Creating a Recruitment

Table of Contents

**Recruitment Workflow Overview** ................................................................. 3

**General Information** .................................................................................. 4

**Creating a New Job Requisition** ................................................................. 4

  - Access to Create a New Job Requisition .................................................. 4
    - *Access to Create a New Job Requisition (continued)* .......................... 5

  - Classification Information Details ............................................................. 6

  - Job Requisition Details ............................................................................ 7
    - *Job Requisition Details (continued)* .................................................. 8
      - *Job Requisition Details (continued)* ................................................ 9

  - Previous Incumbent Details ................................................................... 10

  - Position Description Details ................................................................ 11
    - *Position Description Details (continued)* ......................................... 12

  - Physical Requirements Details ............................................................... 13

  - Work Environment Details ................................................................... 14

  - Advertising Details .............................................................................. 15

  - Special Hiring Details .......................................................................... 16

  - Job-Related Selection Criteria Details ................................................... 17

  - Interview Question Details ................................................................... 18

  - Approval Routing Details ..................................................................... 19

**Routing Req for Approval Details** .............................................................. 20

  - Routing Req for Approval Details (continued) ....................................... 21

**Job Announcement Details** ...................................................................... 23

**Employment Procedures** ......................................................................... 24

  - Reasonable Accommodation ................................................................. 24

  - Telecommunications Device for Deaf and Hard of Hearing .................. 24

  - How to Apply ......................................................................................... 24

  - Temporary Openings ............................................................................ 24
Creating a Recruitment

RECRUITMENT WORKFLOW

Department: Hiring Mgr. (DHM):
- Create a Job Description for new position or replacement.
- HR discuss position with DHM.
- Revise accordingly or Position will not post.

Human Resources (HR):
- Review position and classify.
- Prepare job announcement.
- Post for a minimum of two weeks.

Appropriate Administrator/VP's Office:
- Review and Approve.
- No
- Yes
- MPP-HR Divisional Coordinator Approval.

Candidate:
- HR contacts DHM, MA, and VP's Office for approval.
- Counter
- Accept

Conduct Interviews
- Selects and contacts candidates for interview.
- Provides HR with interview panel names Chair name and questions.
- HR sends notice with resumes to close posting.
- Recommends final candidate and salary.
- Above 1st Quartile
- 1st Quartile
- Verbal

Second choice candidate

I:\HR_Op\ACTIVE\Employment Services\Recruitment Guide
Creating a Recruitment

When a department has an opening for a staff/MPP position (excluding Emergency Hire, Special Consultant, and Retired Annuitant), the process begins by opening a job requisition using CSUF’s Automated Recruitment Management System, BrassRing.

**General Information**

- The job requisition entry process is extensive and includes job details, such as, *classification, position description, selection criteria, interview questions, approval routings, etc.*

- Required fields must be entered in order to save the job requisition.

- Required fields are noted with a red asterisk (*) on each screen.

- When typing information into any field with a downward arrow, a drop down list will appear. You may select the appropriate response from this list.

**How to Create a New Job Requisition**

- Go to the website hr.fullerton.edu

- Scroll over “EMPLOYMENT SERVICES” tab

- Click “Management/Staff Recruitment” link

- Click on the “Begin the Online Job Requisition Process Here” link on the next screen

- Enter your campus user name and password on the pop up screen
Creating a Recruitment

How to Create a New Job Requisition (continued)

- Click on the “Go Directly to Brass Ring” link on the next screen

The Job Requisition entry process consists of the following sections described in detail later.

- Classification Information Section
- Job Requisition Section
- Previous Incumbent Position Section
- Position Description Section
- Physical Requirements Section
- Work Environment Section
- Advertising Section
- Emergency Hire Section
- Special Consultant Section
- Retired Annuitant Section
- Job Related Selection Criteria Section
- Interview Section
- Approval Routing Section
Classification Information Details

- **Class-Range Code** – enter in the field provided and click the appropriate option from the drop down list
  - If the "Class-Range Code" is unknown, enter 0000-0
  - The blue drop down arrow may be pressed to view all available "Class-Range Codes"

- **Classification** - once the appropriate Class-Range Code is selected from the list, the field will automatically populate

- **Job Summary** - type in or copy and paste the job summary information in the pop up box

- **Department** – enter the department code or select the department from the drop down list

- **Dept HR Contact** – type in the department HR contact or select from the drop down list

- **Hiring Manager** – type in the hiring manager or select from the drop down list

