



# Create a Job Requisition for an Emergency Hire

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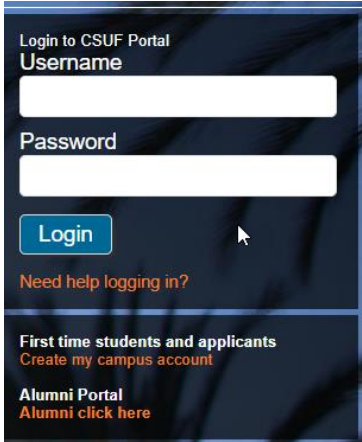
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## Access to CHRS Recruiting

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.

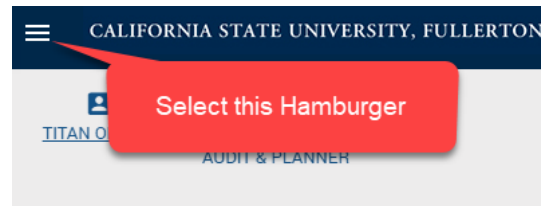
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your 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.

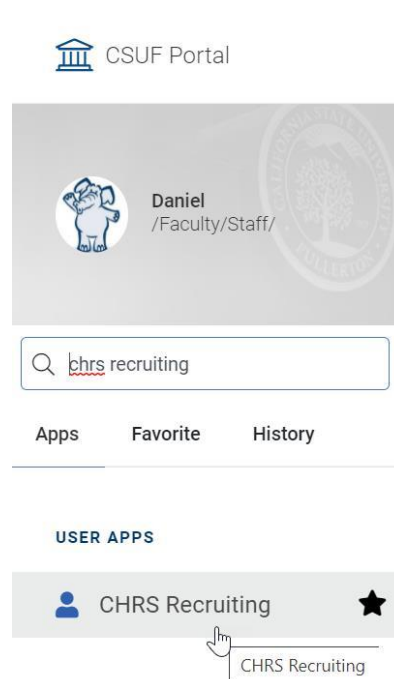
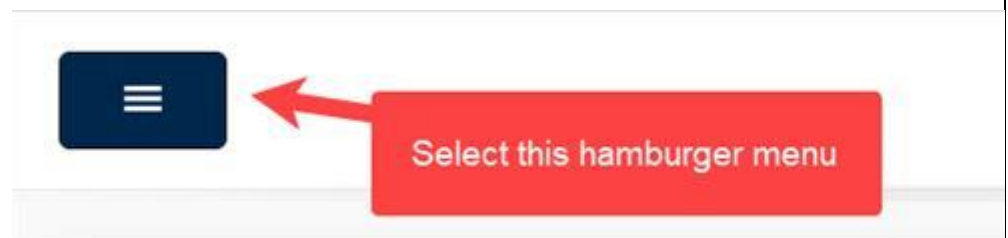
<p><b>1. Open a web browser (Google Chrome is recommended)</b></p> <p><b><u>IMPORTANT:</u> POP-UP Blocker needs to be turned-off.</b></p>	
<p><b>2. Log into the Portal and enter your username and password</b></p>	

### 3. Search for the CHRS Recruiting App

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



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



## 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.

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

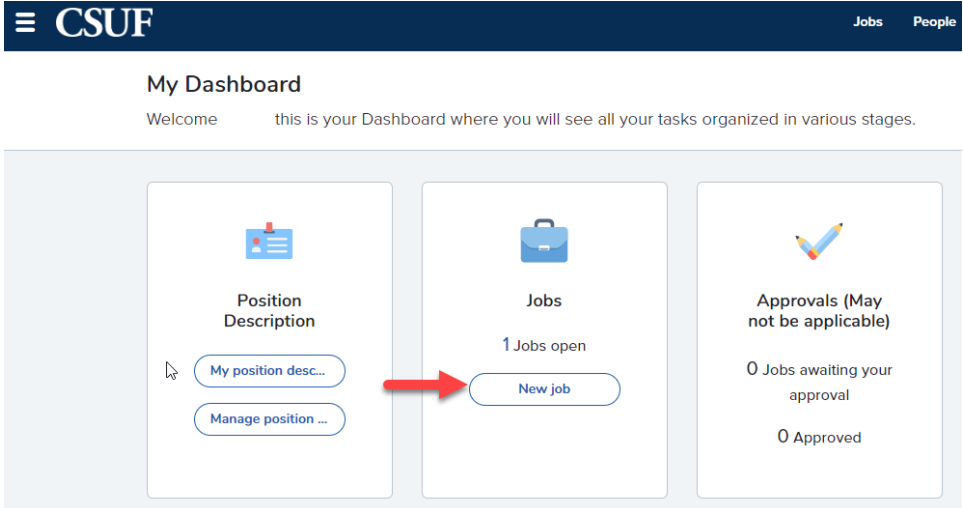
### 4. New Job:

