



Job Requisition to Recruit for a Position

Table of Contents

Access to CHRS Recruiting	2
Recruit for the Position	4
Job Requisition Information – Review and Edit	5
Search Committee Chair and Committee Members	9
Posting and Advertising	10
Users & Approvers – Select Your Approval Process	11
Definitions and Terms	12

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 your access is limited, a request must be submitted to Melvin Alegado at malegado@fullerton.edu.

1. **Open a web browser
(Google Chrome is recommended)**

**IMPORTANT: POP-UP
Blocker needs to be
turned-off.**



2. Log into the Portal and enter your username and password

Login to CSUF Portal
Username
Password
Login
Need help logging in?
First time students and applicants
Create my campus account
Alumni Portal
Alumni click here

3. Search for the CHRS Recruiting App

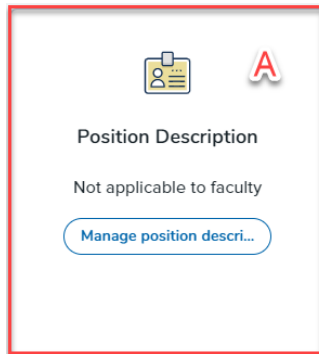


Recruit for the Position

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.

1. Your Dashboard

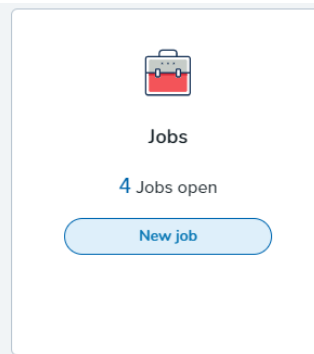
- A. Click on the "Manage Position Description" button to review all job position templates.



Position Description

Not applicable to faculty

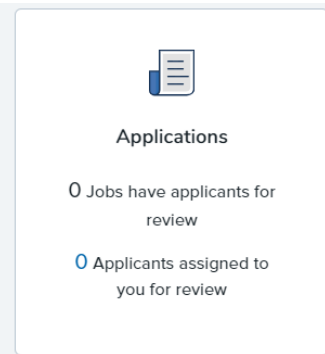
[Manage position descri...](#)



Jobs

4 Jobs open

[New job](#)



Applications

0 Jobs have applicants for review

0 Applicants assigned to you for review

2. Position Description Search

- A. Enter the approved PD Number received from the email
- B. Select "Fullerton" in the "Campus" field
- C. For the "Approval status," select "Approved"
- D. Enter the working title of the position if applicable
- E. Click the "Search" button to view results
- F. In the results, click the "Recruit for position" link to open the Job Requisition

Position Description

PD No. Working title Position Number

Employee No. Reports to Work Type

Campus *Division Sub department

Approval status Status

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status	
PD-151	Admin Support Assistant II (ENTER WORKING TITLE)	FL-00023313	Melvin G Alegado	Phenicia I McCullough	24 Jan 2019	Approved	View Recruit for position Archive

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.




1. Job Requisition Information

- A. Update the "CSU Working Title" to a relatable position for the applicants, i.e., Admin Support Coord 12 Mo (Front Desk Assistant)

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

REQUISITION INFORMATION

Internal Team: FL-Fullerton

Job Code/Employee Classification:
  
Job No: 1035 

Classification Title: Admin Support Coord 12 Mo

MPP Job Code:

CSU Working Title:

Requisition Number:

Leave blank to automatically create a Requisition Number




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



NUMBER OF 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="Admin Support Coord 12 Mo"/>   A	Select 	-	-

Position no: FL-00029457

  **B**

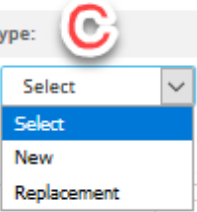
Position no: FL-00029457


Position Name: Admin Support Coord 12 Mo
Current Incumbent: Makeda Seyoum
Reports To: Karen J Mckinley
Campus: Fullerton
Division: VP, Academic Affairs
College: Univ Extended Education
Department: EE Extension Administration - 10294
Grade: 1
Cost Center: CERF
Funded: Yes
FTE: 0.000000
MPP Job Family:
Hours Per Week: 40.00
Union: R07
Critical: No

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

Positions:

Position no	Type:
1 Admin Support Coord 12 Mo Position no: FL-00029457	

 New: Replacement:

3. Position Details

Most of the fields pre-populate from the PD

A. Select the "Reason" for recruitment

B. Enter the "Previous/Current Incumbent" if applicable

C. Select the appropriate "Hiring Type"

Reason:



Select

- Select
- Multiple Positions
- Job Closed
- End of Temporary Assignment
- Leave Coverage
- New Position
- Resignation
- Re-Organization
- Retirement
- Termination
- Transfer
- Death

Justification for Position:

Previous incumbent resigned.

