Table of Contents

Introduction

Initiating recruitments in CHRS Recruiting involves completing the Job Card (also known as requisition) and submitting for approval andposting. This process will occur for all Staff and MPP positions. This guide will outline the steps to complete the Job Card, including which fields are required, which are optional, etc.

General Information

Recruiting for a New Position
You must have a position number in order to complete a Job Card. If you are recruiting for a new position you must obtain the position number before starting this process.

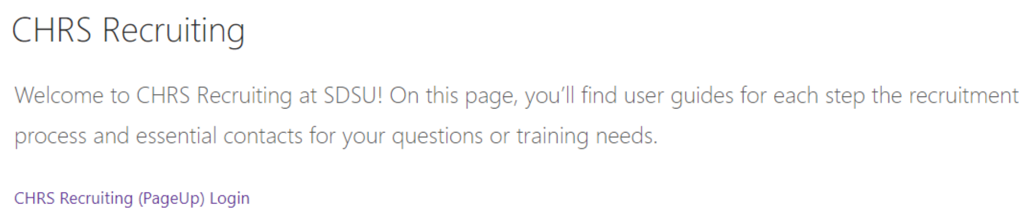
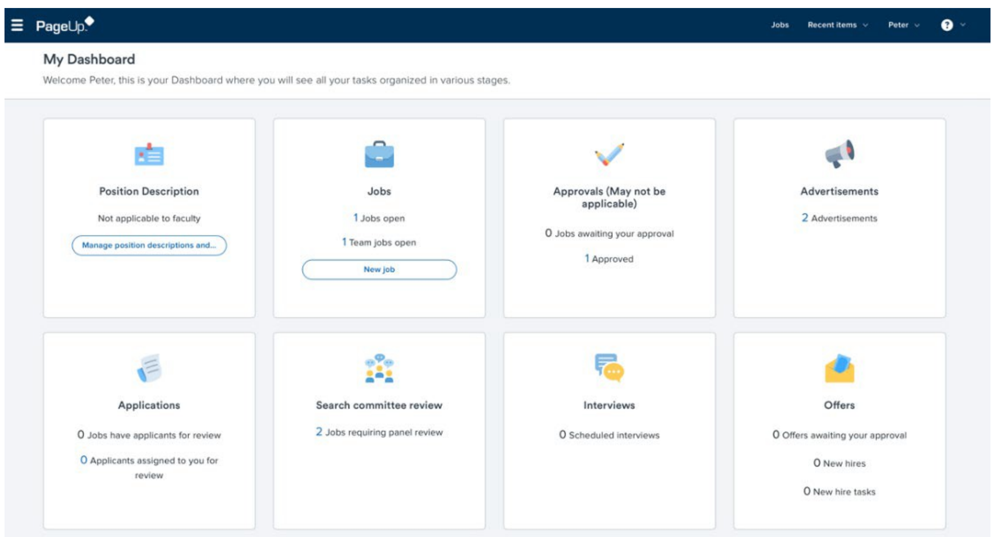
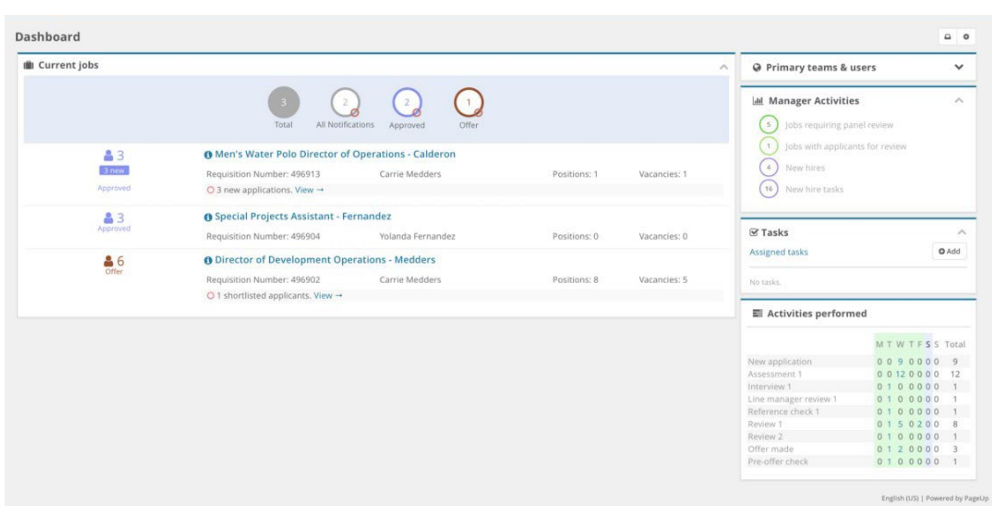
- New Staff/MPP Positions (no position number): Complete a Position Action Request (PAR) and submit it to the Budget Office via email at budget@sdsu.edu. Budget will create the position in PeopleSoft then the nightly process will push the information to CHRS Recruiting. At that time, you may start the process to complete the Job Card.

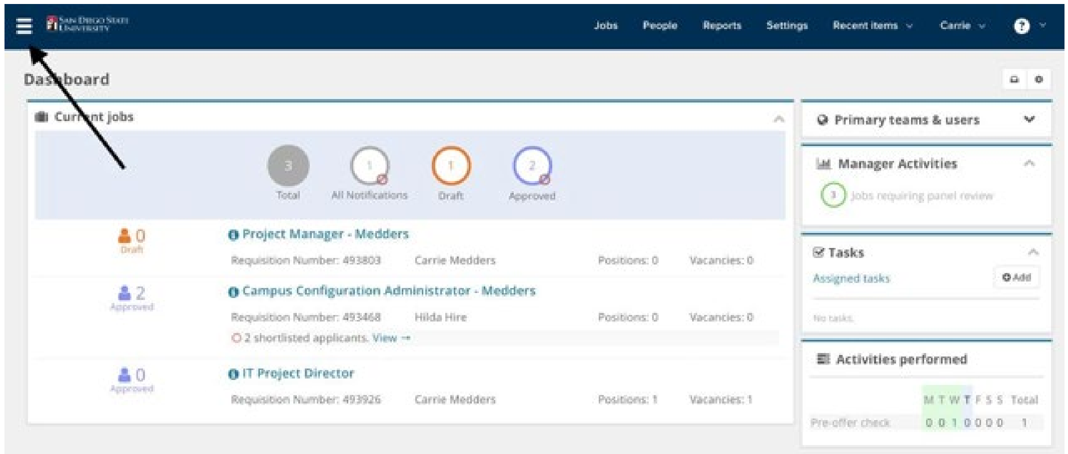
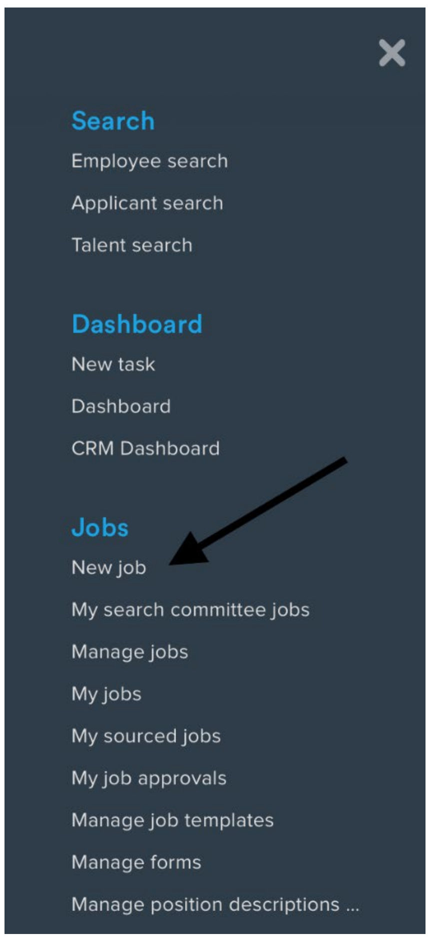
Position Description
An updated position description (PD) must be included on the job card. Use the recently revised PD in Google Doc format for easy collaboration. You will include the link to the PD in the Notes tab.