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

-Or-

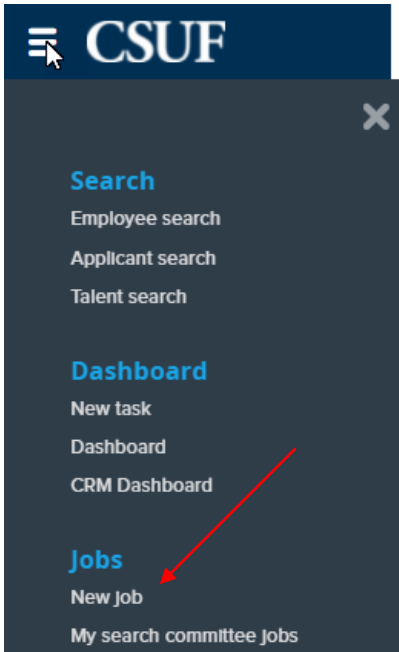
B. Open the main menu on the dashboard and select "New Job" under the "Jobs" section

**A**



The screenshot shows the CSUF My Dashboard. At the top, there is a dark blue header with the CSUF logo and navigation links for 'Jobs' and 'People'. Below the header, the dashboard title 'My Dashboard' is followed by a welcome message: 'Welcome this is your Dashboard where you will see all your tasks organized in various stages.' The main content area features three white cards. The first card, 'Position Description', contains two buttons: 'My position desc...' and 'Manage position ...'. The second card, 'Jobs', shows '1 Jobs open' and a 'New job' button, which is highlighted with a red arrow. The third card, 'Approvals (May not be applicable)', shows '0 Jobs awaiting your approval' and '0 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, the menu is displayed in a dark grey box with a close button (X) in the top right corner. The menu is organized into three sections: 'Search' (Employee search, Applicant search, Talent search), 'Dashboard' (New task, Dashboard, CRM Dashboard), and 'Jobs' (New Job, My search committee Jobs). A red arrow points to the 'New Job' option under the 'Jobs' section.

## 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 FL-000XXXXX. 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.

### A 1. Campus Link\*

FL-Talent Acquisition and Recruit - 10396

### B 2. Position\*



No position\* selected

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

### C 3. Campus

Fullerton  
San Bernardino  
San Diego  
San Luis Obispo  
Stanislaus

### D 4. Template

--No template--  
FL - Admin Analyst/Specialist - Non-exempt  
FL - Helper/Aid  
FL - Special Consultant  
FL - Student Assistant

Preview

\*\*\* HRDI Only \*\*\*

### Notes and Guidelines

- 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

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

(492559) New job

Position info

Notes

Documents

## 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\*\*\***

### REQUISITION INFORMATION

Internal Team:

Recruitment Process:\*

Application Form:

Job Code/Employee Classification:\*     
Job Code: 4660

Salary Range/Grade:\*     
Minimum: \$ 0.00  
Maximum: \$ 0.00  
Pay Frequency: Daily

Classification Title:

CSU Working Title:\* **A**

MPP Job Code:

Campus:\*

Division:\*

College/Program:\*

Department:\*

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

**OPEN POSITIONS**

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:	Position no	Type:	Applicant	Application status
1	<input type="text" value="Special Consultant-Staff"/> <input type="button" value="Q"/> <input type="button" value="P"/> <b>A</b> <span style="background-color: #e0f0ff; padding: 2px;">Position no: FL-00029180</span>	<input type="text" value="Select"/>	-	- <input type="button" value="Cancel"/>

**D**

New:  Replacement:

**B**

**Position no: FL-00029180**

Position Name: Special Consultant-Staff  
 Current Incumbent:  
 Reports To: Eriko Self  
 Campus: Fullerton  
 Division: VP, Academic Affairs  
 College: College of Humanities & SS  
 Department: Psychology - 10193  
 Grade: 0  
 Cost Center: GFND  
 Funded: Yes  
 FTE: .010000  
 MPP Job Family:  
 Hours Per Week: .40  
 Union:E99  
 Critical:No

#### 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

**REQUISITION DETAILS**

Auxiliary Recruitment:\* A  Yes  No

Reason:\* B

Justification for Position:\* C

Previous/Current Incumbent:

Work Type:\*

Hiring Type:\* D

Job Status:\* E

Time Basis:\*

FTE:

Hours per week:

FLSA Status:

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

No Site name selected.