Previous/Current Incumbent:



John Doe

Hiring Type:



Select

Job Status:

Time Basis:

Position Type:

Campus:

*Division:

*College/Program:

Select

- At-will
- Emergency Hire
- Immediate Pay
- Intermittent
- Probationary
- Student
- Temporary
- Tenured

D. Select the "Position Type"

- Instructional Faculty – Tenure-Track
- Management
- Non-Instructional Faculty (Coach/Counselor/Librarian)
- Research Fellows
- Staff
- Student Assistant
- TA, GA, ISA (Academic Student Employee)
- Temporary/Lecturer Faculty (Instructional)
- Visiting Faculty

Position Type:



Select

Campus:

Fullerton

*Division:

VP, HR, Diversity & Inclusion

*College/Program:

Human Resource Services

*Department:

Human Resource Services - 10137

Campus:

Fullerton Campus



City: Fullerton

Hours Per Week:

40.00

FLSA Status:

Non-Exempt

E. These sections auto-populate based on the PD

Please review. If updates are needed, contact the Talent Acquisition team at ext. 2489

Job Summary/Basic Function:

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

Minimum Qualifications:

High School diploma or the equivalent and three years of experience in general office, clerical or secretarial work or the equivalent.

Required Qualifications:

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

Preferred Qualifications:

EDIT AND ENTER PREFERRED QUAL'S IF APPLICABLE

Special Conditions:

License / Certifications:

Physical Requirements:

Mandated Reporter:

Not mandated

NCAA:

Yes No

Conflict of Interest:

None

Supervises Employees:

Yes No

If position supervises other employees; list position titles:

Chris Schloffel

4. Sensitive Position

These sections auto-populate based on the PD.

Please review. If updates are needed, contact the Talent Acquisition team at ext. 2489.

SENSITIVE POSITION

Is this a Sensitive position?:

Yes No

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

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

No

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:

Yes

Control over Campus business processes:

Yes

Responsibilities requiring license or other:

Select

Responsibility for use of commercial equipment:

Select

5. Budget Details

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

BUDGET DETAILS

Pay Plan:

A

12 Months

Pay Plan Months Off:

B

Salary Range/Grade:

1038-NON-EXEMPT-Grade-1

Minimum \$ 3,288.00

Maximum \$ 6,162.00

Anticipated Hiring Range:

C

\$3,288 - \$4,000/month



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.

1. Search Details

A. The Search Committee Chair is the Hiring Manager for this recruitment

SEARCH DETAILS


Search Committee Chair:  
No user selected.



Search Committee Members:

Recipient
No Search Committee Member selected.

Search Committee Member information:

SELECTION CRITERIA

 There are no items to show

Compliance Panel Facilitator:  
No user selected.

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. Under "Additional/Other Advertising Sources"

- You can provide other job boards, associations, etc., to post this position

C. The "Advertising Summary" will pre-populate from the PD

The screenshot shows a form titled "POSTING DETAILS" with the following sections:

- *Posting Type:*** A dropdown menu with "Select" as the current value. A red letter "A" is placed to the left of the dropdown.
- Additional/Other Advertising Sources:** An empty text input field. A red letter "B" is placed to the left of the field.
- *Advertising Summary:*** A text input field containing the text "ENTER 1 TO 2 SENTENCES FOR YOUR POSITION HERE". A red letter "C" is placed to the left of the field.

A hand cursor is shown clicking on the "Select" option in the dropdown menu.

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.

1. Users & Approvers

- A. **Department Admin**
The person assisting with the hiring manager as needed
- B. **Hiring Administrator**
Input the name of the hiring manager and press enter

The screenshot shows the 'USERS AND APPROVALS' section of a web application. It includes a search bar for 'Department Admin' with a red letter 'A' next to it, and a dropdown menu for 'Hiring Administrator*' with a red letter 'B' next to it. The dropdown menu shows the name 'Melvin Alegado' and his email address 'malegado@exchange.fullerton.edu'.

- C. **Approval Process**
Select "FL – Staff/MPP"
- D. **Dept. Supervisor**
Input the name of the MPP hiring manager and press enter.
- E. **VP's Office**
Input the designee of the VP
- F. **HR Job Posting**
Auto-populates from "FL-HRDI Job Posting"

The screenshot shows the 'Approval process' selection interface. It includes a dropdown menu for 'Approval process:*' with a red letter 'C' next to it, and two dropdown menus for '1. Dept. Supervisor:' and '2. HR Job Posting:' with red letters 'D' and 'E' next to them. The dropdown menu for '1. Dept. Supervisor:' shows the name 'Melvin Alegado' and his email address 'malegado@exchange.fullerton.edu'. The dropdown menu for '2. HR Job Posting:' shows 'FL-HRDI Job Posting' and the email address 'hrjobposting@fullerton.edu'.

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 "Save & Exit"

*****IMPORTANT: Record the Job No#*****



A
Next page >

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

Save a draft
Submit
Save & exit
Cancel

B

C

Position info Notes Documents

Job No# 493470 - Admin Support Coord 12 Mo has been saved.

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 Fields	<table border="1"> <thead> <tr> <th>Asterisk location</th> <th>Example</th> <th>Required by</th> </tr> </thead> <tbody> <tr> <td>Beginning</td> <td>*Campus</td> <td>CSU</td> </tr> <tr> <td>End</td> <td>Recruitment Status*</td> <td>CHRS Recruiting</td> </tr> <tr> <td>Beginning and end</td> <td>*Reason*</td> <td>Both CSU and CHRS Recruiting</td> </tr> </tbody> </table>		Asterisk location	Example	Required by	Beginning	*Campus	CSU	End	Recruitment Status*	CHRS Recruiting	Beginning and end	*Reason*	Both CSU and CHRS Recruiting
Asterisk location	Example	Required by												
Beginning	*Campus	CSU												
End	Recruitment Status*	CHRS Recruiting												
Beginning and end	*Reason*	Both CSU and CHRS Recruiting												

Related documents

Approval Process

Position Description