# Recruitment Training Guide

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### TRAINING – PART TWO

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When a department has an opening for a staff/MPP position (including Emergency Hire, Special Consultant, and Retired Annuitant), the process will begin by opening up a job requisition using CSUF Automated Recruitment Management System.

**Opening a Job Requisition:**
- Go to the weblink [http://hr.fullerton.edu/hr.htm](http://hr.fullerton.edu/hr.htm) and click on “Employment Programs”.
- Enter Your Computer Username and Password, type “AD” for Domain if prompted.

**General Information:**
- The job requisition entry process is extensive and includes job details, the position description (now on-line), as well as advertising requirements, special hires information, selection criteria, interview questions, and approval routings. The information from the previous forms used for recruitment can now be entered on-line or “cut/pasted” from other sources.
- Required fields must be entered in order to save the job requisition. Required fields are noted with a red asterisk (*) on the screens.
- The Approval Routing section is used to automatically route the requisition to the appropriate parties. Using a process called Elink, an email is routed to the next level of approval until all approvers have signed off. The order of approval goes from top to bottom on the screen.
Job Requisition Entry

Once logged into the Requisition site, you will see the following message. You can check the box and you will not see this message in the future or just Click “OK”.

Create Job Requisition

Create Job Requisition – Click on the blue hyperlink.
Creating a Job Requisition:
The following Job Requisition screen will appear.

- Enter 0000-0 if the Requisition is for a new position or the class code is unknown.
- Click “List” if you want to list class codes. Since the List box is restricted to displaying a limited number of codes you will need to try to refine the class code to get what you need. For example you may need to specify the first 2 digits (i.e. 04 then Click “List”) for programmers.
- Or Click “List” without typing any codes, Type “Programmer” in the search field, select “Contains” button and click “Search”. These will give you all the Classification with Programmer.
- Click “Continue.”
• Select desired class code by clicking on selection. Click “OK” then “Continue.”

The following Job Requisition Detail screen will appear.

• The Job Requisition entry consists of the following sections and is described in detail later.
  - Req details
  - Job Requisition Details
  - Previous Incumbent Position Number
  - Position Description
  - Physical Requirements
  - Advertising
  - Emergency Hire Section
  - Special Consultant Section
  - Retired Annuitant Section
  - Job Related Selection Criteria
  - Interview Questions Section
  - Interviewers and Requisition Notes
  - Approval Routing List
Requisition Details Screen (note required fields):

- **Class Range Code and Classification** - Default from the CSU salary schedule database.
- **Job Summary** - Type or cut and paste from the previous position description “Purpose of the Position” section. (Refer to “Purpose of the Position” from the Informed Filler Position Description template.)
- **Department** - Click on “List” (do not type in anything in the box). When the search form window pops up, type in the department name, click to select it from the list, and click “OK.”
- **Dept HR Contact** - Click on “List” (do not type in anything in the box). When the search form window pops up, type in the name of the contact person, select it from the list, and click “OK.”
- **Hiring Manager** - Click on “List” (do not type in anything in the box). When the search form window pops up, type in the name of the Hiring Manager, select it from the list, and click “OK.”
- **Location** - Select from dropdown list, click on the arrow, and select the appropriate campus where the position will be located.
- **No. of Positions** - Enter “1” (One requisition per position.)
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Job Requisition Details Screen:

- **Division** - Select from dropdown list.
- **Sub-Division** - Select from dropdown list.
- **Job Category** - Select from dropdown list.
- **Requisition type** - Select from dropdown list.
- **Job Title** - Enter working title for job.
- **Appointment Type** - Select appropriate button.
- **Timebase** - Select appropriate button.
- **Reason for Recruitment** - Select from dropdown list.
- **Anticipated Start Date and Anticipated End Date** - Not required but fill in if known or applicable.
- **Work Schedule** - Specify (example, M-F, 8am-5pm”). May include evenings and weekends.
- **Hours per week** - Examples: (40 or 20).
- **Required Testing** - Check if applicable by selecting “Typing.” The posting would state that applicants would need to submit a typing certification of 45cwpm or better. (“P.O.S.T.” is used for hiring Police Officers only.)
- **Previous Incumbent Name and Classification** - Enter if applicable.
- **Collective Bargaining ID** - Defaults from CSU Salary Schedule.
Previous Incumbent Position Number screen:
- **Agency Code**- Enter “242” (CSUF Agency Code)
- **Reporting Unit Code**- Enter the 3-digit Unit number of the incumbent’s department.
- **Class Code**- Specify classification code of position and type in the four digits.
- **Serial Number**- Specify 3-digit serial number of position.
- **CMS Position#**- Enter the 8-digit “00000000” number of the previous incumbent from CMS.