## 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

**JOB DETAILS**

Job Summary/Basic Function:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">Under supervision, the Administrative Support Assistant is responsible for providing general office, clerical, and secretarial support to students, faculty, staff, and community members. Processes mail, maintains files and records, processes documents and records, gathers data, and interacts with and solves problems for work unit customers and staff. Responds to customer inquiries, telephone, and in person. Uses a variety of office support technologies and</div>
Minimum Qualifications:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">High School diploma or the equivalent and three years of experience in general office, clerical or secretarial work or the equivalent.</div>
Required Qualifications:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">Entry to this classification requires fundamental written and oral communication skills, including a sound foundation in English grammar, spelling, and punctuation; an ability to understand standard office procedures; an ability to operate standard office equipment; an ability to learn office technology systems; an ability to perform basic arithmetic calculations; and typing and keyboard skills. Essential to be proficient in performing most or all work requirements. Contact</div>
Preferred Qualifications:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"></div>
Special Conditions:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"></div>
License / Certifications:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"></div>
Physical Requirements:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">Bending, Climbing, Concentrating, Crawling, Decision Making, Keyboarding and Mousing, Lifting/Carrying up to 50lbs., Pushing or Pulling, Performing Calculations, Reaching Overhead, Repetitive Motion of Upper Extremities, Sitting, Standing, Stooping, Kneeling or Squatting, Walking Environmental Requirements: Indoor/Climate Office Environment</div>

**F**

## 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 \*)

**JOB DUTIES**

% of time	Duties / Responsibilities	Essential / Marginal
	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">New <b>G</b></div>	
	Supervises Employees:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If position supervises other employees; list position titles:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"></div>
		<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">There are no items to show</div>

**G**

## 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:*	<input type="text" value="Not mandated"/>
Conflict of Interest:*	<input type="text" value="Select"/>
NCAA:	<input type="radio"/> Yes <input type="radio"/> No
Is this a Sensitive position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<a href="#">View Sensitive Position criteria</a> and select from below where relevant.
Care of People (incl. minors) Animals and Property:	<input type="text" value="Select"/>
Authority to commit financial resources:	<input type="text" value="Select"/>
Access/control over cash cards and expenditure:	<input type="text" value="Select"/>
Access/possession of master/sub-master keys:	<input type="text" value="Select"/>
Access to controlled or hazardous substances:	<input type="text" value="Select"/>
Access/responsibility to personal info:	<input type="text" value="Select"/>
Control over Campus business processes:	<input type="text" value="Select"/>
Responsibilities requiring license or other:	<input type="text" value="Select"/>
Responsibility for use of commercial equipment:	<input type="text" value="Select"/>

## 8. Budget Details

Responses are not required for this area

BUDGET DETAILS	
Benefit Eligible?:	<input type="radio"/> Yes <input type="radio"/> No
Anticipated Hiring Range:	<input type="text"/>
Budget/Chart field/Account string:	<input type="text"/>
	Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.
Cost Center:	<input type="text" value="GFND"/>
Pay Plan:	<input type="text" value="12 Months"/>
Pay Plan Months Off:	<input type="text"/>

## 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

**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:\*

If you plan to advertise externally indicate the advertising sources:

<input type="checkbox"/> CSU Careers	<input type="checkbox"/> Chronicle of Higher Ed
<input type="checkbox"/> Inside Higher Ed	<input type="checkbox"/> LinkedIn
<input type="checkbox"/> CalJobs	<input type="checkbox"/> JobElephant

Additional/Other Advertising Sources:

Advertising Summary:\* **C**

## 10. Search Details

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

**SEARCH DETAILS**

Search Committee Chair:     
No user selected.

Search Committee Members:

Recipient

No Search Committee Member selected.

Search Committee Member information:

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**SELECTION CRITERIA**

There are no items to show



## 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



**Note: The approval process will be reset. You will need to re-select "FL-Quick Hire"**

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

**USERS AND APPROVALS**

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



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

Compliance Panel Facilitator:     
No user selected.



Additional viewers:



Recipient	Remove
No Additional viewers selected.	



Additional viewers information:



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



Approval process:\* **D**

1. MPP Supervisor/Associate Dean: **E**     
No user selected.

2. Position Mgmt: **F**     
[prpm@fullerton.edu](mailto:prpm@fullerton.edu)

3. Appropriate Administrator/Dean: **G**     
No user selected.

4. HRDI Classifier: **H**     
[hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)

HR/Faculty Affairs Representative:\* **I**     
No user selected

Recruitment Status:\* **J**

[Next page >](#) **K**

Please fill in all mandatory fields marked with an asterisk (\*).

**L** **M**

## Next Steps

<b>Approval Process</b>	The requisition is routed for approvals via email to the appropriate parties.
<b>Conditional Offer of Employment</b>	This is extended by the recruiter.
<b>Background Check Initiation</b>	The recruiter will initiate the background check process.
<b>Finalization of Offer</b>	<ol style="list-style-type: none"> <li>1. The recruiter notifies the appropriate parties.</li> <li>2. The new hire will be provided the offer and pre-employment packet with instructions for their first day.</li> </ol>

## 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*.