Search Committee
It is helpful to have your search committee identified prior to completing the Job Card. If the information is keyed upfront it will save time later in the process.

If one of your search committee members is not a current SDSU employee (faculty, staff or student), please contact your Recruiter as they will have to be set up in PeopleSoft then migrated to CHRS Recruiting in the overnight process.

Complete the Job Card

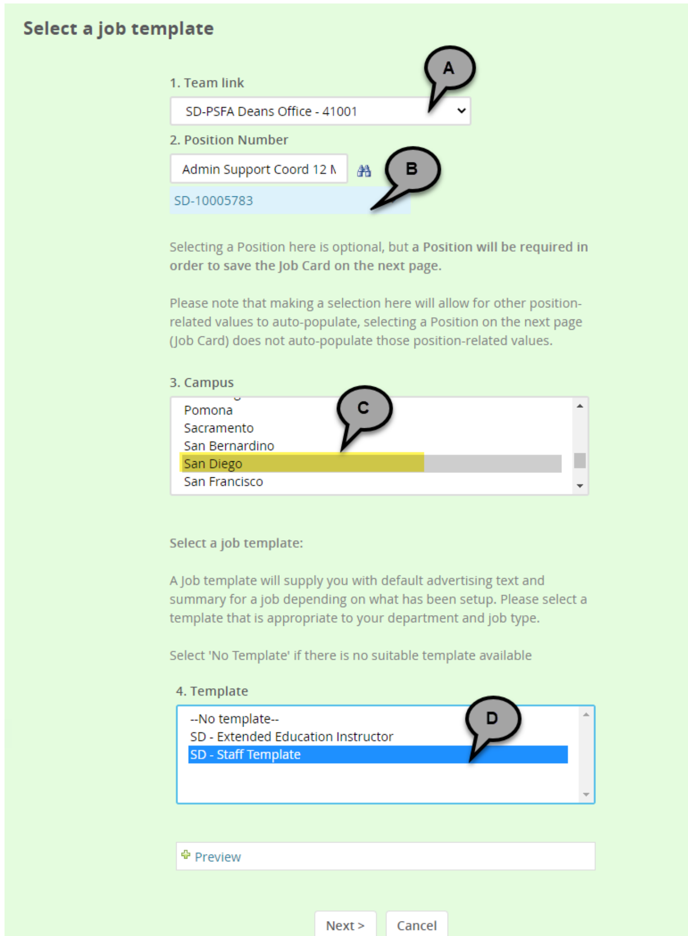
Log into CHRS Recruiting 1. Navigate to [CHRS Recruiting]() 2. User your SDSUid and password tolog in	
The Dashboard is displayed *Please note, depending on your role the dashboard will look different. Two versions are shown here.* From the tiled dashboard, click New Job from the Jobs tile. From the list dashboard, use the menu (shown in next step).	 

<table>
<tr>
<td>From your Dashboard, click the hamburger icon to open the main menu</td>
<td>
</td>
</tr>
<tr>
<td>In the Jobs section, click New job</td>
<td>
</td>
</tr>
</table>

Select a job template

1. Select the Team link (department) where the position resides (A)
2. Enter or search for the position number; **all position numbers begin with "SD-"** (B); this is a required field
3. Select San Diego State University from the Campus list (C); this is a required field even though it does not have an *
4. Select a SD – Staff Template (D)
5. Click Next

Please note, disregard the Preview field.



B – View Position Details

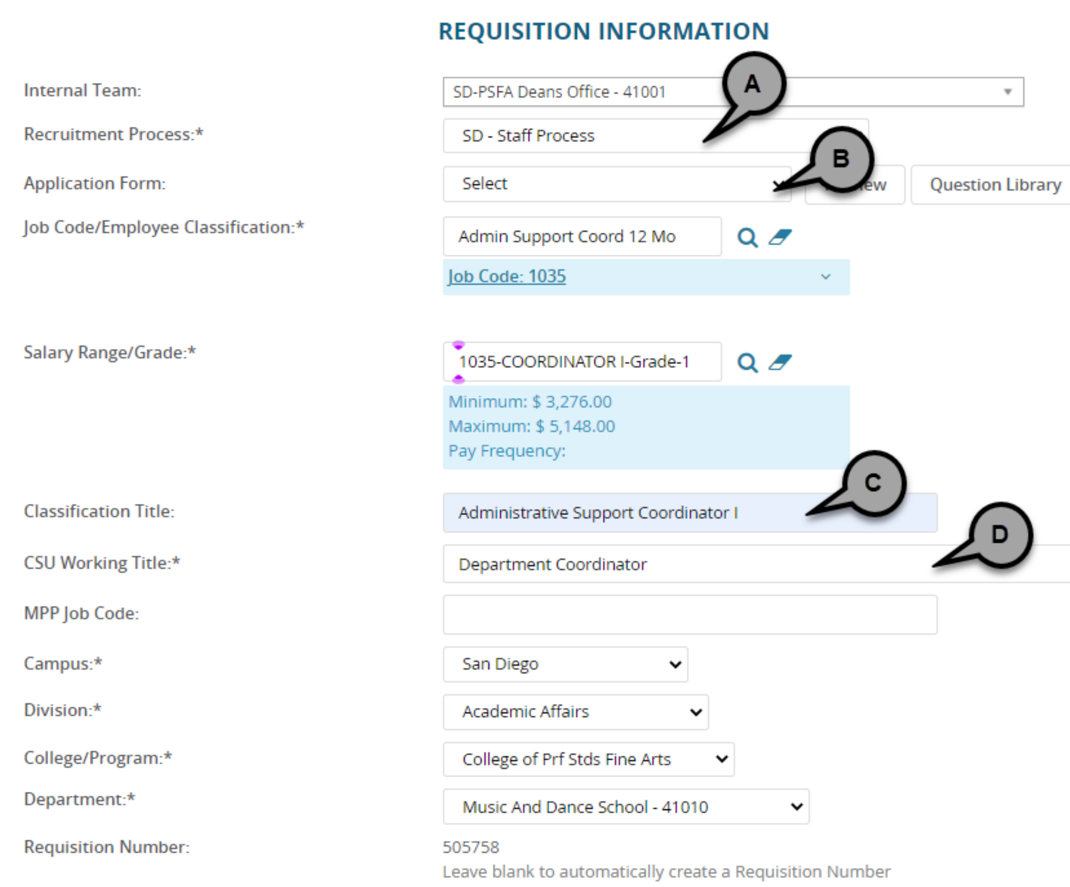
1. Click the caret on the right side of the field
2. Validate the position information; if the position is being reclassified or the Reports To is being updated, the HR Class & Comp team will update this when as part of the approval process. Click the caret again to close thebox

