Create a Position Description to Recruit

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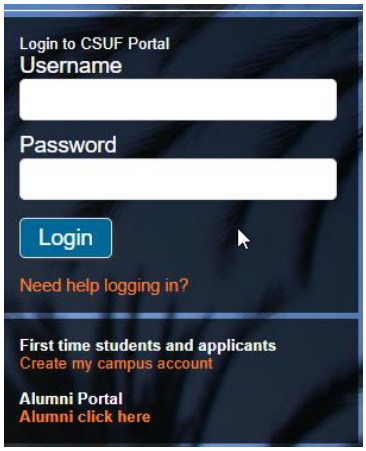
Access to CHRS Recruiting

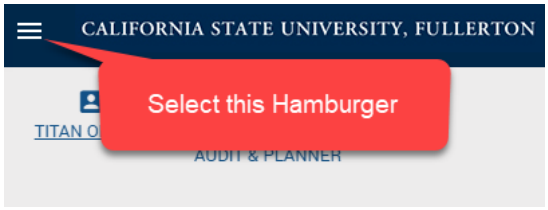
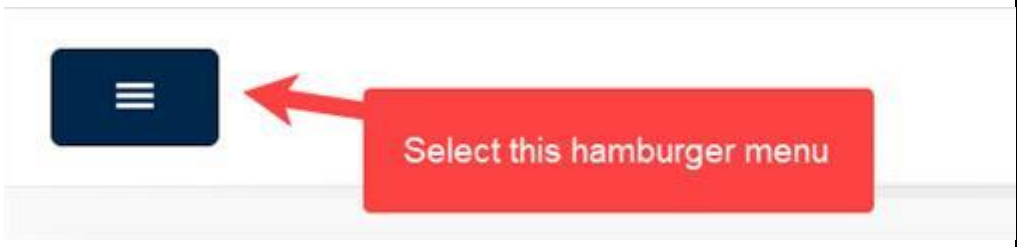
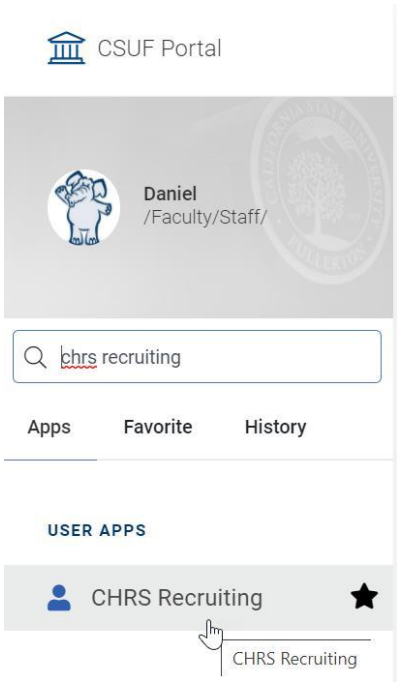
The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.

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 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)** **<u>IMPORTANT: POP-UP Blocker needs to be turned-off.</u>**	

2. Log into the Portal and enter your username and password	

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

Create a Position Description from a Template

This process allows a hiring manager or designee to utilize a position description template to create new positions within their department that are similar in job title, classification, and function to other positions across campus. Working from a template will provide consistency and expedite the position approval process.

The position information section outlines foundational position information utilized by the pre-approved position template within CHRS Recruiting. Here you can review the position description information to determine if the position description is appropriate.

IMPORTANT: Prior to creating a Position Description, you must have a CMS Position Number. Please have the CMS number available or contact your budget representative.

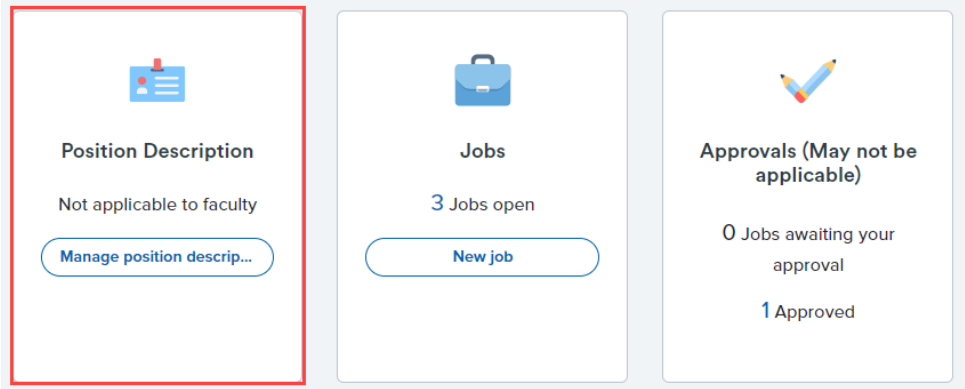
1. Your Dashboard:

A. Click on the "Manage position descriptions" tile to review all job position templates

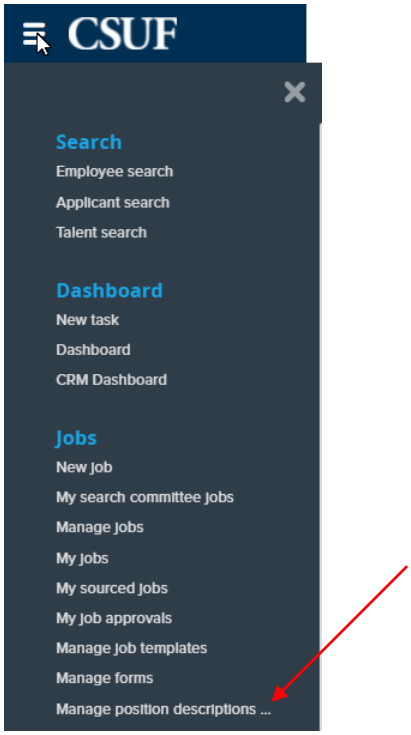
-Or-

B. Open the main menu on the dashboard and select "Manage Position Descriptions" under the "Jobs" section.

A



B



2. Position Description Template

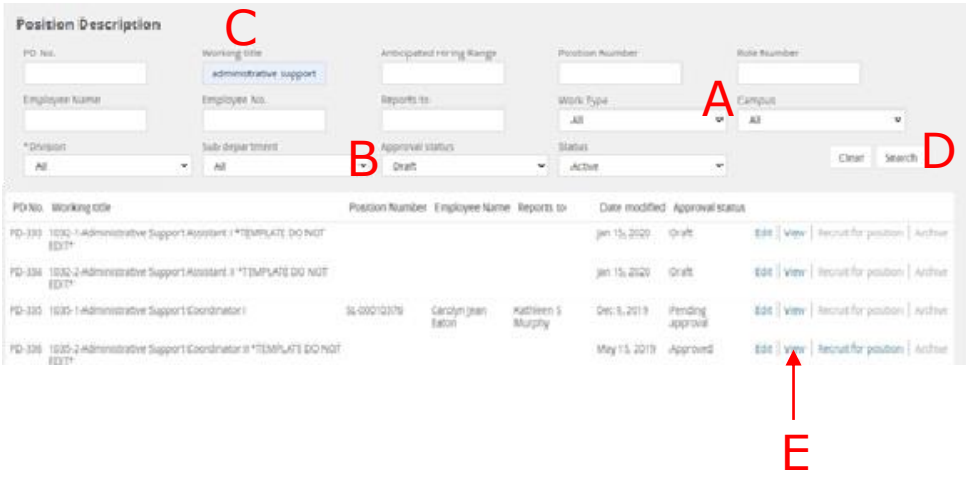
C. Enter campus field as "Fullerton"

