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 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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Log into the Portal and enter your username and password</td>
</tr>
</tbody>
</table>

![Login Screen](image)
3. Search for the CHRS Recruiting App

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.
2. **Position Description Template**

   A. Enter campus field as “Fullerton”

   B. For approval status, select “Draft”

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

   D. Click the “Search” Button

   E. After selecting the position template, click “View”

3. **Select the “New position description” link if a Position Description Template is not available.**
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 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. In the CSU Working Title Field, enter the working title of the position.
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.

i. Division
ii. College/Program
iii. Department

D. In the “MPP Supervisor” field, enter the CMS position number of the MPP supervisor

E. Select the “Hiring Type” from the drop-down menu.

3. Sensitive Position Section:

A. Under the “Sensitive Position” field, select “Yes.”

B. Complete all 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

   *Mandated Reporter:
   *NCAA:
   *Conflict of Interest:
   *Supervises Employees:
   If position supervises other employees; list position titles:

   Not mandated
   ☐ Yes ☐ No
   None
   ☐ Yes ☐ No

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
   1) Update % of time and provide examples of the primary duties
      Add
   2) Click the button to save
      New

B. Select the button to add additional rows, if needed
## Physical, Mental, and Environmental Demands

### 6. Physical, Mental, and Environmental Demands

Review these fields.

***Important: Not all users have access to this section***

<table>
<thead>
<tr>
<th>Physical and Mental Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Cleaning</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Concentrating</td>
<td>Frequently</td>
</tr>
<tr>
<td>Crawling</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Decision Making</td>
<td>Frequently - Essential</td>
</tr>
<tr>
<td>Keyboarding and Mousing</td>
<td>Frequently - Essential</td>
</tr>
<tr>
<td>Lifting or Carrying up to 10 lbs.</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Lifting or Carrying up to 25 lbs.</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Lifting or Carrying up to 50 lbs.</td>
<td>Occasionally - Essential</td>
</tr>
<tr>
<td>Lifting or Carrying over 50 lbs.</td>
<td>Occasionally - Essential</td>
</tr>
<tr>
<td>Performing Calculations</td>
<td>Frequently - Essential</td>
</tr>
<tr>
<td>Pushing or Pulling</td>
<td>Occasionally - Essential</td>
</tr>
<tr>
<td>Reaching Overhead</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Repetitive Motion of Upper Extremities</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Sitting</td>
<td>Occasionally - Essential</td>
</tr>
<tr>
<td>Standing</td>
<td>Occasionally - Essential</td>
</tr>
<tr>
<td>Stooping, Kneeling, or Squatting</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Walking</td>
<td>Occasionally - Essential</td>
</tr>
</tbody>
</table>

To add additional physical and mental requirements - please provide 1) physical/mental requirement description; 2) frequency (constantly; frequently; occasionally; or never) and 3) whether or not the requirement is essential.

### Environmental Requirements

<table>
<thead>
<tr>
<th>Environmental Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wear motorized equipment</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Exposure to noise</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Mud/Slush</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Outdoors</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Elevated Work</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Extreme Temperature (hot or cold)</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Indoor (typical office environment)</td>
<td>Occasionally</td>
</tr>
</tbody>
</table>
Posting Details – Build the Position Summary

This section of the position description template allows you to create the marketing summary for the job posting.

1. Build your Position Advertisement

   A. Enter a 1-2 sentence statement to spark the candidates’ interest in the position

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.

1. Users & Approvers

   A. Provide Justification for the position

   B. Hiring Administrator:
      Input the name of the hiring manager and press enter

   C. Approval Process:
      1) Select “FL-PD Approval (Staff/MPP)” if the department has an Associate Dean or an additional approver
      2) Select “FL – PD Approval (Staff/MPP) No Dept Head” for one less approval level
A. **Dept. Supervisor:** Input the name of the hiring manager and press enter.

B. **Dept. Head:** Input the appropriate name and press enter. This may be the same as Dept. Supervisor.

C. **HRDI Classifier:** DO NOT UPDATE (FL-HRDI Classifier)

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

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

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### Definitions and Terms

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>The position description has approval processes, which will route through the workflow process via email to the respective areas as selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Supervisor</td>
<td>This is the MPP Supervisor for the position.</td>
</tr>
<tr>
<td>Dept. Head</td>
<td>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.</td>
</tr>
<tr>
<td>Appropriate Administrator</td>
<td>This is a Provost or Vice President. This 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>
</tbody>
</table>
Asterisk location | Example | Required by
--- | --- | ---
Beginning | *Campus | CSU
End | Recruitment Status* | CHRS Recruiting
Beginning and end | *Reason* | Both CSU and CHRS Recruiting

Related documents

- Approval Process
- Job Requisition
- Job Approvals