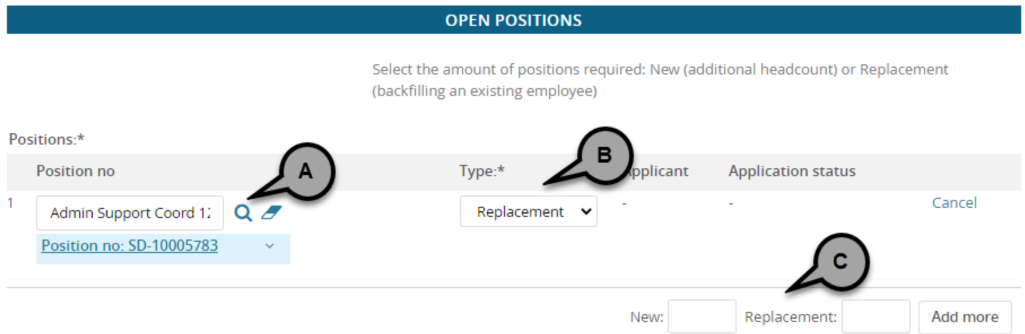
Complete the Requisition Information
Numerous values will default from the selected position

1. Select the Recruitment Process “SD – Staff Process” if not already populated (A)
2. Application Form (B): Skip this field; the recruiter will select the application
3. Classification Title (C): spell out the classification
4. CSU Working Title (D): Enter working title from PD.

All fields marked with an astric (*) are required.

Please note, the Requisition number will populate upon Submit. Leave this blank. (C)

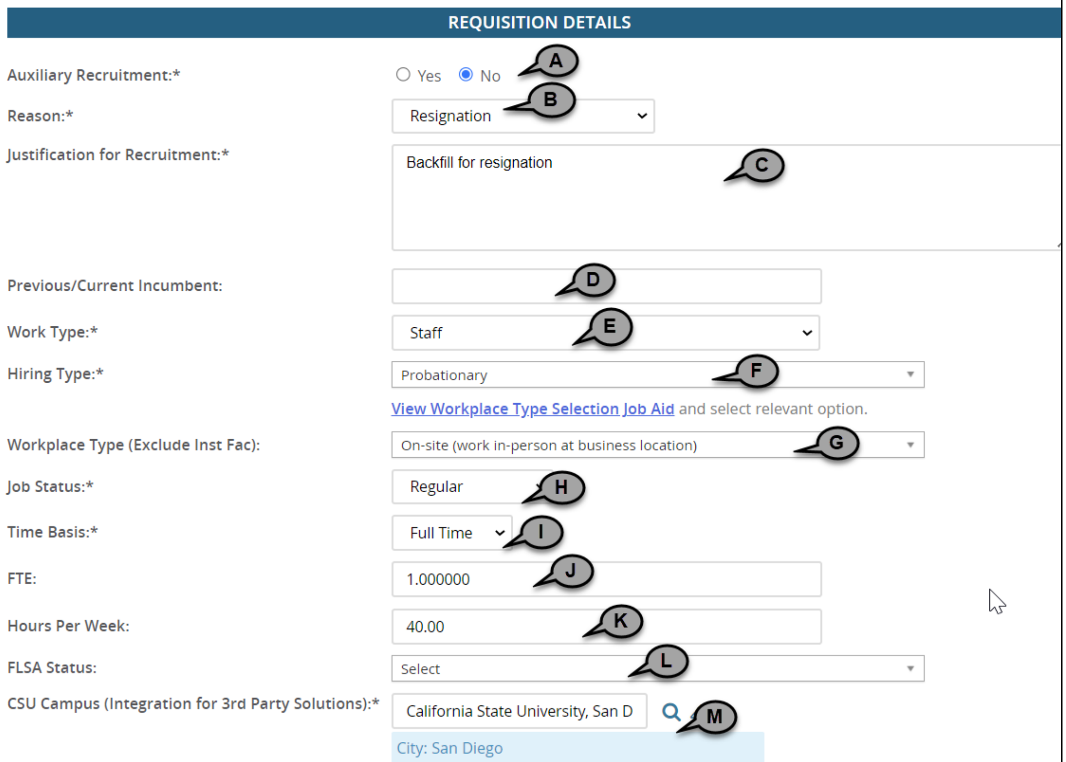


Enter the Position(s) you wish to recruit for 1. The first position populates based on your selection on the first page (A) 2. Select New or Replacement (B) 3. Use the New or Replacement boxes to add more than one position (C) *Please note:* • *Positions must be identical (class, salary, time base, etc.) to add more than one to a single recruitment.*	

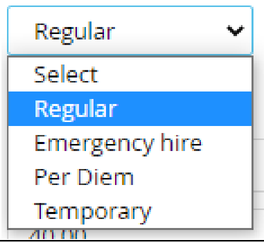
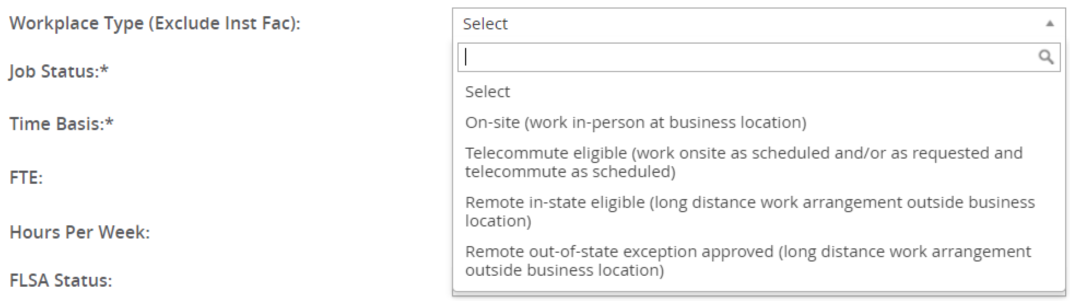
Enter the Requisition Details

1. Select No for Auxiliary Recruitment (A)
2. Select the Reason for opening the recruitment (B)
3. Enter the Justification for Position (C)
4. Entering the Previous/Current Incumbent is optional (D)
5. Select the Work Type (E)
6. Select the Hiring Type (F) – Prob or Temp for Staff, At-will for MPP
7. Select the workplace Type (G)
8. Verify the Job Status; change if necessary (H)
9. Verify the Time Basis; change if necessary (I)
10. Verify the FTE and ensure it has two decimal places (1.00) (J)
11. Verify the Hours per week (K)
12. Enter the FLSA Status if you know it (L)
13. CSU, San Diego should always be selected for CSU Campus (Integration for 3rd Party Solutions) (M); this is used for integration and is required

