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**Introduction**

Initiating recruitments in CHRS Recruiting involves completing the Job Card (also known as requisition) and submitting for approval and posting. 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](mailto: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 to log in

CHRS Recruiting

Welcome to CHRS Recruiting at SDSU! On this page, you'll find user guides for each step the recruitment process and essential contacts for your questions or training needs.

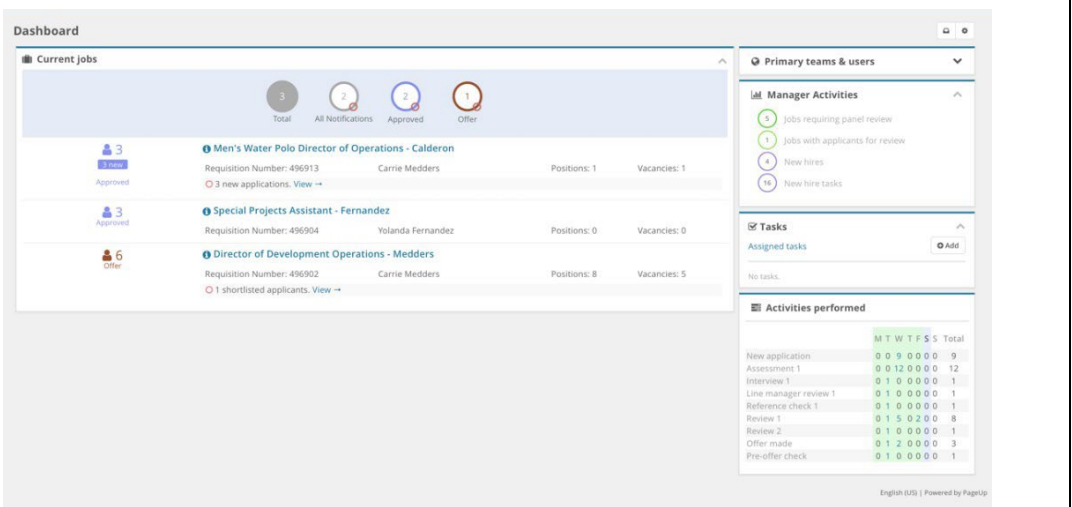
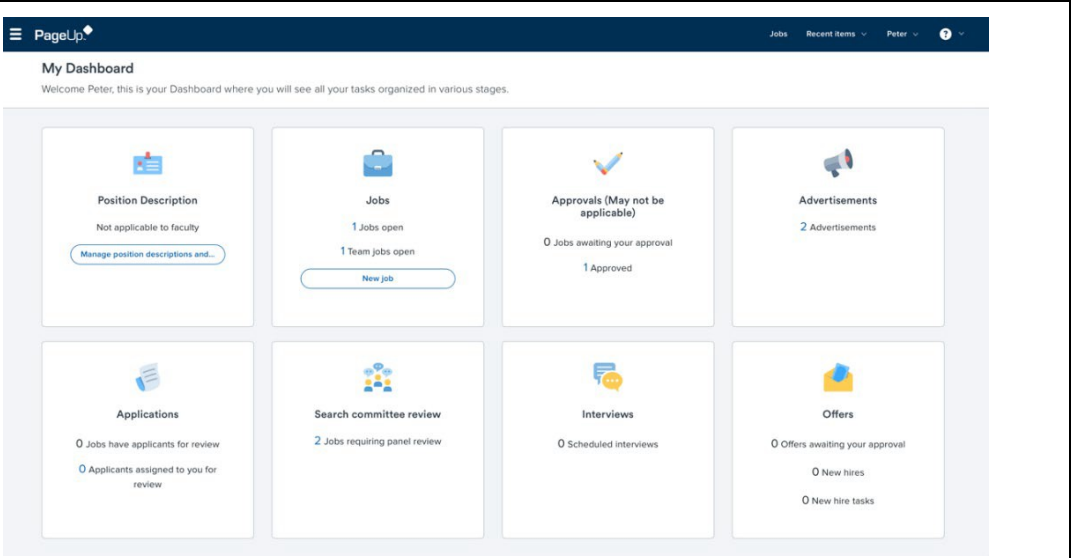
[CHRS Recruiting \(PageUp\) Login](#)