- **Location** - select the location of the position from the drop down list

- **No. of Positions** - enter the number of open positions the department is hiring
Creating a Recruitment

**Job Requisition Details**

- **Division** - select from the drop down list
- **Sub-Division** - select from the drop down list
- **Job Category** - select from the drop down list
  - Academic Support (Unit 4)
  - Administrative/Clerical Support (Unit 7)
  - Confidential Classes (C99)
  - Excluded Classes (E99)
  - Faculty (Unit 3)
  - Health Care Support/Physicians (Units 1 & 2)
  - Management (M80)
  - Not Known
  - Operations Support (Unit 5)
  - Public Safety (Unit 8)
  - Skilled Crafts (Unit 6)
  - Technical Support (Unit 9)

- Job categories can be found on the website [http://calstate.edu/hr/compensation/](http://calstate.edu/hr/compensation/) under “CSU Salary Schedule” then “Classification Standards”

- For each “Classification Title” on the website, you will find the corresponding Job Category under the “Unit Name” column
Creating a Recruitment

Job Requisition Details (continued)

- **Requisition Type** - select from the drop down list
- **Job Title** - type in the working job title
- **Appointment Type** - select from the drop down list
  - At Will/MPP (Administrator)
  - On-going/Probationary
  - Temporary (1 year+)
  - Emergency Hire (Quick Hire)
  - Retired Annuitant, Special Consultant, Casual Worker
- **Timebase** - select from the drop down list
- **Reason for Recruitment** - select from the drop down list
- **Anticipated Start Date** - enter if known
- **Anticipated End Date** – typically long-term temporary appointments end on 6/30/YYYY
- **Work Schedule** – type in the work schedule
  - Example: “Monday-Friday, 8AM-5PM, may include evenings and weekends”
- **Hours per Week** – Type in hours worked per week (Full-time = 40)
- **Required Testing** - select if applicable.
  - “P.O.S.T.” testing is used for hiring police Officers only
  - If “Skills Assessment” and/or “Typing” are selected, the department hiring manager shall discuss these options with HRDI
Creating a Recruitment

Job Requisition Details (continued)

- **Conflict of Interest Position** - select if known
- **Fingerprints Required** - **Always** select “Yes”
- **NCAA** - select if known
- **Quick Hire** - select “Yes” only if the position is a quick hire
- **CSUF Internal Posting Only** - select “Yes” if hiring an internal candidate only is desired
- **This position will have access to sensitive data** - select if applicable

![Checkbox options for Job Requisition Details](image)
Creating a Recruitment

**Previous Incumbent Details**

- **Previous Incumbent Name** - enter if applicable
- **Previous Incumbent Classification Level** - enter if applicable
- **Collective Bargaining ID** - will automatically populate based on the Class Code selected
- **Range Code** - the one digit range code will automatically populate based on the Class Code selected
- **FLSA Status** - will automatically populate based on the Class Code selected
- **Job Group Code** - will automatically populate based on the Class Code selected
- **Agency Code** - enter 242
- **Reporting Unit Code** - enter the 3-digit unit code
- **Class code** - enter the 4-digit class code
- **Serial Number** - enter 000
- **CMS Position #** - enter CMS Position # or request through Position Management
- **Dept ID** - select from drop down list
**Position Description Details**

- **Bargaining Unit Lead Name – Title** - If applicable, enter the bargaining unit lead
  - Typically, Department Chairs

- **Management Supervisor Name – Title** - enter the management supervisor with full working title (must be MPP employee)

- **Appropriate Administrator Name – Title** - enter the appropriate administrator with full working title (must be MPP employee)

- **Significant changes from previous job duties** – enter if applicable

- **Position(s) that report to the incumbent** – enter if applicable

- **Major Job Responsibilities** - indicate percentage (%) of time for each responsibility
  - Total percentage (%) must add up to 100%

- **List primary duties associated with each major job responsibility** – list duties

- **Essential Qualifications** - enter required qualifications for the position, such as education and experience
Position Description Details (continued)

- **CSUF Classification Standards** - will automatically populate
  - Please do not modify or delete this field

- **Preferred Qualifications** - qualifications that are desired, but not a requirement for the position

- **Licenses or Certifications** – enter if applicable

- **Special Working Conditions** – enter if applicable
  - Examples include; evening or weekend schedules, personal vehicle, driver license requirements, etc.
Physical Requirements Details

- Click appropriate selections if applicable to the position
Creating a Recruitment

**Work Environment Details**

- Click appropriate selections if applicable to the position
Creating a Recruitment

