

Introduction

Approvals in CHRS Recruiting occur for the Job Card also called the Requisition, which is completed to initiate a recruitment. Email notifications will be sent to approvers in sequence. After one person approves, the next will receive an email and so forth.

Step-by-Step Process**Approve a Job Card – Option 1**

1. Reply to the email
2. Enter "Approve" in the body of the email
3. Send the message

Job Requisition Approval Inbox x

Job or PD approval <jobapproval.rvhppm.vvm.lvmbbl@m.dcd4.pageuppeople.com> to me Thu, Jun 4, 2:37 PM (2 days ago)

A requisition for position Test-Admin Support - Job Number: 493775 has been routed to you for approval.

You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter before approving. You can also decline the job if this requisition is not approved.



Quick Reference Job Details:
Job Title: Test-Admin Support
Job Number: 493775
Classification Title:
Department: Student Affairs Office
Manager: Demo HM Baseline,
Hiring Type: Probationary
Position Type: Staff
FTE: 1
Pay Plan:
Salary Range: 2358-A-Grade-2

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 comments or decline, please click the following link to login:
[View requisition](#)

Regards,
Demo Campus Recruitment Team



Approve a Job Card – Option 2

1. From the email notification, Click View requisition
2. CHRS Recruiting uses your SDSUId credentials to login – if you already logged in it will take you to directly to the Job Card
3. View the Job Card and scroll to the bottom of the page
4. Click Approve (A)

If applicable, you may decline the Job Card as well. This will notify the hiring manager and the person who created the Job Card.

Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is. (B)

REQUISITION INFORMATION

Internal Team: SD-Human Resources - 68006

Recruitment Process:* SD - Staff Process

Application Form: SD - BASE Staff (Job - '505483') Preview Customize for job

Job Code/Employee Classification:* Per Diem Non Exempt Healthcar Q ✎
Job Code: 7930

Salary Range/Grade:* 7930-PRD NE HLT-Grade-0 Q ✎
 Minimum: \$ 19.92
 Maximum: \$ 84.86
 Pay Frequency:

Classification Title: Per Diem Non Exempt Healthcare

CSU Working Title:* Registered Nurse II

MPP Job Code:

Campus:* San Diego

Division:* Student Affairs

College/Program:* Student Affairs Asso VP-AD

Approval process:* SD - Student Affairs & Campus Diversity

1. Hiring Manager:	Rachael Stalmann ✓ Approved Jan 25, 2022
2. Class & Comp:	Frankie Gutierrez 👤 You are here Resend email to approver
3. Resource Management:	Sarah Vanderburgh B
4. AVP:	Rashmi Praba

HR/Faculty Affairs Representative:* Rachael Stalmann

[Next page >](#)

Please fill in all mandatory A marked with an asterisk (*).

Save a draft Approve Decline Cancel

Approve a Job Card – Option 3

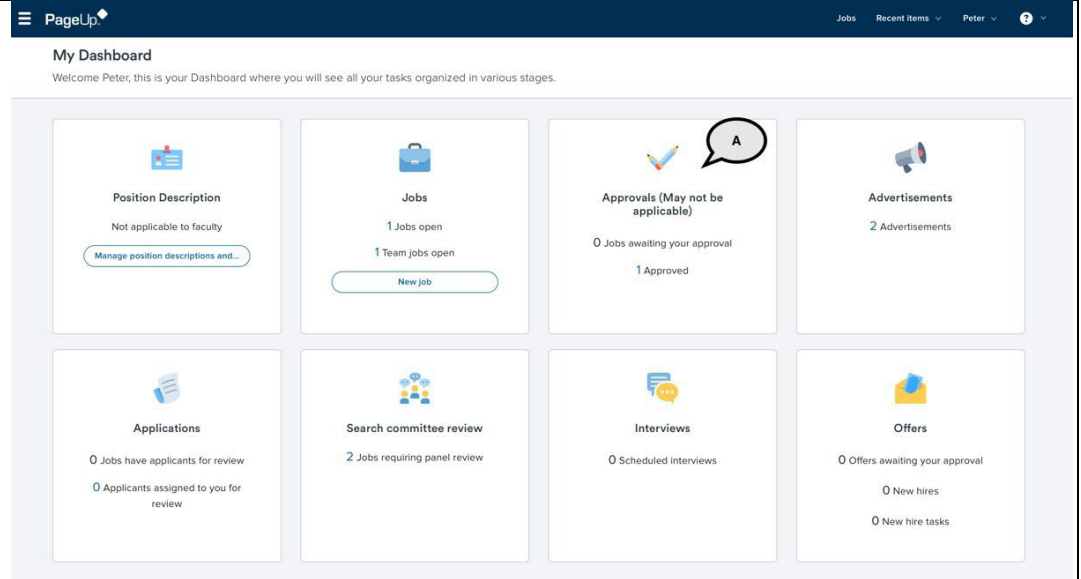
1. Log into CHRS Recruiting using your SDSUId and password.