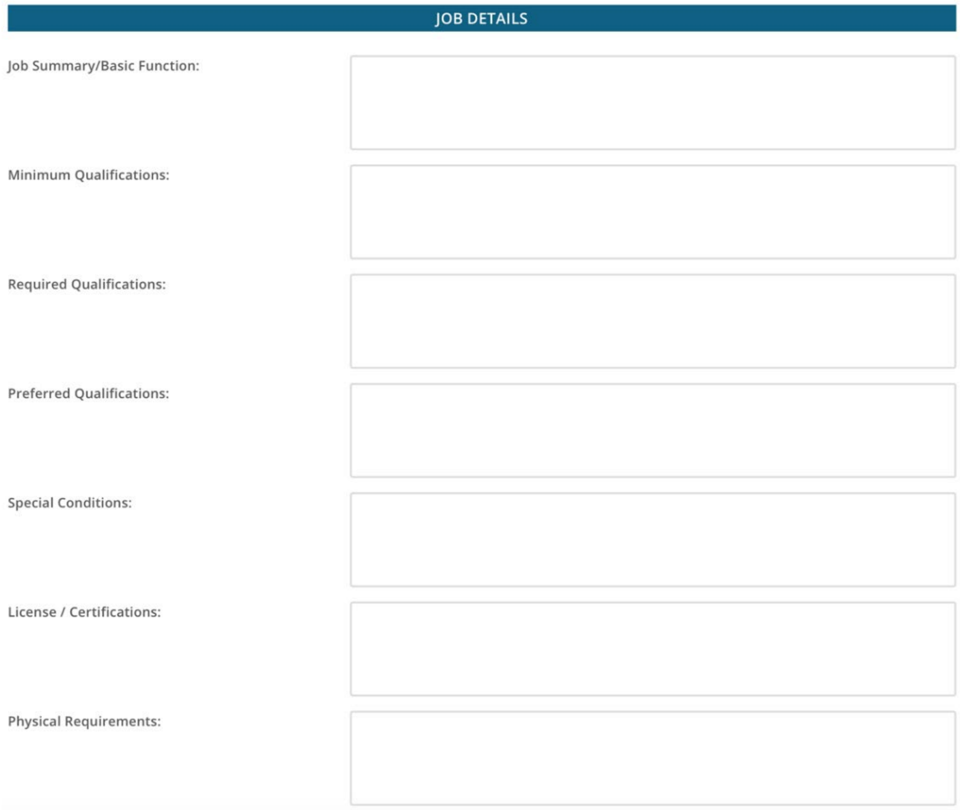
Please note, the FTE and Hours fields are not connected. Make sure both are correct.



A – Select the reason from the list of available options	Resignation Select Multiple Positions End of Temporary Assignment Leave Coverage New Position Resignation Re-Organization Retirement Termination Transfer Death
D – Select the work type from the list of available options *Please note, only the following work types will be used:* • *Management (MPP)* • *Staff* • *Non-Instructional Faculty (Coach/Counselor/ Librarian)*	Staff Select Management (MPP) Staff Extended Education Instructor Instructional Faculty - Temporary/Lecturer Instructional Faculty – Tenured/Tenure-Track Non-Instructional Faculty (Coach/Counselor/Librarian) Research Fellows
E – Select the hiring type from the list of available options *Please note, At-Will should only be used for MPPs. Tenured should not be used.*	Probationary Select At-will Probationary Temporary Tenured

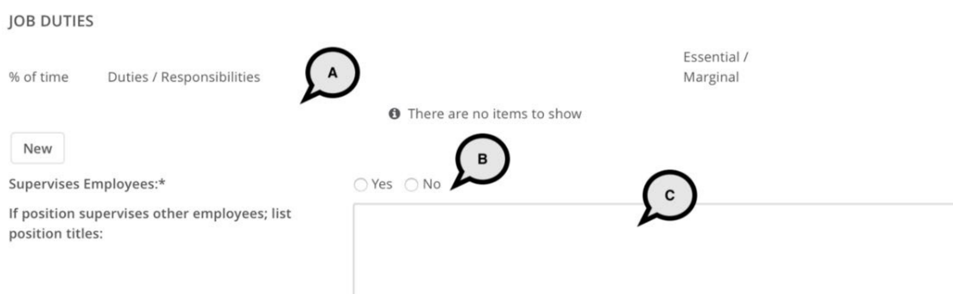
F – Select the job status from the list of available options *Please note, Emergency hire will not be used.*	
G – Select the workplace type from the list of available options *Please note, all telecommuting must be approved through Labor & Employee Relations* • **On-site:** position works on-campus • **Telecommute eligible**: position is eligible for partial telework • **Remote in-state eligible:** position is fully remote *(this will rarely be used)* • **Remote out-of-state exception approved:** position is fully remote working from out of state (this requires presidential approval and is used very rarely	

The Job Details section can be left blank



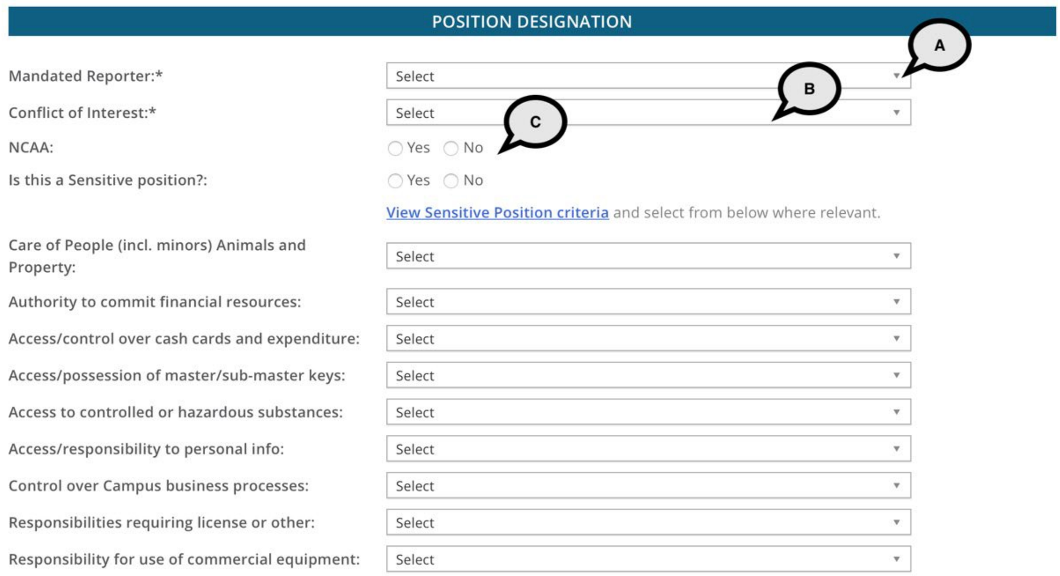
Complete the Job Duties Section

1. The duties/responsibilities section (A) should be left blank
2. Indicate whether or not this position will supervise employees (B); this is required
3. If yes, enter the position titles supervised by this position (C)