D. For approval status, select "Draft"

E. Enter the working title search term of your position if applicable

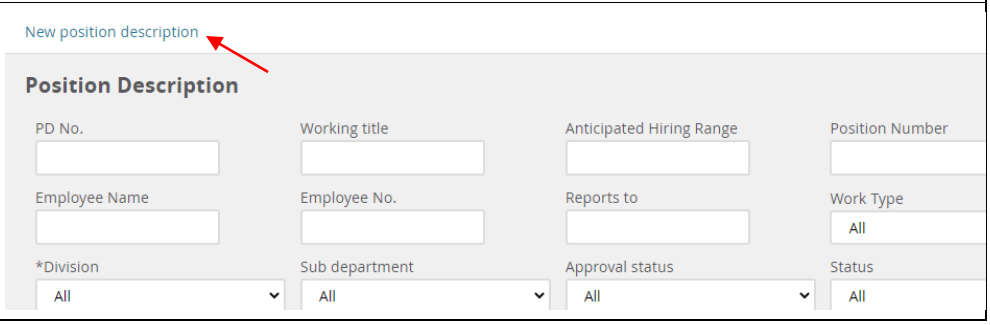
F. Click the "Search" Button

G. After selecting the position template, select "View" for the position description



3. Position Description

Select the "New position description" link to create a new position description.



Position Information – Review, Copy, and Edit

The position information section outlines foundational position information utilized by the pre-approved position template within CHRS Recruiting. Here you can review the position description information to determine if the data is appropriate.

1. Position Description Information A. On the top right, click on the ellipses image for the drop-down menu B. Select "Copy position description" This will allow you to use the copied template to customize the new position.	

2. Review and Update Position Information

A. In the position number field, enter the CMS position number in the following format: FL–000XXXXX. Click on the magnifying glass. The position number will auto-populate

B. Update the "CSU Working Title" to a relatable position, i.e. Office Assistant

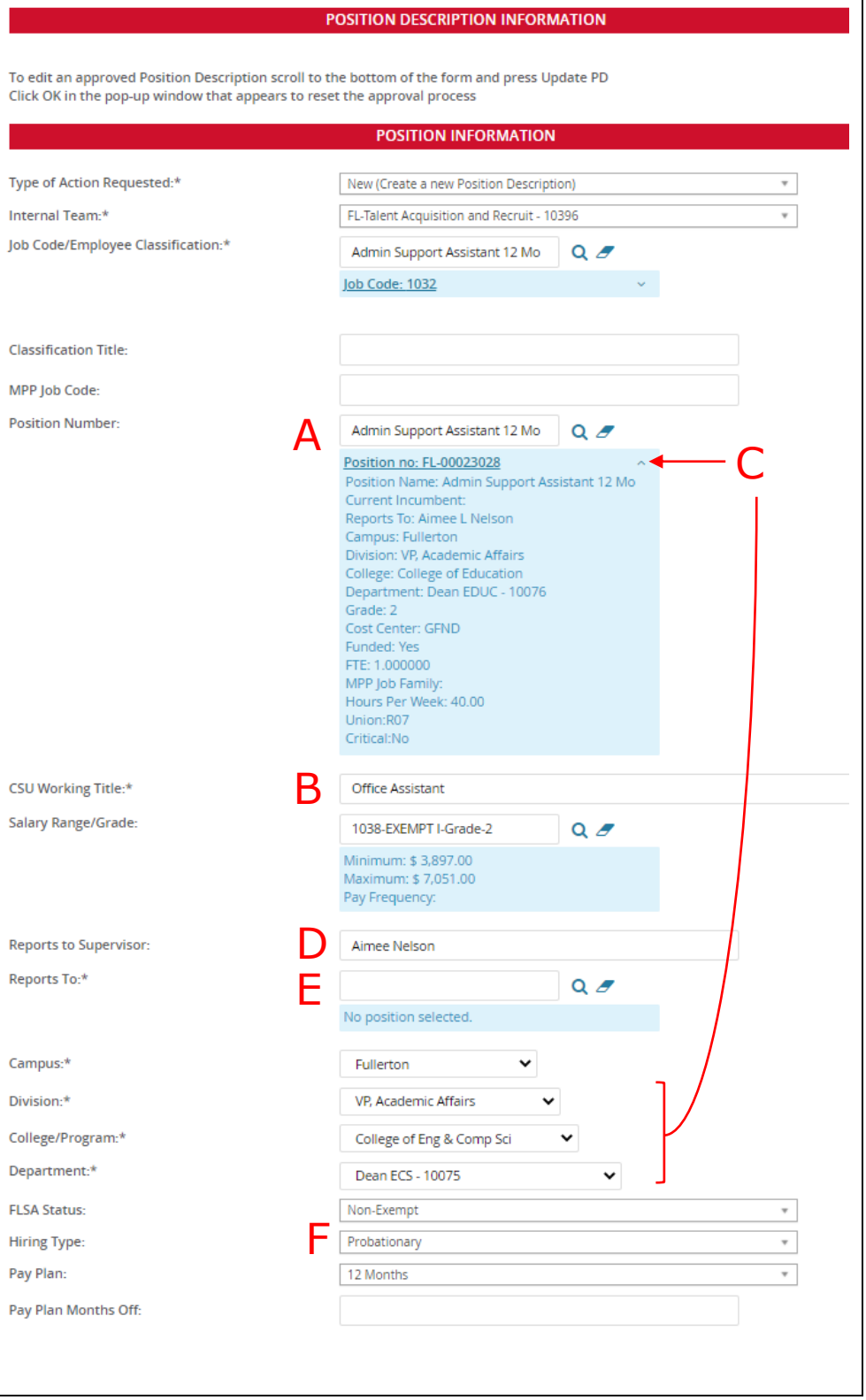
C. Click on the blue arrow to the right of the "Position Number." Review and update the following fields with the corresponding position number details.

