## Job Requisition to Recruit for a Position

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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 view. 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
3. Search for the CHRS Recruiting App


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

Option 1 to Recruit for Position

1. Approval E-mail

A. E-mail notifications will be provided once the position description has completed the approval process

B. Users can click the “View Position Description” link within the approval e-mail.

To: Human Resources Recruitment <hrrecruitment@fullerton.edu>
Subject: [External] Position description approval process approved

Hi FL-HRDI,

The position description Operations Lieutenant (Administrator II) - Position description Number: 1258 has been approved. To view the position description, click the following link: View Position Description.

You must submit a job requisition before you can start recruiting for the position.

To create a job from a position description:

1. Log into CHRS Recruiting
2. From the side menu, click “Manage Position Descriptions”.
3. Click the blue “Recruit for position” link.
4. Complete the job requisition.
5. Submit the job for approval.

The job requisition must be approved before the position can be posted.

Regards,

Fullerton Recruitment Team

2. Approved Position Description

C. After logging into CHRS Recruiting, the user will view the approved position description

D. Users can select the “Recruit for position” button to open the job requisition.
3. Manage position descriptions

A. Click on the “Manage Position Description” button in the Position Description tile or

- Or -

B. Select “Manage Position descriptions” from the Main Menu to review all job position templates.
4. **Position Description Search**

Search for the approved Position Description in one of the following ways:

1. Enter the approved PD Number received from the email

or

2. Select “Fullerton” in the “Campus” field, for the “Approval status,” select “Approved,” and enter the working title of the position

Click the “Search” button to view results

In the results, click the “Recruit for position” link to open the Job Requisition
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

Many of the fields will populate with information from the position description. Please review to ensure they fields are correct.

A. Recruitment Process – select “FL-Staff/MPP”

B. Application form – select FL-Staff Application Form (Do Not Touch)"

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REQUISITION INFORMATION

- **Internal Team:**
- **Recruitment Process:**
- **Application Form:**
- **Job Code/Employee Classification:**
- **Salary Range/Grade:**
- **Classification Title:**
- **CSU Working Title:**
- **MPP Job Code:**
- **Campus:**
- **Division:**
- **College/Program:**
- **Department:**
- **Requisition Number:**

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9/1/2021
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
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
3. Position Details

Most of the fields pre-populate from the PD

A. Select “NO” for “Auxiliary Recruitment.”

B. Select the “Reason” for recruitment

C. Enter the “Previous/Current Incumbent” if applicable

D. Select/review the appropriate options for these fields

E. Select FL- Fullerton for the “CSU Campus” field
### 4. Job Details

These fields auto-populate based on the position description.

Please review to ensure that the information was carried forward from the position description.

#### Job Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Summary/Basic Function</td>
<td>Position Description Job Summary/Basic Function</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>Position Description Minimum Qualifications</td>
</tr>
<tr>
<td>Required Qualifications</td>
<td>Position Description Required Qualifications</td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td>Position Description Preferred Qualifications</td>
</tr>
<tr>
<td>Special Conditions</td>
<td>Position Description Special Conditions</td>
</tr>
<tr>
<td>License / Certifications</td>
<td>Position Description License/Certification</td>
</tr>
<tr>
<td>Physical Requirements</td>
<td>Position Description Other Physical &amp; Mental Requirement No. 1 Description</td>
</tr>
</tbody>
</table>

#### Job Duties

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Position Description Duties/Responsibilities</td>
<td>Essential  Edit Remove</td>
</tr>
<tr>
<td>20</td>
<td>Position Description Duties/Responsibilities</td>
<td>Essential  Edit Remove</td>
</tr>
<tr>
<td>10</td>
<td>Position Description Duties/Responsibilities</td>
<td>Essential  Edit Remove</td>
</tr>
</tbody>
</table>

**New**

Supervises Employees: *(Yes/No)*

If position supervises other employees; list position titles:

| Position Description If position supervises other employees. List position titles |

### 5. Position Designation

These fields auto-populate based on the position description.

Please review to ensure that the information was carried forward from the position description.

#### Position Designation

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandated Reporter:*</td>
<td>Not mandated</td>
</tr>
<tr>
<td>Conflict of Interest:*</td>
<td>None</td>
</tr>
<tr>
<td>NCAA:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Is this a Sensitive position?:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Care of People (incl. minors) Animals and Property:</td>
<td>Select</td>
</tr>
<tr>
<td>Authority to commit financial resources:</td>
<td>Select</td>
</tr>
<tr>
<td>Access/control over cash cards and expenditure:</td>
<td>Select</td>
</tr>
<tr>
<td>Access/possession of master/sub-master keys:</td>
<td>Select</td>
</tr>
<tr>
<td>Access to controlled or hazardous substances:</td>
<td>Select</td>
</tr>
<tr>
<td>Access/responsibility to personal info:</td>
<td>Select</td>
</tr>
<tr>
<td>Control over Campus business processes:</td>
<td>Select</td>
</tr>
<tr>
<td>Responsibilities requiring license or other:</td>
<td>Select</td>
</tr>
<tr>
<td>Responsibility for use of commercial equipment:</td>
<td>Select</td>
</tr>
</tbody>
</table>
6. Budget Details

A. Enter an “Anticipated Hiring Range,” for posting purposes, if applicable

B. Review the “Pay Plan” for accuracy

C. Review the “Pay Plan Months Off” if applicable. This does not apply to a 12-month position.
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.** Enter dates for:
   
   - Anticipated Start Date – Start Date for this position
   - Anticipated End Date – End date for this position (if applicable)

   **C.** Under “Posting Location” select “Fullerton”

   **D.** Under “Additional/Other Advertising Sources” you can provide other job boards, associations, etc., to post this position

   **E.** Under “Advertising Summary” enter a 2-3 sentence description of the department.
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. **Search Committee Chair** - Enter the Search Committee Chair for this recruitment

   B. **Add Search Committee Member** – make selections (if applicable)

   C. **Selection Criteria** – Please leave blank
### 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.

<table>
<thead>
<tr>
<th>2. Users &amp; Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Reports to Supervisor</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>This field pre-populates</td>
</tr>
</tbody>
</table>

| **B. Department Admin** |
| The person assisting with the hiring manager as needed |

| **C. Hiring Administrator** |
| Input the name of the MPP supervisor |

![Screen shot of the users and approvals section](image-url)
3. Approval Process

A. **Approval Process** - Select “FL – Staff/MPP”

B. **MPP Supervisor** - Input the name of the MPP hiring manager and press enter.

C. **VP’s Office** - Input the designee of the VP

D. **HR Job Posting** - Auto-populates with FL- HRDI Job Posting” - Do not edit this field

E. **Recruitment Status** - select “Pending Approval”
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 “Submit & Exit”

NOTE: Record the Job No#***

Definitions and Terms

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>The Job Requisition has an approval process using workflow. Approvals are requested via email from the appropriate parties.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Head</td>
<td>The MPP who oversees the MPP Supervisor, if applicable, e.g., Associate Dean or the MPP who reports to an AVP or Dean.</td>
</tr>
<tr>
<td>Appropriate Administrator</td>
<td>The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President.</td>
</tr>
<tr>
<td>Position Management</td>
<td>The Position Management Analyst who oversees the position management program.</td>
</tr>
<tr>
<td>Reports To</td>
<td>The MPP Department Supervisor.</td>
</tr>
<tr>
<td>Asterisk Field</td>
<td>Field required to be completed by either the CSU or PageUp, e.g. Recruitment Status*.</td>
</tr>
</tbody>
</table>