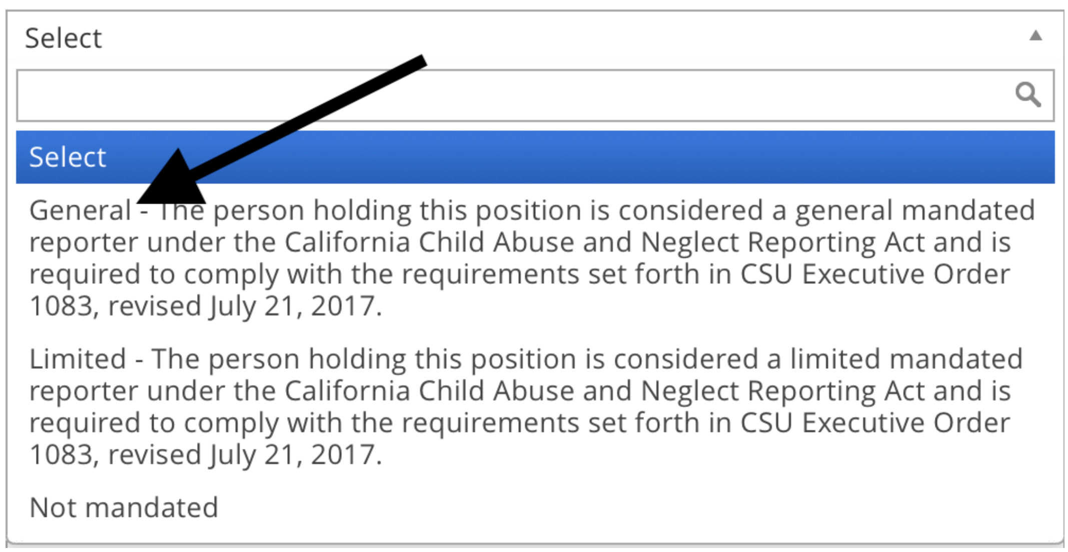
Complete the Position Designation information

1. Select the General Mandated Reporter Type (A)
2. Select None for Conflict of Interest (B)
3. If applicable (Athletics), select NCAA (C)
4. All other fields are not used



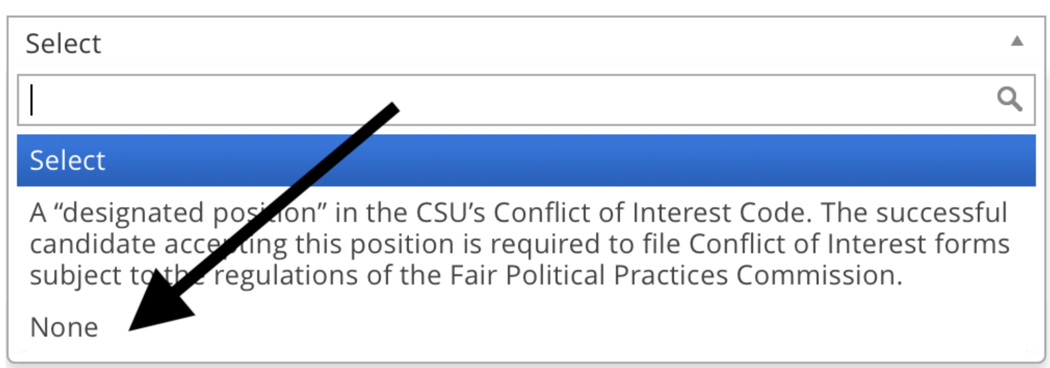
A – Select the General Mandated Reporter Type

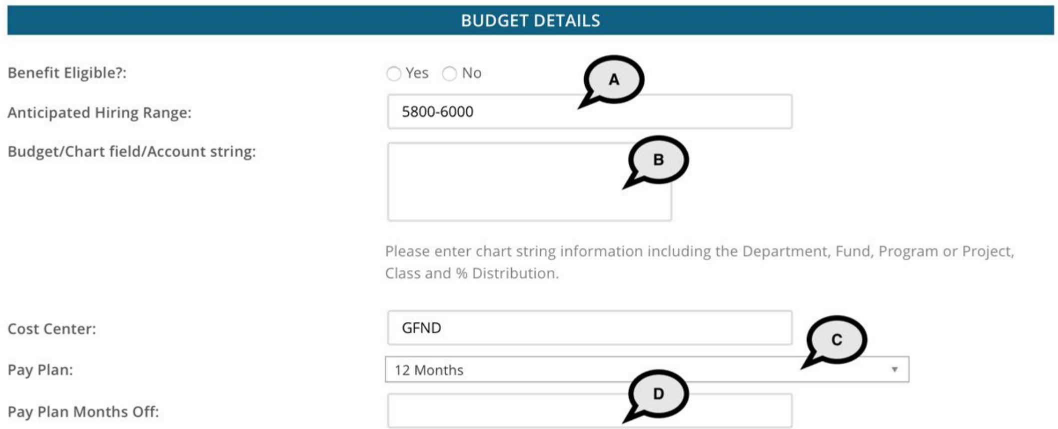
Please note, this information will be reviewed by the recruiter and updatedif necessary.



B – Select None for Conflict of Interest

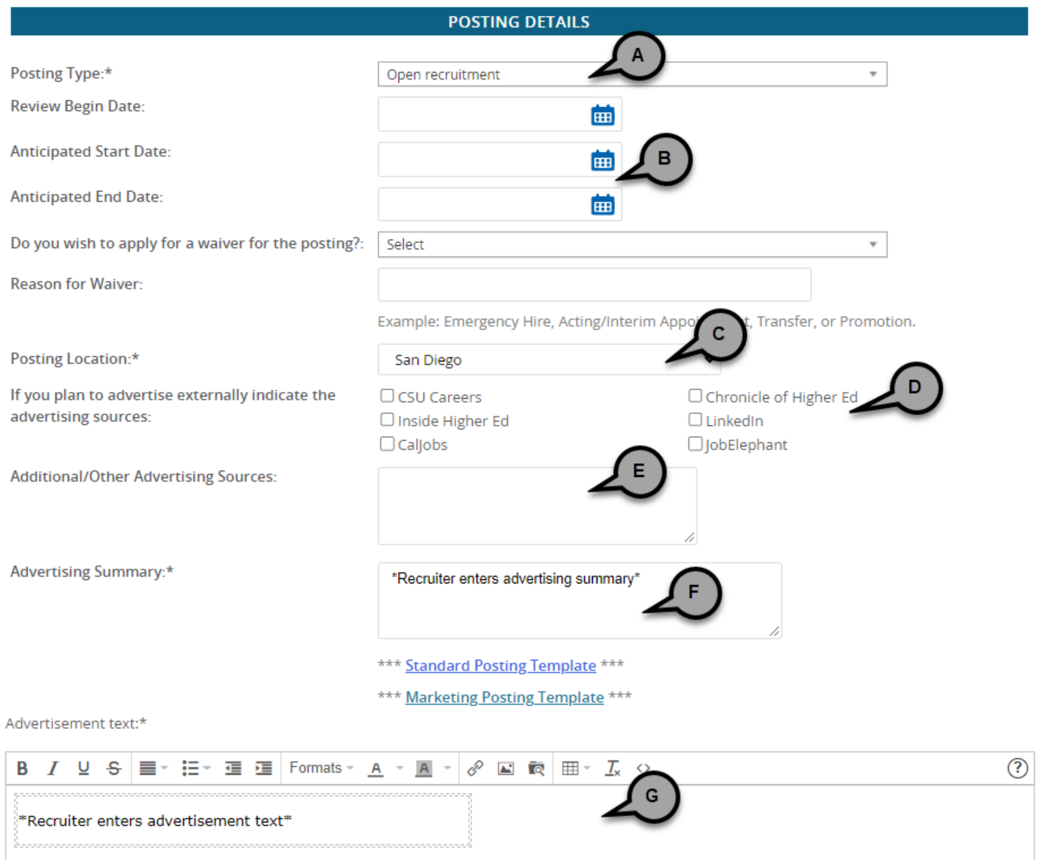
Please note, this information will be reviewed by the recruiter.