The Dashboard is displayed – Tile Dashboard

On the tiled dashboard, the Approvals tile will show the number of jobs awaiting your approval and the number you have already approved.

1. Click the hyperlinked number to view the Job Card and approve

Please note, your role dictates which dashboard you will see. There are two types: List, Tiles.

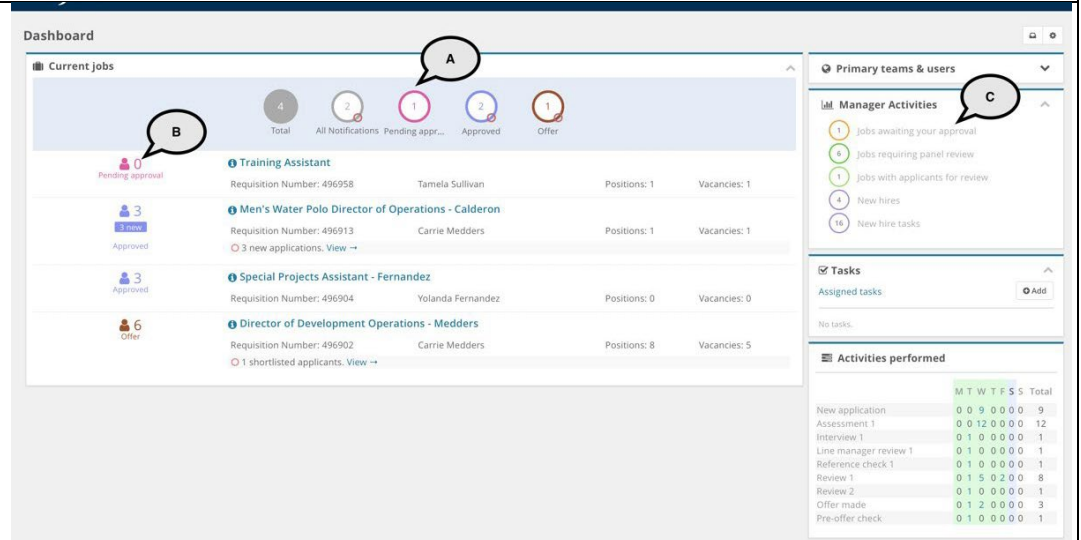


The Dashboard is displayed – List Dashboard

On the list dashboard, approval information can be seen in three places:

A – The pink Pending Approvals circle will display when you have pending approvals; click the circle to see the list of jobs to approve then click View to view the Job Card; please note, this list will include jobs you need to approve now and other jobs for which you are in the approval chain (some you may have approved already, some may still be in process)

B – In the full list of jobs, those Pending Approval will be noted with a pink icon; click the icon to see the full list of jobs to



Requisition Number	Name	Positions	Vacancies
496958	Training Assistant - Tamela Sullivan	1	1
496913	Men's Water Polo Director of Operations - Calderon	1	1
496904	Special Projects Assistant - Fernandez	0	0
496902	Director of Development Operations - Medders	8	5

approve or click the job title from the main list

C – In the Manager Activities section, the jobs awaiting your approval will be listed with a pink circle; click the hyperlink to see the full list of jobs to approve then click View on the Job you wish to approve

The Job Card displays

1. Scroll to the bottom of the page
2. Click Approve (A)

If applicable, you may decline the Job Card as well. You will be prompted to select a reason for the denial and given a space to enter notes. This will notify the hiring manager and the person who created the Job Card.

Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is. (B)

REQUISITION INFORMATION

Internal Team:	SD-Human Resources - 68006		
Recruitment Process:*	SD - Staff Process		
Application Form:	SD - BASE Staff (Job - '505483')	Preview	Customize for job
Job Code/Employee Classification:*	Per Diem Non Exempt Healthcare		
	Job Code: 7930		
Salary Range/Grade:*	7930-PRD NE HLT-Grade-0		
	Minimum: \$ 19.92 Maximum: \$ 84.86 Pay Frequency:		
Classification Title:	Per Diem Non Exempt Healthcare		
CSU Working Title:*	Registered Nurse II		
Approval process:*	SD - Student Affairs & Campus Diversity		
1. Hiring Manager:	Rachael Stalman Approved Jan 25, 2022		
2. Class & Comp:	Frankie Gutierrez You are here Resend email to approver		
3. Resource Management:	Sarah Vanderburgh		
4. AVP:	Rashmi Praba		
	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>		
HR/Faculty Affairs Representative:*	Rachael Stalman		
	Next page >		
	Please fill in all mandatory fields marked with an asterisk (*).		
	<input type="button" value="Save a draft"/> <input type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Cancel"/>		