- Division
- College/Program
- Department

D. In the "Reports to Supervisor" field, enter the name of the MPP supervisor

E. In the "Reports To" field, enter the CMS position number of the supervisor

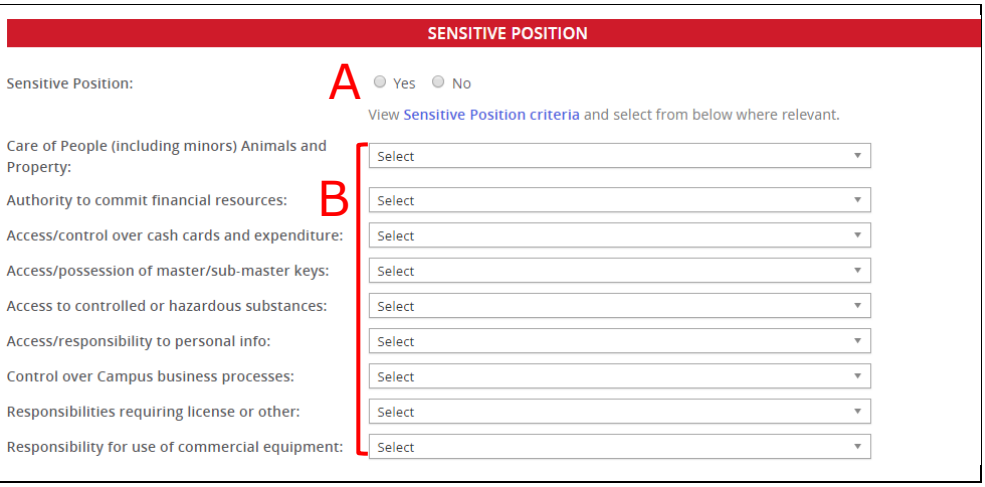
F. Select the "Hiring Type" from the drop-down menu.