Complete the Budget Details information 1. Provide an Anticipated Hiring Range (A) 2. The chartfield information is not needed; updates to funding should be made with the Budget Office(B) 3. Select the Pay Plan (C) 4. For 10/12 and 11/12 pay plans, enter the Months Off (D) *Please note, there is no benefits functionality in this system. All benefits processes for SDSU are handled in PeopleSoft.*	
C – Select the Pay Plan *Please note, most Staff and MPP positions will be 12 months.*	

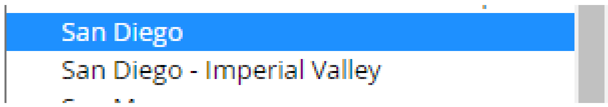
Complete the Posting Details information

1. Select the Posting Type (A)
2. Enter the Date fields if appropriate (B); the Anticipated End Date is required for temporary positions
3. Select the Posting Location (C)
4. If you wish to advertise with LinkedIn, check the box; the other boxes are not necessary (D)
5. Enter Additional Advertising Sources (E)
6. Leave as is; recruiter will update (F)
7. Leave as is; recruiter will update (G)



A – Select the Posting Type

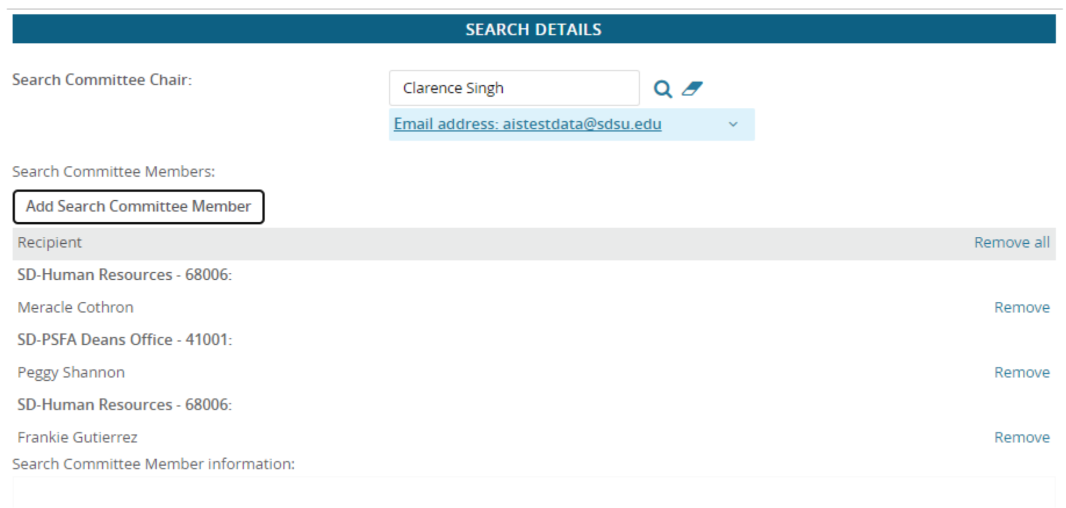
- Direct appointment will not be used
- Select Internal recruitment if you wish for your job to only be posted to current SDSU employees
- Select Open recruitment to post your job to the public; SDSU employees will also be able to see the posting

B – Enter the Applicable Dates	**Review Begin Date** • This value will be entered by the Recruiter **Anticipated Start Date** • This can be left blank **Anticipated End Date** • All Temporary Recruitments – This date must be entered
C – Select the Posting Location *Note: Be sure to change this to San Diego – Imperial Valley for positions located at SDSU Imperial Valley.*	
Additional Advertising Information	All faculty and staff recruitments will be posted on the standard advertising sites, including CSU Careers, Inside Higher Ed, Caljobs and HERC. You do not need to check the boxes. Job Elephant is not used by SDSU The **Advertising summary (F)** • Skip this field; recruiter will update The **Advertisement text (G)** • Skip this field; recruiter will update

Complete the Search Details information

1. Enter or Select the Search Committee Chair (A)
2. Add Search Committee Members (B)

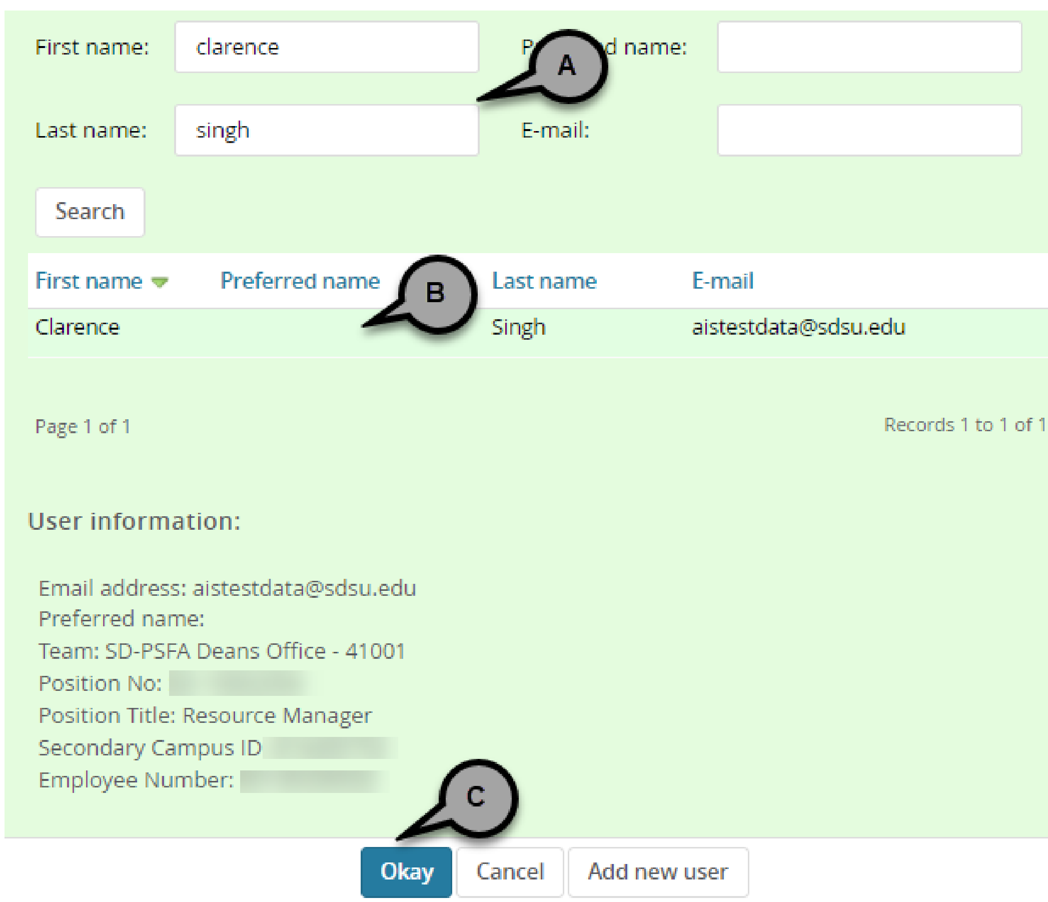
Please note, while this information is not required at this time, entering it up front makes the recruitment process flow more smoothly. The initiator of the Job Card may update this information after the Job Card has been submitted for approval.