**The Dashboard is displayed**

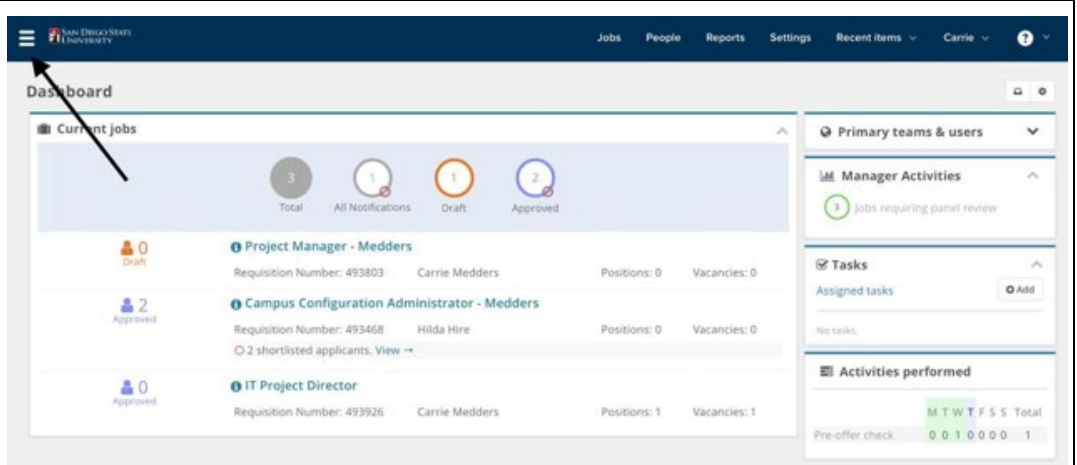
*Please note, depending on your role the dashboard will look different. Two versions are shown here.*

From the tiled dashboard, click New Job from the Jobs tile.

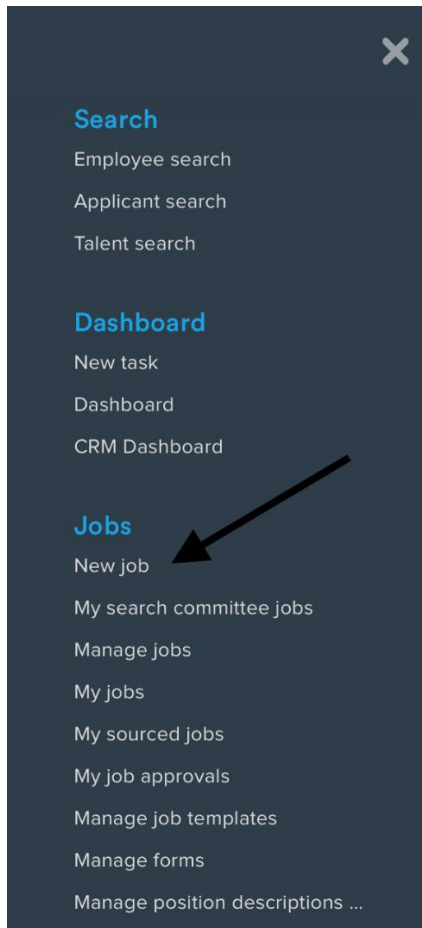
From the list dashboard, use the menu (shown in next step).



**From your Dashboard, click the hamburger icon to open the main menu**



**In the Jobs section, click New job**



**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.*

The screenshot shows a form titled "Select a job template" with the following fields and callouts:

- 1. Team link:** A dropdown menu with "SD-PSFA Deans Office - 41001" selected. Callout A points to the dropdown arrow.
- 2. Position Number:** A search field with "Admin Support Coord 12" entered and "SD-10005783" displayed below. Callout B points to the search icon.
- 3. Campus:** A dropdown menu with "San Diego" selected. Callout C points to the dropdown arrow.
- 4. Template:** A dropdown menu with "SD - Staff Template" selected. Callout D points to the dropdown arrow.

Below the fields, there is explanatory text: "Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page." and "Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values." There is also a "Preview" button and "Next >" and "Cancel" buttons at the bottom.

**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 the box

The screenshot shows a search bar with "Admin Support Coord 1:" and a search icon. Below it is a dropdown menu with the following details:

- Position no:** SD-10005783
- Position Name:** Admin Support Coord 12 Mo
- Current Incumbent:** [Redacted]
- Reports To:** [Redacted] Delgado
- Campus:** San Diego
- Division:** Academic Affairs
- College:** College of Prf Stds Fine Arts
- Department:** Music And Dance School - 41010
- Grade:** 1
- Cost Center:** GFND
- Funded:** Yes
- FTE:** .750000
- MPP Job Family:**
- Hours Per Week:** 40.00
- Union:** R07
- Critical:** No