3. Sensitive Position Section:

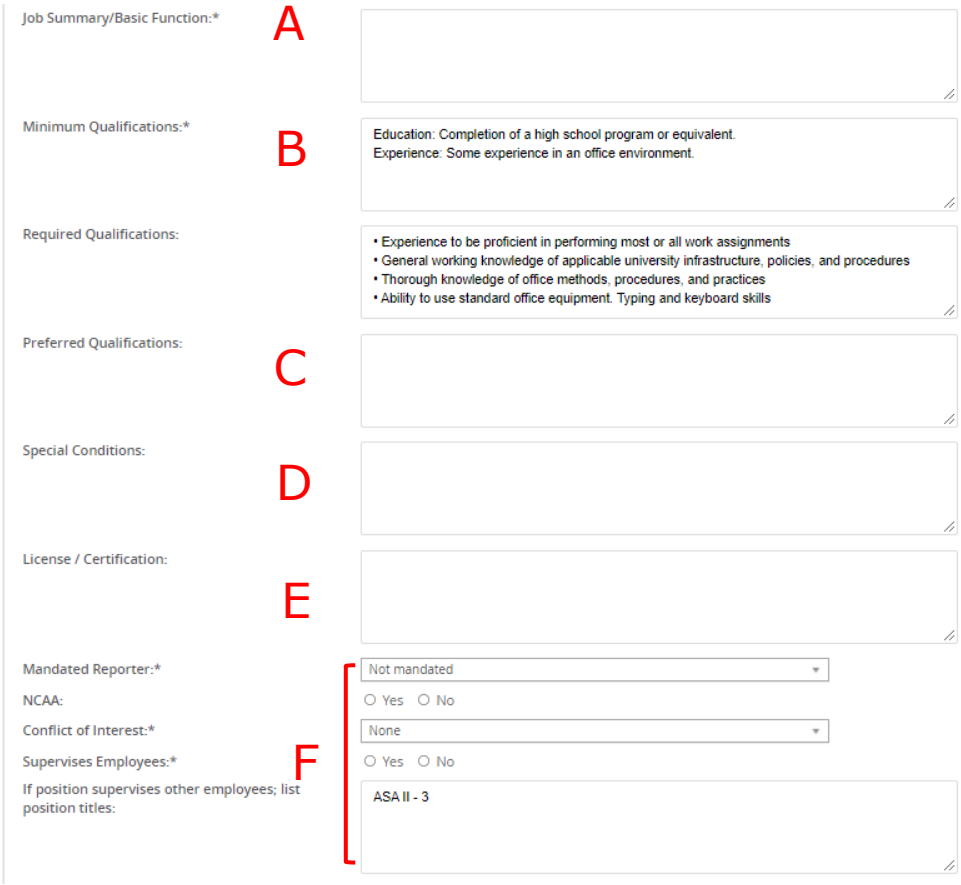
A. Under the "Sensitive Position" field, select "Yes."

B. Complete other categories by selecting "Yes" or "No."



4. Position Details Section:

A. Under "Job Summary/Basic Function," create a brief summary to attract applicants
B. The "Minimum Qualifications" and "Required Qualifications" auto-populate with the classification standards
C. Under the "Preferred Qualifications," add any additional preferred qualifications, skills and expectations related to the position. This will help identify the top candidates whose experience more closely parallels the department's needs
D. Enter any special conditions, e.g., occasional work schedule, travel, master key, etc.
E. Enter any License or Certification required or preferred
F. Review and update the following:
   - Mandated reporter
   - NCAA
   - Conflict of Interest
   - Supervises employees
   - If the position supervises other employees, list the classification and the number of employees



Job Duties – Update and Edit

The job duties section provides details to the primary functions of the position. List all responsibilities, tasks, and duties associated with the position and related duties. Assign a percentage of time allocated to each job duty and ensure the total equals 100%.