A – Select the Search Committee Chair

1. Enter the First and Last name of the individual who will chair your committee (A)
2. Click Search
3. Highlight the name of the person (B) – the User information will appear below
4. Click Okay (C)

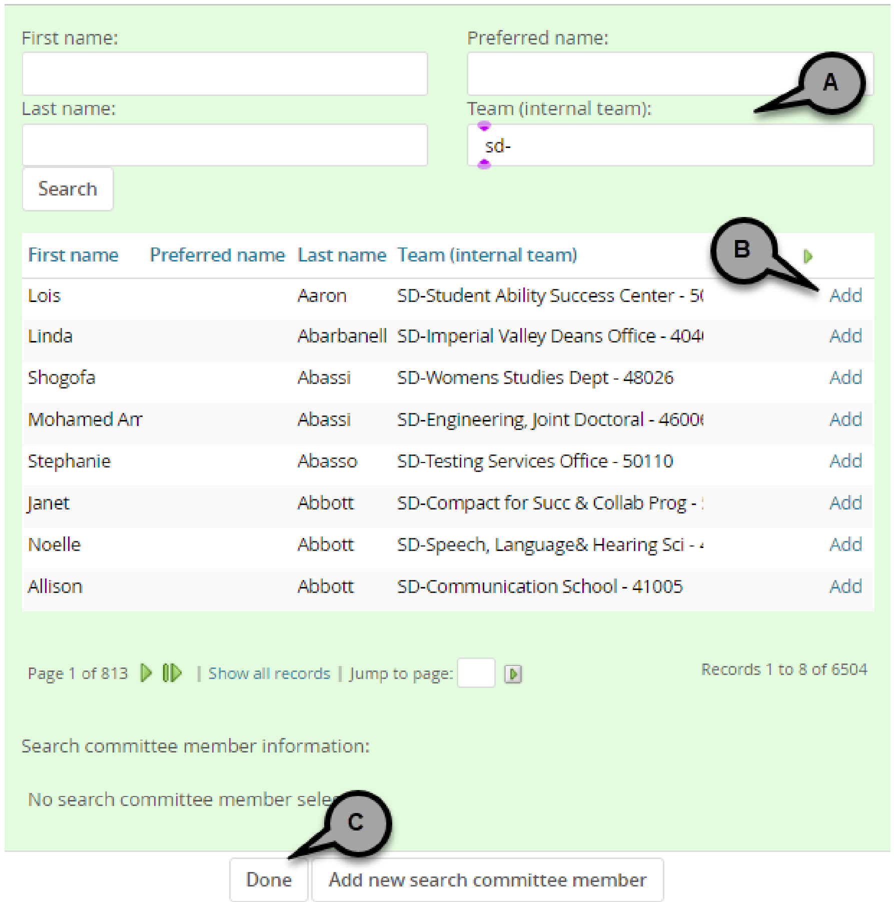
Please note, searching for the primary or legal name will make your search more efficient.



B – Select the Search Committee Members

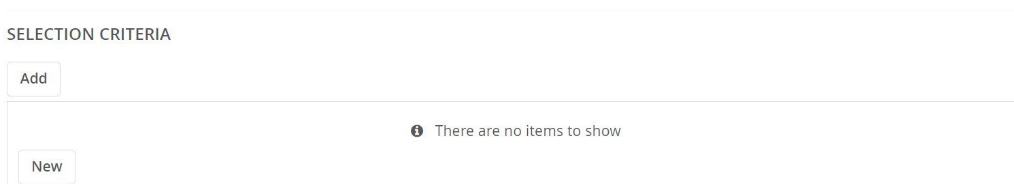
You may search by name or Team (DeptID).

1. Enter the applicable search criteria (name or Team) (A)
2. Click Search (A)
3. Highlight the person’s name to display their information at the bottom of the screen
4. Click Add on their row (B)
5. Continue searching and adding names until all are added
6. Click Done once all names are added (C)



Selection Criteria

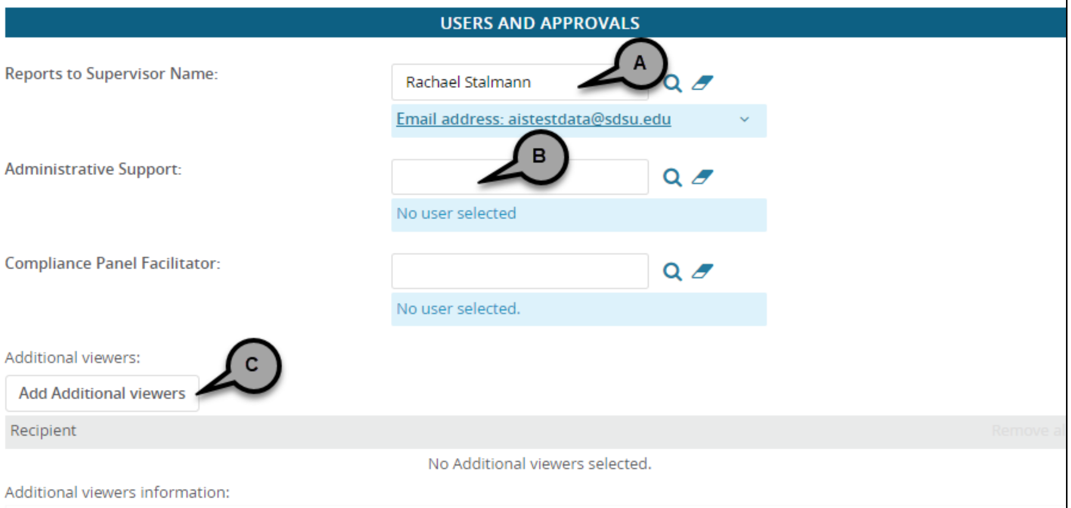
This section can be left blank.



