Create a Job Requisition for a Student Assistant

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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 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.

<table>
<thead>
<tr>
<th>Open a web browser (Google Chrome is recommended)</th>
<th>![Chrome Browser]</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT: POP-UP Blocker needs to be turned-off.</td>
<td></td>
</tr>
</tbody>
</table>

| Log into the Portal and enter your username and password | ![Login Screen] |

1. Open a web browser (Google Chrome is recommended)
2. Log into the Portal and enter your username and password
Search for the CHRS Recruiting App


New Portal (as of 10/4/2021):
Create a Job Requisition for a Student Assistant

This process allows a hiring manager or designee to submit a requisition for a Student Assistant. This type of recruitment can be either an open recruitment, or a direct appointment.

***IMPORTANT: Prior to creating a Requisition, you must have a CMS Position Number.*** Please have the correct CMS number available or contact your budget representative. Please note that CMS numbers will differ based on job codes for your selected candidate(s).

1. **Your Dashboard:**
   
   A. Click on the “New Job” button to access the “Select a Job Template” page
   
   -Or-

   B. Open the main menu on the dashboard and select “New Job” under the “Jobs” section

   **Note:** If you do not see this view, please go to: https://hr.fullerton.edu/chrs/recruiting/getting-access.php to learn how to request access.
2. **Select a Job Template**

On the Select a job template page the Team Link is displayed. The Campus Link filters the Job Card. Complete the following fields:

A. **Team Link**: Team Link filters the Job Card. If you have access to more than one department, select the department associated with this recruitment.

B. **Position**: Enter the CMS number for this position in the following format FL-000XXXXX. If you paste the Position ID into the field, you must click the Binoculars or press Enter to ensure that the Position ID is entered properly.

   **Note**: This field displays the Position title after you enter a value.

C. **Campus**: Campus filters the job templates that you can choose. In the Campus field, select **“FULLERTON” campus**.

D. **Template**: Job templates auto-populate Job Card fields. Please select the template that applies to the Student Assistant position that you are creating.

   1. FL-Student Assistant
   
       Or
   
   2. FL-Student Assistant with Background

   **Note**: If you click **Next** without completing the fields on the **Select a template** page, the Job Card opens with no template and no Position ID.
**Job Requisition Information**

The Job Requisition, or Job Card, contains three tabs that store vital job information.

<table>
<thead>
<tr>
<th><strong>Job Card tabs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Position Info – This tab displays the Requisition Information form. This page also includes the Approval process.</td>
</tr>
<tr>
<td>B. Notes – This tab is for saving and recording information about the job as it progresses through the recruitment process.</td>
</tr>
<tr>
<td>C. Documents – This tab is used to store documents that are related to this job, such as position descriptions or other notes and files.</td>
</tr>
</tbody>
</table>

**New job**

<table>
<thead>
<tr>
<th>Position info</th>
<th>Notes</th>
<th>Documents</th>
</tr>
</thead>
</table>
Position Info

A. Select “FL-Student Assistant with Availability” This application form allows the applicant to submit the following:
   - Resume
   - Class Schedule (Optional)
   - Federal Work-Study Eligibility with FA Award (Optional)
   - Other Docs (Optional)
   - Other Docs (Optional)

B. Update the “CSU Working Title” to a descriptive position name, e.g. Talent Acquisition Student Assistant, not just Student Assistant
**Open Positions**

A. Click the blue arrow to the right of the position number to view position details. If the position number is incorrect, it will delay payroll from processing the appointment.

