Job Requisition to Recruit for a Position

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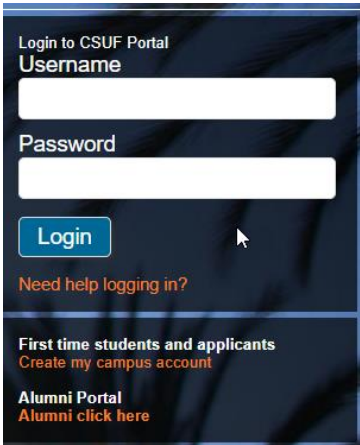# Access to CHRS Recruiting

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.
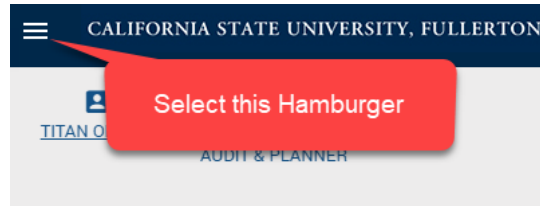
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

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**	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

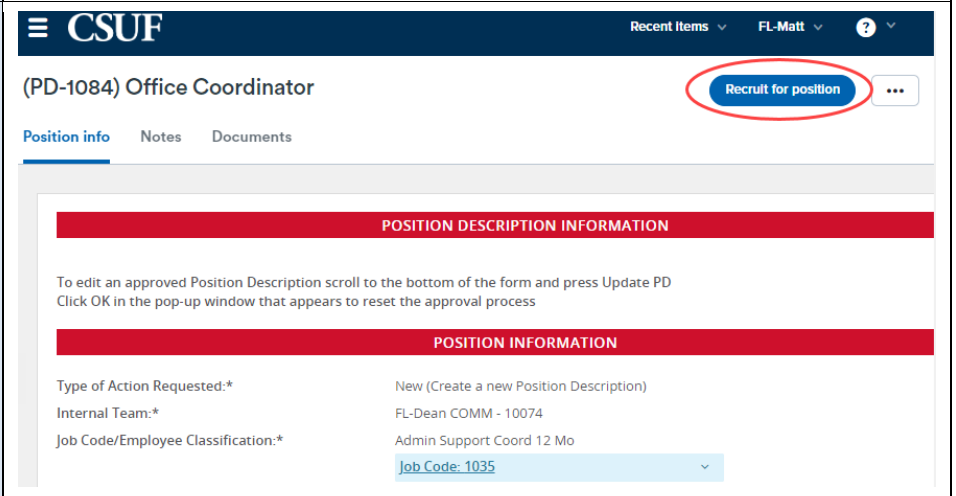|	
3. **Search for the CHRS Recruiting App**	**Current Portal (before 10/4/2021):** **New Portal (as of 10/4/2021):**
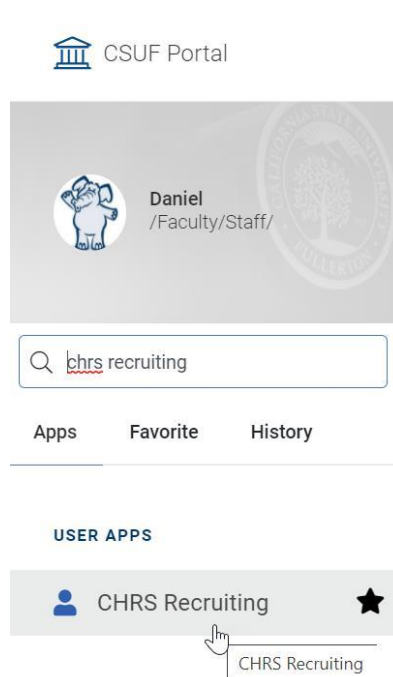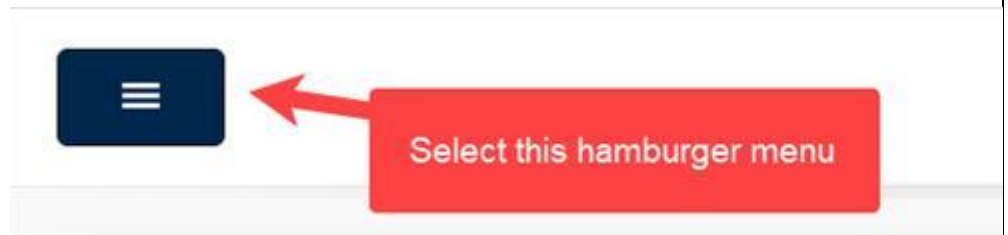
Recruit for the Position

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.	