Complete the Users and Approvals information

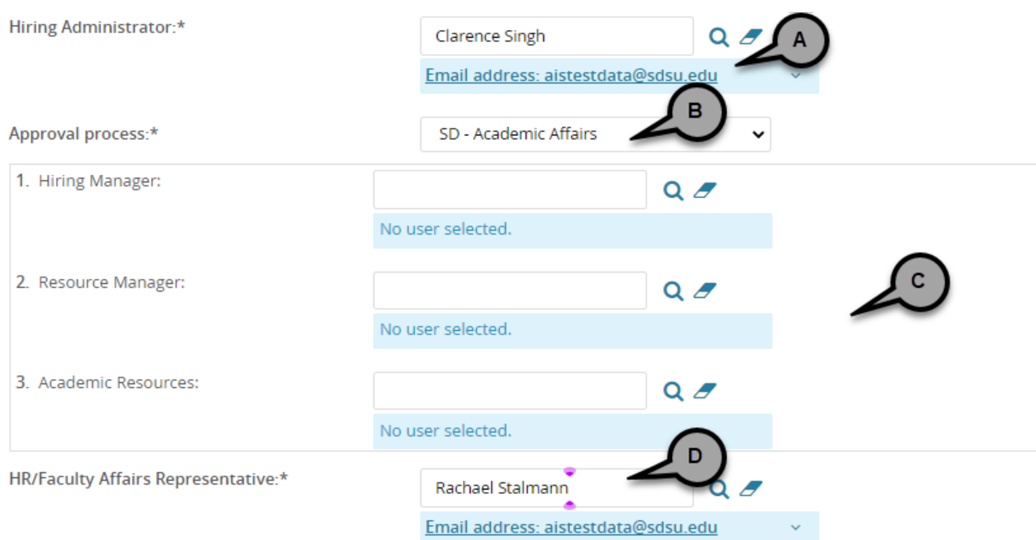
1. Verify the Reports to Supervisor Name (defaults from Position Data); update if necessary (A)
2. Enter the name of the employee who will manage the recruitment; this person must have completed training (B)
3. Add additional viewers if applicable (C)

Please note, if the Reports to Supervisor Name is incorrect or blank you may update it here to complete your Job Card, but it must also be updated in PeopleSoft.

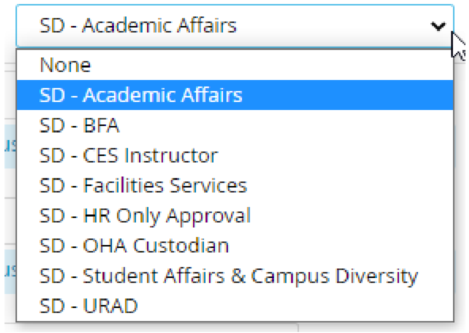
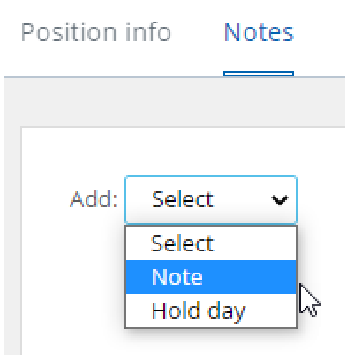


Continue completing the Users and Approvals information

1. The Hiring Administrator defaults to your name; change it, if applicable, to the Appropriate Administrator (MPP) for the position (A)
2. Select the Approval process for your division (B)
3. Verify the approval information to confirm you've selected the correct process; you may need to scroll to see all values
4. Enter Rachael Stalmann as the HR/Faculty Affairs Representative – Rachael will assign the recruitment to an HR recruiter (D)

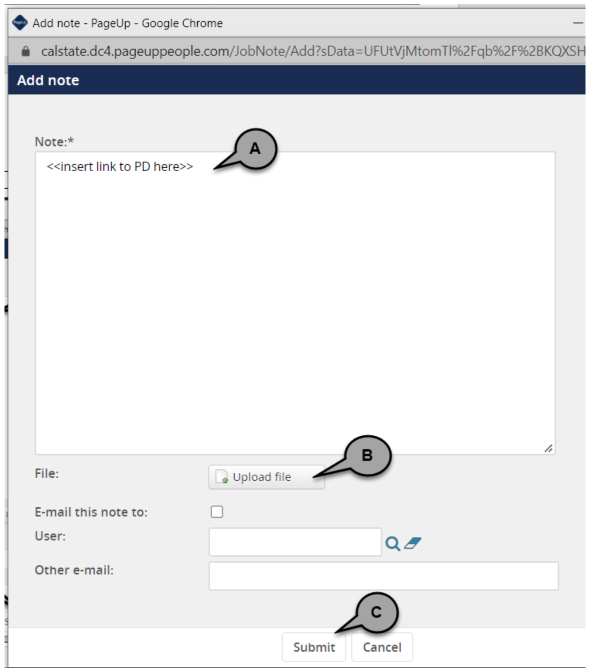


Please note, the Hiring Administrator and the Reports to Supervisor may be the same person.

B – Select the Approval Process All approval processes are different so please be sure to select the process for your division.	
D – Enter the HR/Faculty Affairs Representative	**For all recruitments**, enter Rachael Stalmann, rstalmann@sdsu.edu.
Set the Recruitment Status to Pending Approval (A) *Please note, not all users can see the Recruitment Status field. It is displayed based on the role you are in.*	
Navigate to the Notes page 1. Select Add: Note	

<table>
<tr>
<td>
Add position description in the notes

2. Insert link to Google doc version on position description(A) OR attach the PD in Word format (B)
3. Click Submit (C)

Please note, it is not necessary to email this note to HR.
</td>
<td>


</td>
</tr>
<tr>
<td>
Save or Submit

Whether you save a draft or submit the Job Card for approval, a requisition number will be assigned.
</td>
<td>
Save a draft
Clicking save a draft will save your progress with one exception. If you already selected an Approval Process it will not be saved in a draft state. When you return to the Job Card you must select it again.

Submit
Clicking submit will save and submit the document for approval. The Job Card will remain open.

Submit & Exit
Clicking submit & exit will save and submit the document for approval. It will also close the Job Card.
</td>
</tr>
</table>

Job Card Approval	When the Job Card is submitted, an email notification will be sent to the first approver. After each person approves a notice will be sent to the next approver. If anyone in the approval chain declines, a notification will be sent to the person who initiated the recruitment, the hiring manager and the recruiter. The HR Class & Comp team will review the PD and salary range as part of the approval process.
Job Announcement	**Staff/MPP Recruitments** The Job Card will be reviewed and updated if necessary. The Recruiter will draft the job announcement and send it to the Hiring Manager for review prior to posting. *Please note, once the Recruiter posts the job, it make take 15-20 minutes for it to appear on the career portals.*
Signed Position Description	**After approval, upload signed position description** Once the job card has been approved through the approval workflow, the Hiring Manager/Dept Admin Support should upload a signed copy of the final position description to the Documents tab.