**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)*

**REQUISITION INFORMATION**

Internal Team:	SD-PSFA Deans Office - 41001
Recruitment Process:*	SD - Staff Process
Application Form:	Select  New Question Library
Job Code/Employee Classification:*	Admin Support Coord 12 Mo Job Code: 1035
Salary Range/Grade:*	1035-COORDINATOR I-Grade-1 Minimum: \$ 3,276.00 Maximum: \$ 5,148.00 Pay Frequency:
Classification Title:	Administrative Support Coordinator I
CSU Working Title:*	Department Coordinator
MPP Job Code:	
Campus:*	San Diego
Division:*	Academic Affairs
College/Program:*	College of Prf Stds Fine Arts
Department:*	Music And Dance School - 41010
Requisition Number:	505758 Leave blank to automatically create a Requisition Number

**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.*

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*	Position no	Type:*	Applicant	Application status
1	<input type="text" value="Admin Support Coord 1"/> <span style="font-size: x-small;">Q</span> <span style="font-size: x-small;">✎</span> <span style="background-color: #e0f0ff; padding: 2px;">Position no: SD-10005783</span>	<div style="border: 1px solid #ccc; padding: 2px;">Replacement</div>	-	-

New: 
Replacement: 
Add more

**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 3<sup>rd</sup> 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.*

REQUISITION DETAILS

Auxiliary Recruitment:\*  Yes  No A

Reason:\* B Resignation

Justification for Recruitment:\* C Backfill for resignation

Previous/Current Incumbent: D

Work Type:\* E Staff

Hiring Type:\* F Probationary

[View Workplace Type Selection Job Aid](#) and select relevant option.

Workplace Type (Exclude Inst Fac): G On-site (work in-person at business location)

Job Status:\* H Regular

Time Basis:\* I Full Time


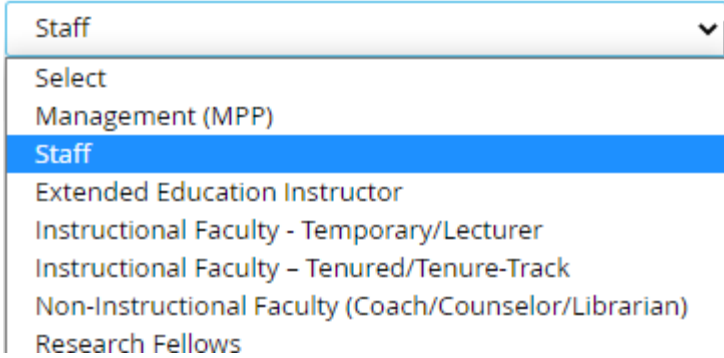

FTE: J 1.000000

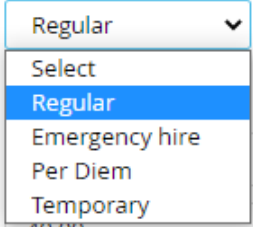
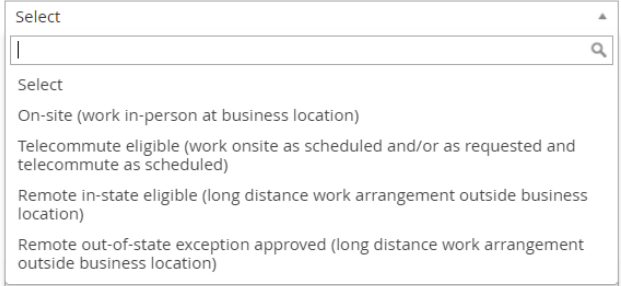
Hours Per Week: K 40.00

FLSA Status: L Select

CSU Campus (Integration for 3rd Party Solutions):\* M California State University, San D  
City: San Diego



<p><b>A – Select the reason from the list of available options</b></p>	 <p>A dropdown menu with 'Resignation' selected in the header. The list of options includes: Select, Multiple Positions, End of Temporary Assignment, Leave Coverage, New Position, Resignation, Re-Organization, Retirement, Termination, Transfer, and Death.</p>
<p><b>D – Select the work type from the list of available options</b></p> <p><i>Please note, only the following work types will be used:</i></p> <ul style="list-style-type: none"> <li>• Management (MPP)</li> <li>• Staff</li> <li>• Non-Instructional Faculty (Coach/Counselor/Librarian)</li> </ul>	 <p>A dropdown menu with 'Staff' selected in the header. The list of options includes: Select, Management (MPP), Staff, Extended Education Instructor, Instructional Faculty - Temporary/Lecturer, Instructional Faculty - Tenured/Tenure-Track, Non-Instructional Faculty (Coach/Counselor/Librarian), and Research Fellows.</p>
<p><b>E – Select the hiring type from the list of available options</b></p> <p><i>Please note, At-Will should only be used for MPPs. Tenured should not be used.</i></p>	 <p>A dropdown menu with 'Probationary' selected in the header. The list of options includes: Select, At-will, Probationary, Temporary, and Tenured.</p>