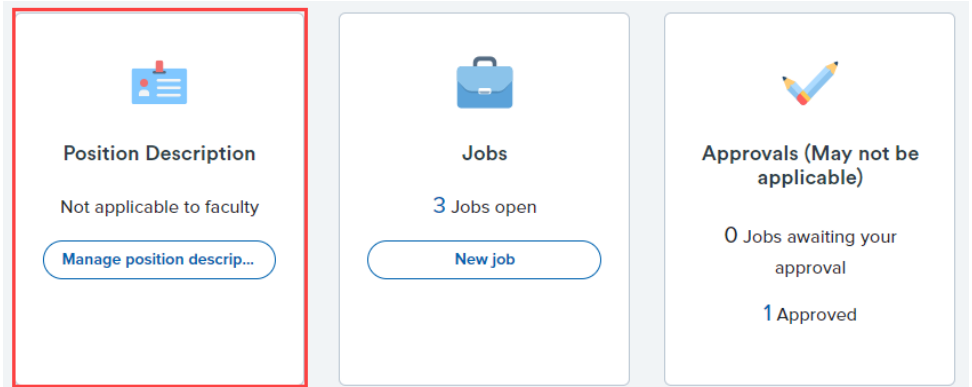## Option 2 to Recruit for Position

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.	**A** **Position Description** Not applicable to faculty [Manage position descrip...] **Jobs** 3 Jobs open [New job] **Approvals (May not be applicable)** 0 Jobs awaiting your approval 1 Approved **B** **CSUF** **Dashboard** New task Dashboard **Jobs** New Job My search committee Jobs Manage Jobs My Jobs My sourced Jobs My Job approvals Manage position descriptions ...
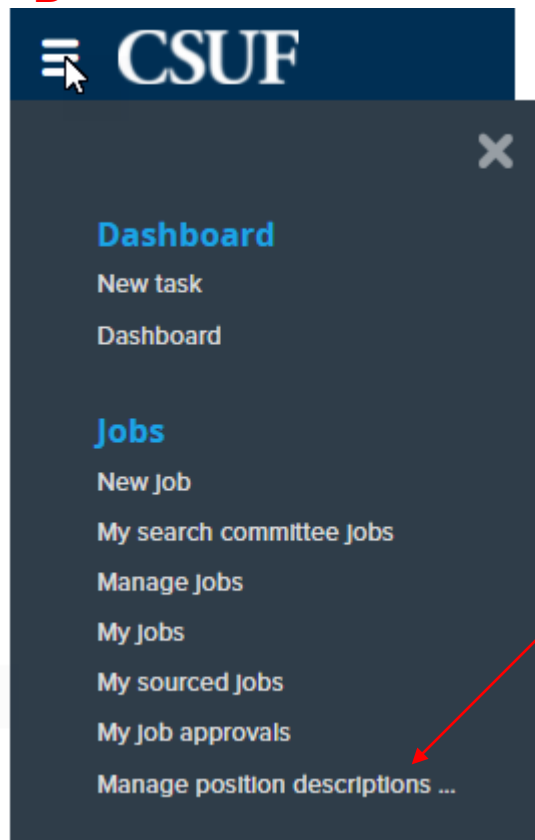
4. Position Description Search

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

Position Description

PD No.	Working title	Anticipated Hiring Range
1084	Office Coordinator	

Position Number	Role Number	Employee Name

Employee No.	Reports to	Work Type
		All

Campus	*Division	Sub department
Fullerton	All	All

Approval status	Status	
Approved	Active	Clear Search

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status	
PD-1084	Office Coordinator	FL-00024617	Frank Alexander Chavoya	Pearl S Boelter	Feb 14, 2020	Approved	Edit | View | Recruit for position | Archive

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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)"	**REQUISITION INFORMATION** Internal Team: FL-College of Education-NP - 10093 **A** Recruitment Process:* Select **B** Application Form: Select — Preview — Question Library Job Code/Employee Classification:* Admin Support Assistant 12 Mo 🔍 Job Code: 1032 Salary Range/Grade:* 1032-ASSISTANT II-Grade-2 🔍 Minimum: $ 2,705.00 Maximum: $ 4,592.00 Pay Frequency: Classification Title: Admin Support Assistant 12 Mo CSU Working Title:* Front Desk Assistant MPP Job Code: Campus:* Fullerton Division:* VP, Academic Affairs College/Program:* College of Education Department:* Dean EDUC - 10076 Requisition Number: Leave blank to automatically create a Requisition Number

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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
	OPEN POSITIONS
	
	Select the amount of positions required: New (
	(backfilling an existing employee)
	
	Positions:
	
	Position no Type:
	
	1 Admin Support Assistant 12 Mo Q ✎ **A** Select ▾
	Position no: FL-00023028 ⌄
	
	Admin Support Assistant 12 Mo Q ✎
	Position no: FL-00023028 ⌃
	Position Name: Admin Support Assistant 12 Mo
	Current Incumbent:
	Reports To: Aimee L Nelson **B**
	Campus: Fullerton
	Division: VP, Academic Affairs
	College: College of Education
	Department: Dean EDUC - 10076
	Grade: 2
	Cost Center: GFND
	Funded: Yes
	FTE: 1.000000
	MPP Job Family:
	Hours Per Week: 40.00
	Union:R07
	Critical:No
	
	Positions:
	