**Advertising Details**

- Positions are automatically posted on
  - CSUF HRDI website (hr.fullerton.edu)
  - CSU Careers (calstate.edu)
  - CalJOBS (caljobs.ca.gov)
  - HigherEdJobs (higheredjobs.com)
  - HERC (hercjobs.org)

- **Additional Sources** - Check additional advertisements if applicable
  - HRDI researches, Department pays cost

- **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 if applicable
Creating a Recruitment

**Special Hiring Details**

- **Emergency Hire, Special Consultant, and Retired Annuitant Sections**
  - Use these sections ONLY if this position is for these particular types of appointments
  - Contact HRDI for more details on special hiring procedures

![Emergency Hire Section Diagram]

![Special Consultant Section Diagram]

![Retired Annuitant Section Diagram]
Creating a Recruitment

Job-Related Selection Criteria Details

- Enter the job-related selection criteria
  - At least two selection criteria must be entered and must be based on requirements listed for this position in the previous field, “Essential Qualifications”
  - HRDI will review criteria for appropriateness to classification
  - Candidates will be screened based on the selection criteria entered
Creating a Recruitment

**Interview Question Details**

- Enter the interview questions
  - If unknown at the time of completion of the requisition, leave field blank
  - You may copy and paste questions from Microsoft Word

- **Requisition Notes** - enter notes for the recruitment team if applicable

- **Interview Team** - select each person on the interview team
Creating a Recruitment

Approval Routing Details

The system will use these names to automatically route the requisition beginning with the department hiring manager through the Vice President and/or President and then to HRDI. HRDI will track the status of the requisition through the cycle.

- Dept Hiring Manager – type in and select
- Human Resources - select “HR Classifier”
- Department Head – type in and select or Bypass
- Appropriate Administrator – type in and select
- Vice President – select from drop down list
- President - **ALWAYS** select Bypass
- Notify upon approval completion - select “HR Job Post”
- CNPDelivery - will automatically populate
- Click Save button at bottom of screen
Creating a Recruitment

**Routing Req for Approval Details (continued)**

- Once the requisition has saved, this screen will appear with the new requisition ID number assigned.
- Print this page or make a note of this requisition ID number to be used for reference when communicating with HRDI
  - Click “Route req for approval”
Routing Req for Approval Details (continued)

- The new requisition will automatically route to the appropriate parties’ email for approval using a process called Elink.
- To view, approve or decline the requisition, click “View requisition details” at the bottom of the email.

Example email:

From: c.friel@exchange.fullerton.edu
Sent: Wednesday, March 23, 2016 3:49 PM
To: cschloffer@fullerton.edu
Subject: Req routing: Administrative Support Coordinator-12 Month-Coordinator I (8647BR)

For your approval as **Dept Hiring Manager**:

**Title:** Administrative Support Coordinator-12 Month-Coordinator I
**Req ID:** 8647BR

[View requisition details]
Creating a Recruitment

Routing Req for Approval Details (continued)

- The appropriate party may approve or decline the requisition as well as write a message.
- After the first approval is complete, an email is routed to the next level of approval:
  - The order of approval goes from the Department Hiring Manager to the President until complete.
Creating a Recruitment

Job Announcement Details

- The fields used to formulate the online job postings are:
  - Job Title
  - Classification
  - Department
  - Sub-Division (College/Area)
  - Salary Range
  - Appointment Type
  - Time Base and Work Schedule
  - Job Summary
    - An overall description of the position that will attract candidates to apply
  - Essential Qualifications
  - Preferred Qualifications
  - Special Conditions of Employment
  - Hiring Preference (HR use)
  - Application Deadline Date

---

Fuller image description is not available.
Creating a Recruitment

**Employment Procedures**

California State University, Fullerton uses an automated recruitment management system for hiring staff and management. In order to be considered for an open position at CSUF, you will need to submit or create your resume through the online application process.

By providing key information about your interests, desires, and background you will be able to create an electronic resume and profile. An email address is required for the online submission process and may be completed from any device with internet access.

If you do not have access to the internet, computer terminals are available Monday through Friday from 8:00 am - 4:00 pm in Human Resources, Diversity and Inclusion located at 2600 E. Nutwood Avenue, Suite 700. An appointment is not necessary and our staff will be available to answer any questions about the process.

**Reasonable Accommodation**

Individuals who are unable to access a computer or require reasonable accommodation due to a disability may contact Human Resources, Diversity and Inclusion for assistance with the application process at (657) 278-2425.