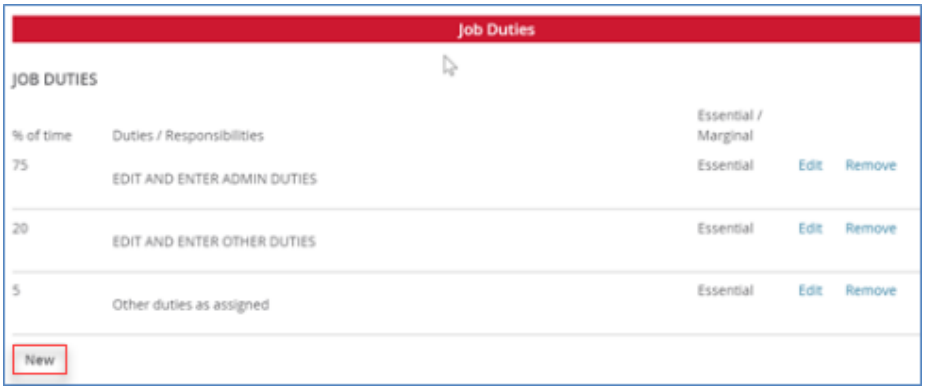
5. Job Duties

A. Select the "Edit" button

B. Update % of time and provide detailed information of the primary duties

C. Click the "Add" button to save

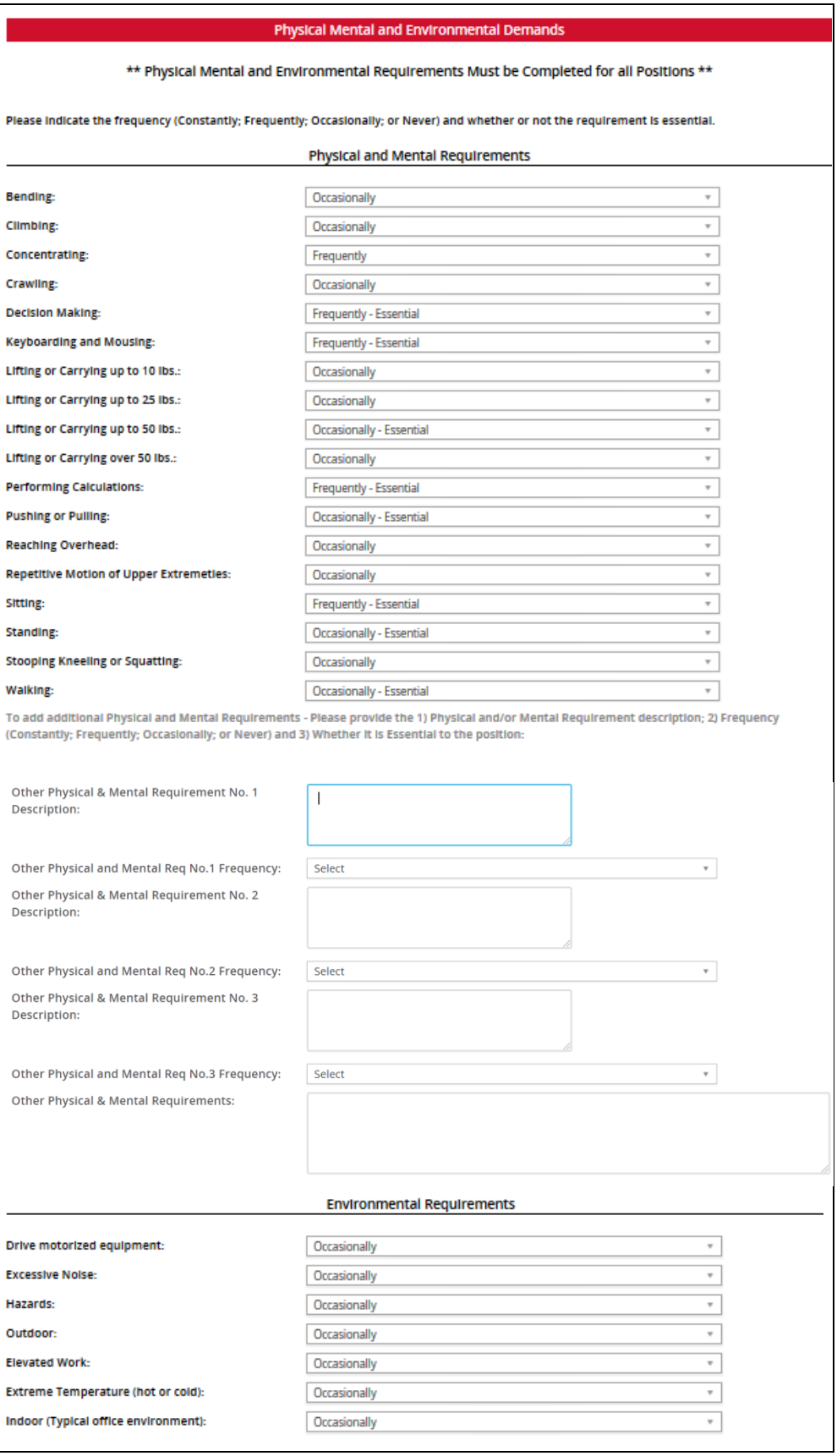
D. Select the "New" button to add additional rows, if needed



Physical, Mental, and Environmental Demand

6. Physical, Mental, and Environmental Demands

Review these fields.



Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions **

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

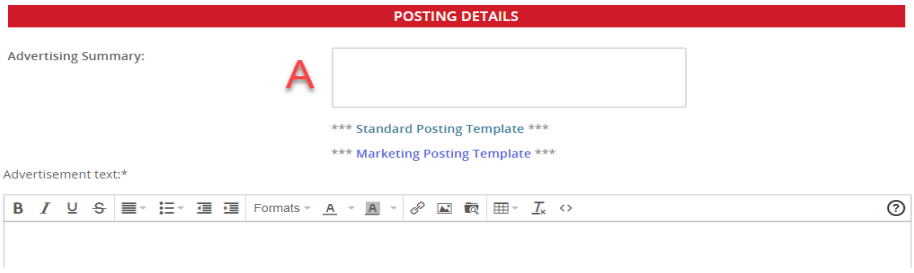
Bending:	Occasionally
Climbing:	Occasionally
Concentrating:	Frequently
Crawling:	Occasionally
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Frequently - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremeties:	Occasionally
Sitting:	Frequently - Essential
Standing:	Occasionally - Essential
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	
Other Physical and Mental Req No.1 Frequency:	Select
Other Physical & Mental Requirement No. 2 Description:	
Other Physical and Mental Req No.2 Frequency:	Select
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	Select
Other Physical & Mental Requirements:	

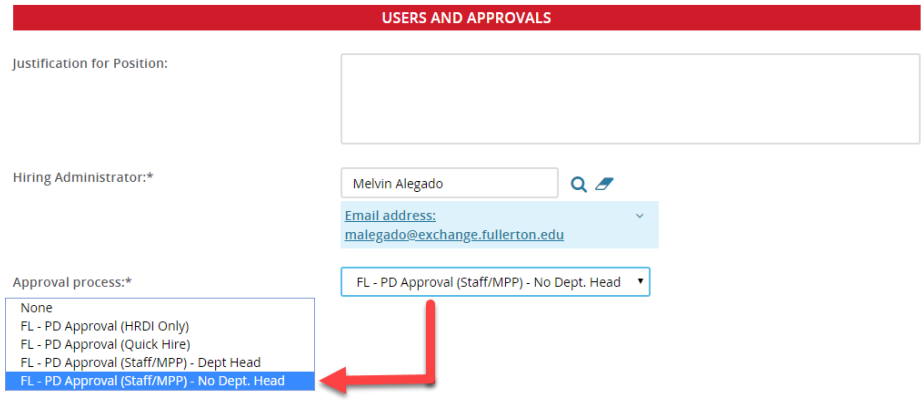
Environmental Requirements

Drive motorized equipment:	Occasionally
Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Occasionally
Elevated Work:	Occasionally
Extreme Temperature (hot or cold):	Occasionally
Indoor (Typical office environment):	Occasionally

7. Build your Position Advertisement A. Enter TBD in this field	

Users & Approvers – Select the Approval Process

This section is where you select the appropriate approval process based on the type of position you are hiring for and the divisional approval workflow.

8. Users & Approvers A. Provide Justification for the position B. Hiring Administrator: Input the name of the hiring manager and press enter C. Approval Process: • Select "FL–PD Approval (Staff/MPP) Dept Head" if the department has an Associate Dean or an additional approver OR • Select "FL – PD Approval (Staff/MPP) No Dept Head" for one less approval level	