	Position no Type: **C** Applicant Application status
	
	1 Admin Support Assistant 12 Mo Q ✎ Select ▾ - -
	Position no: FL-00023028 ⌄ Select
	                                   New
	                                     Replacement
	
	D New: [ ] Replacement: [ ]

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

REQUISITION DETAILS

Auxiliary Recruitment:* ○ * Yes   ● * No

Reason:*   A   Select ⌄ *

- Select
- **Re-Organization**
- Retirement
- Transfer
- Death
- New Position
- Resignation
- Termination

Justification for Position:*   Position Description Justification for Position

Previous/Current Incumbent: B

Work Type:*   Select ⌄ *

Hiring Type:*   Probationary ▾

Job Status:*   C   Select ⌄ *

Time Basis:*   Select ⌄ *

FTE:

Hours per week:

FLSA Status: Other

CSU Campus (Integration for 3rd Party Solutions):*   D   🔍 ✐   *

No Site name selected.

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

Job Summary/Basic Function:
Position Description Job Summary/Basic Function

Minimum Qualifications:
Position Description Minimum Qualifications

Required Qualifications:
Position Description Required Qualifications

Preferred Qualifications:
Position Description Preferred Qualifications

Special Conditions:
Position Description Special Conditions

License / Certifications:
Position Description License/Certification

Physical Requirements:
Position Description Other Physical & Mental Requirement No. 1 Description

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal		
70	Position Description Duties/Responsibilities	Essential	Edit	Remove
20	Position Description Duties/Responsibilities	Essential	Edit	Remove
10	Position Description Duties/Responsibilities	Essential	Edit	Remove

[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

Mandated Reporter:* Not mandated ▼

Conflict of Interest:* None ▼

NCAA: ○ Yes ● No

Is this a Sensitive position?: ● Yes ○ No

Click HERE to view Sensitive Positive criteria and select from below where releva

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

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: Select ▼

Control over Campus business processes: Select ▼

Responsibilities requiring license or other: Select ▼

Responsibility for use of commercial equipment: Select ▼

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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.

BUDGET DETAILS

Benefit Eligible?:   ○ Yes ○ No

Anticipated Hiring Range: **A**

Budget/Chart field/Account string:

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center:

Pay Plan: **B**   AY

Pay Plan Months Off: **C**   Position Description Pay Plan Months Off

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.

POSTING DETAILS

Posting Type:*	**A** Select
Review Begin Date:	📅
Anticipated Start Date:	**B** 📅
Anticipated End Date:	📅
Do you wish to apply for a waiver for the posting?:	Select
Reason for Waiver:	

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:*	**C** Fullerton

If you plan to advertise externally indicate the advertising sources:
- ☐ CSU Careers
- ☐ Inside Higher Ed
- ☐ Caljobs
- ☐ Chronicle of Higher Ed
- ☐ LinkedIn
- ☐ Job Elephant

Additional/Other Advertising Sources: **D**

Advertising summary:* **E** 2-3 sentence description of the department

*** Standard Posting Template ***
*** Marketing Posting Template ***

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	**SEARCH DETAILS** Search Committee Chair: A [ ] 🔍 🧽 No user selected. Search Committee Members: Add Search Committee Member B Recipient No Search Committee Member selected. Search Committee Member information: SELECTION CRITERIA Add C ⓘ There are no items to show New

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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.

2. Users & Approvers	
A. Reports to Supervisor Name This field pre-populates B. Department Admin The person assisting with the hiring manager as needed C. Hiring Administrator - Input the name of the MPP supervisor	**USERS AND APPROVALS** SELECTION CRITERIA (FROM LIBRARY ONLY) Add ⓘ There are no items to show New Reports to Supervisor Name: **A** [ ] 🔍 ✎ No user selected. Administrative Support: **B** [ ] 🔍 ✎ No user selected. Compliance Panel Facilitator: [ ] 🔍 ✎ No user selected. Additional viewers: Add Additional viewers Recipient Remove all No Additional viewers selected. Additional viewers information: Hiring Administrator:* **C** [ ] 🔍 ✎ No user selected

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- HRIE Job Posting"-Do not edit this field

E. **Recruitment Status** – select "Pending Approval"

Approval process:*   **A**   FL - Staff/MPP

1. MPP Supervisor: **B**
No user selected.

2. Vice President's Office: **C**
No user selected.

3. HR Job Posting: **D**   FL-HRDI Job Posting
hrjobposting@fullerton.edu

HR/Faculty Affairs Representative:*
No user selected

Recruitment Status:*   **E**   Select

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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.**	Next page ❯
	Please fill in all mandatory fields marked with an asterisk (*).
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.**	Save a draft Submit Submit & Exit Cancel
	Position info Notes Documents
C. **Then, click on "Submit & Exit"**	❶Job No# 493470 - Admin Support Coord 12 Mo has been sav
NOTE: Record the Job No#***	

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 Field	Field required to be completed by either the CSU or PageUp, e.g. Recruitment Status*.

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