Save a Draft” to save without creating the requisition

**<u>Note: The approval process will be reset. You will need to re-select “FL-Quick Hire”</u>**

M. Click the “Submit” button, which will generate a Job Requisition Number and the requisition will be routed for approval



## Next Steps

| | |
|---|---|
| **Approval Process** | The requisition is routed for approvals via email to the appropriate parties. |
| **Conditional Offer of Employment** | This is extended by the recruiter. |
| **Background Check Initiation** | The recruiter will initiate the background check process. |
| **Finalization of Offer** | 1. The recruiter notifies the appropriate parties.<br>2. The new hire will be provided the offer and pre-employment packet with instructions for their first day. |

## Definitions and Terms

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