Approval Process

Table of Contents

Access to CHRS Recruiting ........................................................................................................2
Introduction ..................................................................................................................................4
Position Description Approval ..................................................................................................4
Job Requisition Card Approval .................................................................................................7
Offer Recommendation Card Approval ......................................................................................8
Appendix .....................................................................................................................................11
   Position Description Approval Processes .................................................................................12
   Job Requisition Approval Processes .........................................................................................13
Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identify 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.

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](image_url)
3. Search for the CHRS Recruiting App


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

This guide will navigate you through the approval processes for the Position Description, Job Requisition Card and Offer Recommendation Card. You will select the appropriate approval process depending on the number of approval levels for your area.

Position Description Approval

1. Approval E-mail

Via email, a request will be sent out for review and approval.

**Option A:** You can reply to the initial email by typing “Approve” in the body of the email.

***Important: The correct spelling is required for approval using this method***

**Option B:** You can click on “VIEW_POSITIONDESCRIPTION” to view the file. Scroll to the bottom to click on “Approve” or “Decline” button.

2. Notifications of Revision

During the approval process, if someone updates any field(s), you will be notified.
3. Confirmation E-mail

To view the updates on the requisition, click on the ellipses menu and click on “Revision History”

4. Confirmation E-mail

A. After the position description is fully approved, you will receive the following confirmation email. Once fully approved, please proceed forward to “Recruit for Position”

B. Select the “View Position Descriptions” link
5. Campus Login

C. Select “Fullerton” for campus login

D. Enter your username and password

6. Recruit for Position

A. The approved position description will be displayed.

B. Select the “Recruit for Position” button. This will open the job requisition card to recruit/post this position
Job Requisition Card Approval

1. Approval E-mail

Via email, a request will be sent out for review and approval

**Option A:** You can reply to the initial email by typing “Approve” in the body of the email

**Option B:** You can click on “View requisition” to view the job. Scroll to the bottom to click on “Approve” or “Decline”

Hello Jeffrey,

A job requisition for position Casual Worker - Job Number: 493620, has been forwarded to you for your approval.

To approve the job requisition via email, please reply to this email with the word “Approve”.

Please Note: the word “Approve” is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to login View requisition

Please discuss any changes with the “Hiring Manager” prior to making your decision. You can also decline the job if this requisition is not approved.

**Job Details:**
- Job Title: Casual Worker
- Division: VP, Academic Affairs
- College/Department: College of Arts
- Manager: Arnold Holland, Associate Dean, College of the Arts

**Position Type:** Staff
- Job Type: Temporary
- Time Basis: Part Time

Thank you,

Talent Acquisition Team
California State University, Fullerton
Human Resources Diversity & Inclusion

2. Confirmation E-mail

After the job requisition is fully approved, you will receive a confirmation email. One of the following actions will result from this confirmation:

**Option A:** The position will be posted

**Option B:** The emergency hire, casual worker or special consultant position will be processed accordingly

Hi Jeffrey,

The requisition for position FL - Admin Support Assistant II - Job Number: 493392 has been approved.

To view, click the following link:

View requisition

Regards,

Fullerton Recruitment Team
# Offer Recommendation Card Approval

## 1. Approval E-mail

A. A request will be sent out for review and approval via e-mail

B. Click the "Click here" link to review and approve the offer card

***Important: Review candidate, salary, and start date information***

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Dear [Name],

Please review the offer details for [Candidate Name] for the position of [Position] - Range A, Job number [Job Number].

Please click on the link to view, amend, and approve or decline the offer [Click here]. If approved, the offer details will automatically route to the next approver. If you are the final approver, HRDI will be notified.

If you have any questions, please contact HRDI at Ext. 3489.

Thank you,

Talent Acquisitions Team
California State University, Fullerton

Human Resources Diversity & Inclusion

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2. Offer Card Review

A. Review/enter Start date

B. Review/enter End date if applicable

3. Offer Card Approval tracking

Users can track the progress of approvals by viewing the "Approval process - Campus" section of the offer card.
4. Confirmation E-mail

A. Once the offer is fully approved, you will receive a confirmation of the approval

B. The recruiter will prepare the offer for finalization

Hi Jeffrey,

The Job Offer for Janet Enriquez for position of FL - Admin Support Assistant II - Job Number: 493392 has been accepted and the offer letter is being prepared.

Should you have any questions, please feel free to give me a call at the number listed below.

Regards,

Jeffrey Lum
Admin Analyst/Spctl 12 Mo
661/276-3571
jlum@exchange.fullerton.edu
Position Description Approval Processes

FL – PD Approval (HRDI Only)

FL – PD Approval (Staff/MPP) – Dept Head

FL – PD Approval (Staff/MPP) – No Dept Head

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL – PD Approval (HRDI Only)</td>
<td>This is for HRDI use only, do not select.</td>
</tr>
<tr>
<td>FL – PD Approval (Staff/MPP) – Dept Head</td>
<td>This is a 3-level approval process for Staff/MPP that requires a Department Head to approve, such as Associate Dean, Executive Director, Director.</td>
</tr>
<tr>
<td>FL – PD Approval (Staff/MPP) – No Dept Head</td>
<td>This is for Staff/MPP that does not require a Department Head for approval.</td>
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Job Requisition Approval Processes

FL – Quick Hire

FL – Staff MPP

FL – HRDI USE ONLY

<table>
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<tr>
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<tbody>
<tr>
<td>FL – Quick Hire</td>
<td>Select this for Quick Hire positions, such as emergency hires, special consultants and casual workers. This is the approval process order:</td>
</tr>
<tr>
<td></td>
<td>• MPP Supervisor/Associate Dean</td>
</tr>
<tr>
<td></td>
<td>• Position Management</td>
</tr>
<tr>
<td></td>
<td>• Appropriate Administrator/Dean</td>
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<td></td>
<td>HRDI Classifier</td>
</tr>
<tr>
<td>FL – Staff MPP</td>
<td>Select this for Staff/MPP ongoing, long term temporary, and posted positions. This is the approval process order:</td>
</tr>
<tr>
<td></td>
<td>• MPP Supervisor</td>
</tr>
<tr>
<td></td>
<td>• Vice President or designee (i.e. Dean or AVP)</td>
</tr>
<tr>
<td></td>
<td>• HR Job Posting</td>
</tr>
<tr>
<td>FL – HRDI USE ONLY</td>
<td>This is only for Human Resources, Diversity and Inclusion.</td>
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