**Telecommunications Device for the Deaf and Hard of Hearing**

To use the California Relay System, simply dial one of the numbers that best fits your situation:

- **Callers with a TTY** 1-800-735-2929
- **Callers without a TTY** 1-800-735-2922

For other employment opportunities on campus please visit:

- Associated Students, Inc. - [http://www.asi.fullerton.edu/employmentOpportunities](http://www.asi.fullerton.edu/employmentOpportunities)

**How to Apply**

- Go to the Human Resources, Diversity and Inclusion website located at [http://hr.fullerton.edu/Jobs/](http://hr.fullerton.edu/Jobs/)
- Select University Employment to search for jobs you are interested in
- Click Submit to job to post or create your online resume

A confirmation message will be sent by email upon completion of the application process. Please save this message for future reference. Your resume will remain active in the database for six months following the date of submittal. Please do not mail references, publications or other materials.

Applications may be submitted for multiple positions at one-time. New jobs are posted on the website every Thursday for a minimum of fourteen days. The job may close or be filled at the hiring department's discretion once it has met its specific posting period. Online applications/resumes must be received by electronic submission by 9:00 pm on the application deadline date. Applicants who fail to complete all sections of the on-line application form will be disqualified from consideration.

**Temporary Openings**

CSUF continuously accepts applications for positions in the temporary pool. Applications remain active for six (6) months. Requirements for temporary positions vary and depend upon classification level and departmental needs.

There is no guarantee of continuous employment on an ongoing basis. Some positions require keyboard skills. When keyboard skills at 45cwpm are required, candidates must provide a certificate on official letterhead and include the date of test, the administrator’s name and telephone number, the length of the test, and the results.
Creating a Recruitment

Glossary

**Agency Code** - A three-digit code that identifies the CSU or civil service agency fund from which salaries are payable. The code for CSU Fullerton is 242. Agency codes are defined in the [SCO Payroll Procedures Manual](#).

**Appointment** - The offer of employment and acceptance by a person to a position in the CSU. Appointments may be temporary, probationary, or permanent, and include a variety of types of actions such as re-appointments, promotions, transfers, demotions, reinstatements, etc. Initial appointments are at-will, probationary or temporary, depending upon the nature of the position and/or length of appointment.

**Appropriate Administrator** - The appropriate administrator is usually an MPP who reports directly to a Vice President or Division Head, i.e. Assistant or Associate Vice Presidents, Deans, Chief of Operations, etc.

**Autocomplete** – While entering a new requisition in BrassRing, this term is shown in boxes that, when typed in, will produce a drop down list.

**At Will** - A term used in U.S. labor law for contractual relationships in which an employee can be dismissed by an employer for any reason (that is, without having to establish "just cause" for termination), and without warning. This is used for MPP appointments.

**Bargaining Unit Code** - California State University Fullerton employees are represented by seven (7) unions: R01 (Union of American Physicians and Dentists – UAPD), R02, R05, R07 & R09 (California State University Employees Union – CSUEU), R03 (California Faculty Association – CFA), R04 (Academic Professionals of California – APC), R06 (State Employees Trades Council – SETC), R08 (Statewide University Police Association – SUPA), R11 (Academic Student Employees – UAW)

**Class Code** - Refers to a group of positions having duties and responsibilities sufficiently similar so that they may be treated as one level of position for salary setting purposes and for appointments. Each class of positions is covered by a standard set of class specifications which outlines the general types of duties performed, FLSA, and the salary. For payroll purposes, each class is identified by a four-digit class code, i.e., Instructional Faculty, 2360.

**Classification** - A pre-defined description of the typical responsibilities, major duties, and minimum education and experience requirements that apply to positions within an occupational group. The pre-defined classification standards describe the distinguishing characteristics, responsibilities, duties and requirements against which individual positions are evaluated to determine the appropriate classification assignment. The classification standard is the description of the benchmark set of responsibilities and requirements against which individual positions are evaluated.

**CMS #** - An eight (8) digit code that starts with 000##### that is requested through the department budget representative. This number is used to track funding for this position. This is mainly used in PeopleSoft.
Creating a Recruitment

Collective Bargaining Agreement - A binding agreement between the employer (CSU) and an exclusive representative that outlines the terms and conditions of employment, including salaries and benefits. Sometimes referred to as the "contract" or "memorandum of understanding" or "MOU."

Conflict of Interest - A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

Department Hiring Manager – The first line MPP supervisor the position reports to.