Entering Position Description Information

Position Description Screen:
- **Bargaining Unit Lead Name**- Enter the immediate lead person’s name for the position or leave blank if not applicable.
- **Management Supervisor Name & Title**- Enter appropriate name and title.
- **Appropriate Administrator Name & Title**- Enter appropriate name and title.
- **Significant changes from previous job duties**- Cut and paste in any applicable information. (Refer to “Changes in Responsibilities” section from the Informed Filler position description template.)
- **Describe the position(s) that report to the incumbent**- Cut and paste in position description or enter names and titles of the persons this position will be supervising, overseeing, or leading. (Refer to “Supervision of Others” from the Informed Filler position description template.)
- **Major Job responsibilities**- Enter detailed descriptions of job responsibilities and percentages of work effort. (Refer to “Major Job
Responsibilities” section from the Informed Filler position description template.)

- **List primary duties**- Enter primary areas of responsibility. (Refer to Informed Filler position description template.)

- **Essential qualifications**- Enter qualifications the applicant must have to be considered. (Refer to “Requirements of Position” section from Informed Filler position description template.) Type in the required qualifications (education or experience) for the position.

- **CSUF Classification Standards**- Will auto populate. *Please do not delete or modify this section.

- **Preferred Qualifications**- Enter desired applicant qualifications. (Refer to “List additional knowledge, skills, and abilities” from Informed Filler position description template.)

- **Licenses/Certification**- Enter required licenses or certifications for job if applicable.

- **Special Working Conditions**- Enter any special requirements if applicable. (Refer to “Unique Working Conditions” from the Informed Filler position description template.) Type in any special working conditions (e.g. personal vehicle, and driver license requirements, etc.).
Position Description – Physical Requirements screen:

- Click appropriate selections if applicable. (Refer to “Physical Effort” section from Informed Filler position description template.)
Click appropriate selections if applicable. (Refer to “Physical Effort” section from Informed Filler position description template.)
Position Description Screen - Physical Requirements & Work Environment

- Click appropriate selections if applicable. (Refer “Environmental Factors” section from Informed Filler position description template.)
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**Advertising Section:**
- Designate appropriate selections if you want to run a paid/unpaid advertisement for the position in a publication or a website. You can select multiple sources by using the Ctrl + Shift keys.
- Other Ad Source(s) - Type the exact name of the publication and/or website address and telephone number (if a written publication).
- Purchase Order Number – Type in the Purchase Order number.

**Emergency Hire, Special Consultant, and Retired Annuitant Section(s):**
- ONLY - Use these sections only if this position is for these particular types of appointments.

**Job Related Selection Criteria Section:**
- Enter department’s selection criteria. For example, *budget experience, Bachelor’s degree or equivalent*. (HR will review criteria for appropriateness to classification.) At least two selection criteria must be entered.
Entering Interview Questions and Interviewers/Notes Section(s):

- Enter interview questions, interviewers, and notes. Cut and paste interview questions from MS Word. (If not ready at the time of completion of requisition, leave blank.)
- Interview Team - Click “List” and type name(s) (select “contains” to broaden search), click to select name, and click “OK” once everyone is selected.

Approval Routing Section:

- Enter approvers for this job requisition. The system uses these names to automatically route the requisition beginning with the department hiring manager through the Vice President and/or President and then to HR. HR will track the status of the requisition through the cycle.
- Department Hiring Manager – Click “List” and type name (select “contains” to broaden search), click to select name, and click “OK”.
- HR Classifier/Recruiter – Select HR Classifier.
- Department Head – Click “List” and select name of the department head (bypass if appropriate).
- Appropriate Administrator- Click “List” and select name of the Appropriate Administrator for the position (bypass if appropriate).
- Vice President – Click on “Arrow” and select the appropriate VP.
- President – Select only if the position is an MPP position. Click on “Bypass” if the position is a non-management position.
- Notify upon approval completion - Click on “Arrow” and select “HR Job Posting.” Skip to “Save and Continue” to save the requisition in the system.
Enter Recruiting Costs:

- Enter estimated costs for recruiting. The fields Advertising Costs, Travel Costs, Relocation Costs, Average Staffing Costs and Referral Bonus are not required fields but may be helpful to track recruitment costs when entered.