B. Review the information to ensure accuracy

C. Update the position “Type” accordingly
   - New or Replacement

D. If there are multiple hires, input the number of new or replacement positions and select the “Add more” button
Position Details

A. Select “No”

B. Select the appropriate “Reason” for this position

C. Enter the “Justification for Position”

D. Select “Student Assistant” or “Student Assistant – Federal Work Study” for “Work Type”

E. Select “Student (Other)” for “Hiring Type”

F. Select “Temporary” for “Job Status” and “Part Time” for “Time Basis”

G. Select “California State University, Fullerton” for “CSU Campus”

H. Review these fields to ensure they pre-populated from the selected requisition template correctly. Data can be manually entered if needed

I. Select “No” for the “Supervises Employees” field
**Position Designation**

A. Make the appropriate selections for these fields for this position

B. Select “No” for students who don’t need a background check. Select “Yes” for students who do need a background check.

C. Sensitive positions must be reflected in the responses to this section

**Budget Details**

A. The Anticipated Hiring Range can be updated by departments
## Posting Details

### A. Select Posting Type:
- “Open Recruitment” when the position will be posted for applications to be received by any student
- “Direct Appointment” for jobs with a selected candidate, not posted publicly

**Note:** All positions are posted for 2 weeks unless stated otherwise

### B. In the “Advertising Summary” field, enter the following information:

- For Open Recruitment: Enter 1-2 sentence(s) about position or department
- For Direct Appointment: enter the following student information
  1. Name of Hire
  2. CWID
  3. E-mail of Hire

### C. COMPLETE the “Advertisement text” table. This is the information that applicants will see when they view the job posting. Leaving it blank will delay posting the job.
**Users and Approvals**

A. The MPP Department Supervisor that this position reports to

B. The person assisting with the hiring manager as needed

C. The hiring manager or department designee that will process applicants

D. **IMPORTANT:** Select an approval process that meets the approval needs of your department (see last page for reference). Selecting the incorrect approval process (i.e. coach) will result in the approval being declined and returned for correction.

E. Approvers for this requisition will need to be entered into their respective fields

F. Do not edit this field, it will prepopulate

G. Select “Pending Approval”

H. The “Next page” link is to add notes or attach documents related to the position description as needed

I. Select “Save a draft” if you want to save the requisition, but do not wish to submit.

**Note:** The selected approval process will not be saved for drafts.

J. Click the “Submit” button when ready to generate a

**Next:** The Job Requisition will be routed for approvals to the individuals indicated on the approval process above.
## 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. The person who creates and facilitates aspects of the Student Employment process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Designee</td>
<td>The MPP who creates and facilitates aspects of the Student Employment process.</td>
</tr>
<tr>
<td>Dept. Supervisor</td>
<td>The MPP who the Student Assistant reports to. The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President.</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>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>HRDI Student Employment</td>
<td>The Student Employment Specialist</td>
</tr>
<tr>
<td>Reports To</td>
<td>The MPP Department Supervisor.</td>
</tr>
<tr>
<td>Asterisk Fields</td>
<td>Field required to be completed, e.g. Recruitment Status*.*</td>
</tr>
</tbody>
</table>
Next Step

Reviewing Applications

Refer to the Student Employee Applicant Review Guide. All guides can be found on the HRDI Website. They are located on the CHRS tab under Recruiting and User Guides.

**Note:** If the requisition has been approved and you have indicated “Direct Recruitment” but did not provide the direct hire information in the advertising summary, please email studentemployment@fullerton.edu with the direct hire information.
Appendix
Requisition Approval Processes for Student Assistants

FL – Student Assistant (1 Approver)

FL – Student Assistant (2 Approvers)

FL – Student Assistant (3 Approvers)

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>FL – Student Assistant</td>
<td>Select this for positions that only require a 1-level approval process. For example, an 1870 student assistant job code may only include one approver.</td>
</tr>
<tr>
<td>(1 Approver)</td>
<td></td>
</tr>
<tr>
<td>FL – Student Assistant</td>
<td>Select this for positions that require a 2-level approval process. Financial Aid is included as an approver if a position is searching for a Federal Work-Study Student only. For example, an 1870 student assistant job code may only include two approvers.</td>
</tr>
<tr>
<td>(2 Approver)</td>
<td></td>
</tr>
<tr>
<td>FL – Student Assistant</td>
<td>Select this for positions that require a 3-level approval process. Financial Aid can be included as an approver if a position is searching for a Federal Work-Study Student only. For example, an 1870 student assistant job code may only include three approvers.</td>
</tr>
<tr>
<td>(3 Approver)</td>
<td></td>
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</table>