Department HR Contact – The authorized person to submit the requisition for the department.

Emergency Hire - The temporary appointment of an employee hired for 30, 60 or 90 days, but not beyond, 180 calendar days. The number of days are limited based on the Collective Bargaining Agreement.

Essential Qualifications - The minimum level of job related knowledge, skill, and ability required to perform the primary functions of a position. Each classification standard describes the minimum qualifications (education and experience requirements) that an individual must possess to occupy a position within that classification. The campus may exceed these requirements based upon job related necessity.

Exempt - An entity that is exempt from civil service as provided in the State Constitution or by other legal provision. These positions are not entitled to overtime pay, or compensation time off.

Fiscal Year - Refers to the period of time from July 1 through June 30.

Full-Time – A position working forty (40) hours per work week.

Intermittent – An hourly employee.

Interview Team – The panel of people that will interview the candidates.

Job Categories – Based on the classification code and bargaining unit for each position. The categories are: academic support, administrative/clerical support, confidential classes, excluded classes, faculty, health care support/physicians, management, operations support, public safety, skilled crafts, and technical support.

Job Summary - A written document that describes the duties and responsibilities assigned to a specific position. This is used to provide a brief description. It may include position accountabilities and performance indicators.

Management Supervisor - Management Supervisors occupy positions within the Management Personnel Plan and supervise staff members. These individuals are also referred to as the immediate non-bargaining unit supervisor.
Creating a Recruitment

**NCAA** - The National Collegiate Athletic Association is a non-profit association which regulates athletes of 1,281 institutions, conferences, organizations, and individuals.

**New** – A position that has not existed previously.

**Non-exempt** - An employee that is entitled to overtime pay under the Fair Labor Standards Act. Employers must pay them one-and-a-half times their regular rate of pay when they work more than forty (40) hours in a week.

**Ongoing** – A probationary position that typically becomes permanent after one (1) year of service.

**Part-Time** – A position working less than forty (40) hours per work week.

**Position Number** - A position is identified by a 13-digit code number made up as follows: Three digit agency code identifying the agency and fund from which salaries are payable; three digit reporting unit code identifying the budgetary function and the location of attendance reporting units within the agency code; four digit class code identifying the classification as shown in the CSU Salary Schedule; and three digit serial number identifying the individual position within the class and reporting unit.

**Preferred Qualifications** - The level of job related knowledge, skill, and ability desired, but not required in addition to the essential qualifications.

**Renewal of Appointment** – A temporary position that is being renewed for another year.

**Replacement** – A position that becomes available due to an incumbent leaving the position for any reason.

**Replacement with significant duty changes** - A position that becomes available due to an incumbent leaving the position for any reason. This position will also have significant changes that affect the classification of the position.

**Reporting Unit Code** - Three digits identifying the budgetary function and the location of attendance reporting units within the agency code.

**Retired Annuitant** - A former CSUF employee who retired and receives CalPERS retirement benefits that accepts CSU limited post-retirement employment without reinstatement or penalty. Retirees may be hired during an emergency to prevent stoppage of public business and/or because the retirees have skills needed in performing specialized work of limited duration. There is a 180-day waiting period, from the date of retirement, applied to rehired annuitants per post-employment provisions. CalPERS retirees who are already working as a retired annuitant are exempt from the waiting period.

**Requisition Type** – Each position will be classified as: new, renewal of appointment, replacement or replacement with significant duty changes.

**Selection Criteria** – Candidates will be screened based on criteria listed. Must be based on essential qualifications for this position.
Creating a Recruitment

**Sensitive Data** – Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data. This information includes credit card numbers, bank account numbers, social security numbers, birthdates, passwords, driver's license numbers, addresses, passport information, employee identification numbers, maiden names, or other data you determine.

**Special Consultant** - Special Consultants are hired to perform special assignments of a temporary nature, based on a particular knowledge, ability or expertise. Incumbents in this classification are paid with a daily rate. This classification should be used for work that meets the "exempt" criteria of the Fair Labor Standards Act (FLSA).

**Special Hiring** – An employee hired in a retired annuitant, special consultant or emergency hire position.

**Temporary** - An appointment which is made for a specified period of time. The period of time must be less than the length of the probationary period for the position to which the temporary appointment is being made. This type of position has a specified end date.

**Time base** - The time base of an employee refers to the fraction of time for which an employee is appointed, and that time may not be greater than the time base of the position. An employee may be appointed to more than one position as long as the total time appointed does not exceed full-time.