A. MPP Supervisor/Associate Dean: Input the name of the hiring manager and press enter.

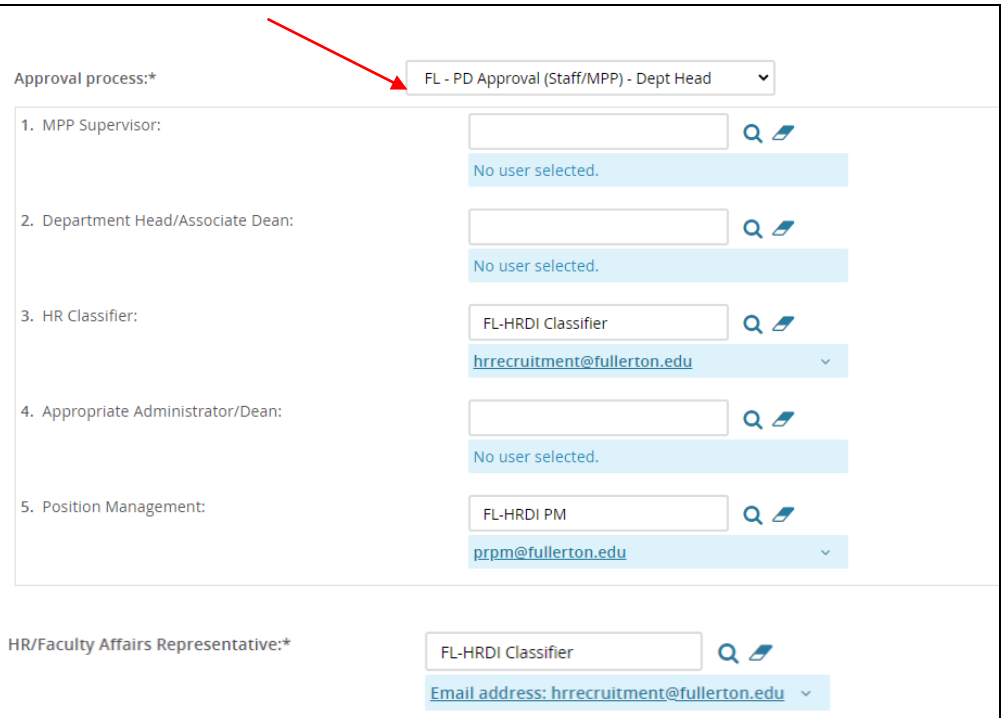
B. Department Head/Associate Dean: Input the department head or Associate Dean for this position

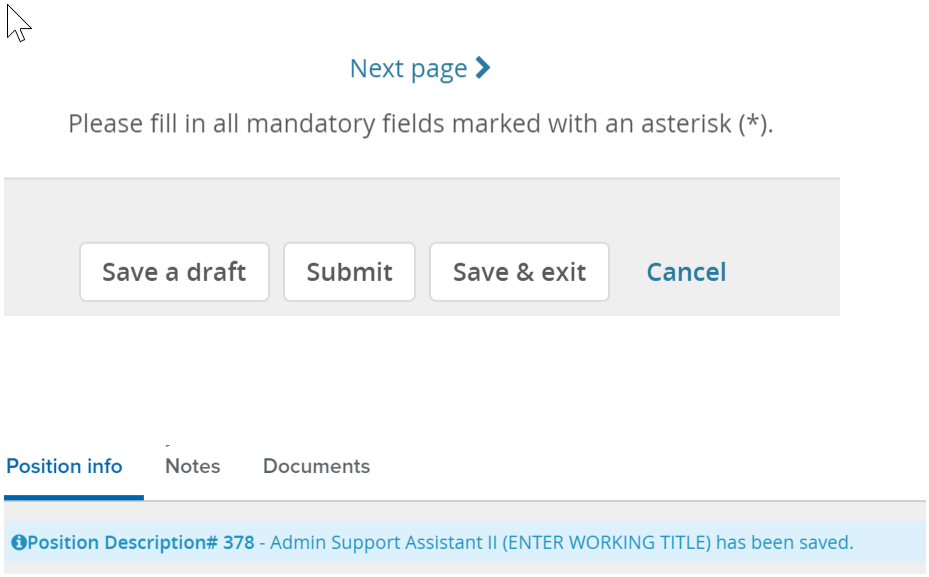
C. HRIE Classifier: DO NOT UPDATE (FL-HRIE Classifier)

D. Appropriate Administrator: This is the VP or VP's direct report (AVP or Dean)

E. Position Management: DO NOT UPDATE (FL-HRIE PM)

F. HR/Faculty Affairs Representative: DO NOT UPDATE (FL-HRIE Classifier)



2. **Submit to Save and Record the Position Description 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 Position Description (PD) number at the top of the page. The PD will be routed for approval. **C.** Click on "Save & Exit" *****IMPORTANT: Record the PD number*****	

Definitions and Terms

Approval Process	The position description has approval processes, which will route through the workflow process via email to the respective areas as selected.
Dept. Supervisor	This is the MPP Supervisor for the position.
Dept. Head	The is the MPP who oversees the MPP Supervisor, if applicable, e.g., Associate Deans and MPP's who report to an AVP or Dean.
Appropriate Administrator	This is a Provost or Vice President. This 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*.