Approval Process

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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 your access is limited, a request must be submitted to Melvin Alegado at malegado@fullerton.edu.

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
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

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2. Notifications of Revision

A. During the approval process, if someone updates any field(s), you will be notified

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Hello Phoebe,

A position description for Payroll Technician II 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 position description in more detail, approve, provide comments or decline, please click the following link to login: [VIEW.POSITIONDESCRIPTION]

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: Payroll Technician II
- Division: VP, HR, Diversity & Inclusion
- College/Department: Payroll Services - 10152
- Manager: Melvin Alegado, Talent Acquisition Manager
- Thank you,
  Talent Acquisition Team
- California State University, Fullerton
  Human Resources Diversity & Inclusion

Hi Melvin,

The position description Payroll Technician II - position description number: 448 has been updated by Juanita Arreola.

To view the Position Description, please click the following link:

[View Position Description]

Regards,

Fullerton Recruitment Team
3. Revision History

A. To view the updates on the requisition, click on the ellipses 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**

A. Select “Fullerton” for campus login

B. Enter your username and password

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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_POSITIONDESCRIPTION" to view the file. 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 Email

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***

2. Confirmation Email

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

B. The recruiter will prepare the offer for finalization

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**Offer Recommendation Form Approval**

Dear Jeffrey,

Please review the offer details for Jennie Ho for the position of Physician - Range A, job number 493441.

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 step, HRD will be notified.

If you have any questions, please contact HRD at Ext. 2489.

Thank you,

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

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**Offer approved**

Hi Jeffrey,

The Job Offer for Janet Enríquez for position of Fl - Admin Support Assistant II - Job Number: 483392 has been accepted and prepared.

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

Regards,

Jeffrey Lum
Admin Analyst/Spocist 12 Mo
657/278-3571
jlum@exchange.fullerton.edu