Final Steps:

- Once all appropriate sections are filled in, click on “Save and Continue” to save the requisition. After successfully saving the requisition, you will get the following message with the New Requisition ID Number assigned (*please print this page or make a note of this Requisition ID number to be used for reference when communicating with HR).

Enter req. routing message

- Enter any message you would like to send to the approvers, then click on “Route req. for approval” to send it to the Department Hiring Manager for his/her approval. (Please DO NOT click on Save without routing for approval”, if you do so, the requisition will NOT be routed, it will just stay stagnant in the system. If this happens, you will need to contact HR immediately so that we can locate it and route it for approval).

+ Req. routed

- Once you click on “Route req for approval”, you will get this final message that the requisition has been routed to the Department Hiring Manager for approval. It will be sent directly to their email in-box.

You are done! (Once the requisition is approved by ALL approvers, it will come back to HR Job Post and HR will initiate the job posting process).
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Job Posting:

- Job posting posted on our website.

Applying for a Job – (See online guide):

- No paper resumes will be accepted in HR. All applicants need to apply using the web interface which has been implemented. Computers are available for use in HR for those who do not have access to a computer.
Conducting Interviews & Selecting Candidate

The Applicant Screening Form (formerly known as the “Matrix”):

- **Former CSUF Employee**: Click “Yes” or “No.”
- **Current CSUF Employee**: Select from dropdown list, click on the arrow, and select the collective bargaining unit the former employee belonged to in his/her most recent CSUF position. Click on “Not applicable” if not a former or current CSUF employee.
- **Criteria 1**: If criteria was entered on requisition it will auto populate in the designated box. –
  - **Does Applicant Meet the Screening Criteria?** - Click “Yes” or “No.”

- **Criteria 2**: If criteria was entered on requisition it will auto populate in the designated box.
  - **Does Applicant Meet the Screening Criteria?** - Click “Yes” or “No.”

- **Overall Comments**: (Please indicate reason why candidate does not meet any specific criteria.)
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Conducting Interviews & Selecting Candidate
Applicant Screening Form Continued:

- **Criteria 3** - If criteria was entered on requisition it will auto populate in the designated box.
- **Does Applicant Meet the Screening Criteria?** - Click “Yes” or “No.”
- **Selected for Interview?** - Select “Yes”, “No”, or “Second Tier”. If selecting “Second Tier”, the applicant must meet all the criteria and a job-related reason must be stated in the “Overall Comments” section as to why the applicant is being selected in a Second Tier versus being Interviewed.

- **Overall Comments** - Enter reason as stated or “N/A.” (required field)
- **Click “Save”** - to save the entered data.
Candidate Interview Evaluation Form (formerly known as the “Applicant Evaluation” form):

- **Interview Date**: Select appropriate date dd/mm/yy, using the dropdown list.
- **Interview Number**: Select whether this evaluation is for a 1st, 2nd, or 3rd interview.
- **Criteria 1**: Replace screening criteria with job related criteria from the approved interview questions if different.
- **Does the Applicant Meet the Interview Criteria?** - Select appropriate rating based on the interview from the dropdown list.
- **Comments 1**: Enter comments supporting the evaluation result based on the interview for criteria 1.
- **Criteria 2**: Enter second job related criteria from the approved interview questions.
- **Does the Applicant Meet the Interview Criteria?** - Select appropriate rating based on the interview from the drop down menu.
- **Comments 2**: Enter comments supporting the evaluation result based on the interview for criteria 2.
Candidate Interview Evaluation Form Continued (formerly known as the “Applicant Evaluation” form):

- **Criteria 3**- Enter third job related criteria from the approved interview questions.
- **Does the Applicant Meet the Interview Criteria?** - Select appropriate rating base on the interview from the dropdown list.
- **Comments 3**- Enter comments supporting the evaluation result based on the interview for criteria 3.
- **Final Disposition**- Select appropriate choice. “Eligibility List” is to save the candidate for future consideration or as a fourth choice.
- **Overall Comments**- Enter overall comments supporting the ratings based on the interview.
- **Interview Team Chair Name/Title**- Enter appropriate name.
- **Click “Save”**- to save the entered data.
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Candidate Pre-Employment Reference Check Form:

- **Company Name**: Enter name of the company you are contacting for this reference.
- **Company Telephone**: Enter the telephone number of the company you are contacting for this reference.
- **Supervisor’s Name and Title**: Enter name and title of the supervisor (or HR representative) you are contacting.
- **Position Held**: Enter the verified title of the position that the candidate held at this company.
- **Beginning date of Employment**: Enter the verified date candidate was hired at this company.
- **Ending date of Employment**: Enter the candidate’s last date of employment with this company.
- **Are the beginning and ending dates of employment correct?** - “Yes” or “No.”
- **Current/Ending Salary**: Enter verified salary amount.
- **Is the current/ending salary correct?** – Compare verified salary with salary on resume/application and answer “Yes” or “No.”
- **Reason for Leaving?**: Verify reason for leaving and enter information.
- **Eligible for rehire?**: Verify if eligible for rehire and enter information.
Candidate Pre-Employment Reference Check Form Continued:

Performance Factors:
List of suggested questions to ask.
Performance Factors Continued

List of suggested questions to ask.

The job we are considering the applicant for requires a high degree of personal integrity and ethics, do you have any information that bears on this issue?

- No
- Yes

Are the duties on the candidate resume an accurate reflection of their duties and responsibilities while working in your organization?

If no, please specify why it's not an accurate reflection.

Is the employee reliable & dependable?

- No
- Yes

If not, please explain.

Did he/she have supervision responsibility?

- No
- Yes

If yes, how many did he/she supervise?

What were the applicant's strengths as a supervisor?

Overall, on a scale of 1-5, how would you rate this individual as an employee? (Least = 1, Highest = 5)
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List of suggested questions to ask Con’t.

- **Overall Comments** – Enter information based on rating.
- **References Checked by** – Enter name of the person who conducted the reference check.
- **Working Title** – Enter working title of the person who conducted the reference check.
- **Department** – Enter the department of the person who conducted the reference check.
- **Click “Save”**
  - Once form is saved, Click on the link again to bring up a Second blank form and to start over.
Candidate Recommendation form (formerly known as “Recommendation for Appointment” form):

- **Proposed Start Date**: Select appropriate date (dd/mm/yy), using the drop down menu.
- **First Choice Candidate**: Enter full name of the top choice candidate.
- **First Choice Candidate Proposed Salary**: Enter the monthly dollar amount ($0,000) of the proposed salary based on the salary range shown on top of form.
- **Is the first choice candidate’s proposed salary above the minimum of the salary range?** - Click “Yes” or “No.”
- **If yes, please mark the first choice candidate appropriate percentage that is above the minimum.**
- **Justification for hiring above the minimum salary range for first choice candidate**: Enter reason for offering salary above the minimum (Required if salary is above minimum.)
- **Second Choice Candidate (if applicable)** - Enter 2nd choice candidate’s full name.
- **Second Choice Candidate Proposed Salary**: Enter monthly dollar amount for the proposed salary ($0,000).
- **Is the second choice proposed salary above the minimum of the salary range?** - Click “Yes” or “No.”
- **If yes, please mark the second choice candidate appropriate percentage that is above the minimum.**
- **Justification for hiring above the minimum salary range for second choice candidate**: Enter reason for offering salary above the minimum (Required if salary is above minimum).
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Candidate Recommendation Form Continued (formerly known as Recommendation for Appointment Form)

- **Third choice candidate (if applicable)**- Enter full name of 3rd choice.
- **Third Choice Candidate Proposed Salary**- Enter monthly dollar amount for the proposed salary ($0,000).
- **Is the third choice proposed salary above the minimum of the salary range?** - Click “Yes” or “No.”
- **If yes, please mark the second choice candidate appropriate percentage that is above the minimum.**
- **Justification for hiring above the minimum salary range for second choice candidate**- Enter reason for offering salary above the minimum (Required if salary is above minimum.)

**Approvals**

- **Appropriate Administrator Approval: (Name & Title)** - Enter appropriate information in the box.
- **Vice President/President Approval** – Enter Vice President or President’s approval as applicable to position.
- **Comments** – Enter any comments in the box.

***IMPORTANT- Before clicking Save, “right click” on the form to PRINT IT.*** **All Recommendation forms MUST be PRINTED out as a HARDCOPY and routed for signatures as it cannot be routed electronically for approvals.**