<p><b>F – Select the job status from the list of available options</b></p> <p><i>Please note, Emergency hire will not be used.</i></p>	
<p><b>G – Select the workplace type from the list of available options</b></p> <p><i>Please note, all telecommuting must be approved through Labor &amp; Employee Relations</i></p> <ul style="list-style-type: none"> <li>• <b>On-site:</b> position works on-campus</li> <li>• <b>Telecommute eligible:</b> position is eligible for partial telework</li> <li>• <b>Remote in-state eligible:</b> position is fully remote (<i>this will rarely be used</i>)</li> <li>• <b>Remote out-of-state exception approved:</b> position is fully remote working from out of state (this requires presidential approval and is used very rarely)</li> </ul>	<p>Workplace Type (Exclude Inst Fac):</p> <p>Job Status:*</p> <p>Time Basis:*</p> <p>FTE:</p> <p>Hours Per Week:</p> <p>FLSA Status:</p> 

<p><b>The Job Details section can be left blank</b></p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #005596; color: white; margin: -1px -1px 1px -1px;">JOB DETAILS</p> <p>Job Summary/Basic Function: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Minimum Qualifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Required Qualifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Preferred Qualifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Special Conditions: <input style="width: 100%; height: 40px;" type="text"/></p> <p>License / Certifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Physical Requirements: <input style="width: 100%; height: 40px;" type="text"/></p> </div>												
<p><b>Complete the Job Duties Section</b></p> <ol style="list-style-type: none"> <li>1. The duties/responsibilities section (A) should be left blank</li> <li>2. Indicate whether or not this position will supervise employees (B); this is required</li> <li>3. If yes, enter the position titles supervised by this position (C)</li> </ol>	<div style="border: 1px solid black; padding: 5px;"> <p><b>JOB DUTIES</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: left;">% of time</th> <th style="width: 55%; text-align: left;">Duties / Responsibilities</th> <th style="width: 10%;"></th> <th style="width: 20%; text-align: left;">Essential / Marginal</th> </tr> </thead> <tbody> <tr> <td></td> <td style="height: 40px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;">New</span> <div style="margin-left: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">A</span> </div> </div> <div style="margin-top: 5px;"> <p style="font-size: 0.8em;">There are no items to show</p> </div> </div> </td> <td></td> <td></td> </tr> <tr> <td></td> <td> <p>Supervises Employees:* <input type="radio"/> Yes <input type="radio"/> No</p> <p>If position supervises other employees; list position titles:</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div> </td> <td style="text-align: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 auto;">B</div> </td> <td style="text-align: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 auto;">C</div> </td> </tr> </tbody> </table> </div>	% of time	Duties / Responsibilities		Essential / Marginal		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;">New</span> <div style="margin-left: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">A</span> </div> </div> <div style="margin-top: 5px;"> <p style="font-size: 0.8em;">There are no items to show</p> </div> </div>				<p>Supervises Employees:* <input type="radio"/> Yes <input type="radio"/> No</p> <p>If position supervises other employees; list position titles:</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>	<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 auto;">B</div>	<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 auto;">C</div>
% of time	Duties / Responsibilities		Essential / Marginal										
	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;">New</span> <div style="margin-left: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">A</span> </div> </div> <div style="margin-top: 5px;"> <p style="font-size: 0.8em;">There are no items to show</p> </div> </div>												
	<p>Supervises Employees:* <input type="radio"/> Yes <input type="radio"/> No</p> <p>If position supervises other employees; list position titles:</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>	<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 auto;">B</div>	<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin: 0 auto;">C</div>										

<p><b>Complete the Position Designation information</b></p> <ol style="list-style-type: none"> <li>1. Select the General Mandated Reporter Type (A)</li> <li>2. Select None for Conflict of Interest (B)</li> <li>3. If applicable (Athletics), select NCAA (C)</li> <li>4. All other fields are not used</li> </ol>	<div style="background-color: #00728f; color: white; padding: 5px; text-align: center;">POSITION DESIGNATION</div> <p>Mandated Reporter:* <input type="text" value="Select"/> <span style="float: right;">A</span></p> <p>Conflict of Interest:* <input type="text" value="Select"/> <span style="float: right;">B</span></p> <p>NCAA: <input type="radio"/> Yes <input type="radio"/> No <span style="float: right;">C</span></p> <p>Is this a Sensitive position?: <input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">View Sensitive Position criteria</a> and select from below where relevant.</p> <p>Care of People (incl. minors) Animals and Property: <input type="text" value="Select"/></p> <p>Authority to commit financial resources: <input type="text" value="Select"/></p> <p>Access/control over cash cards and expenditure: <input type="text" value="Select"/></p> <p>Access/possession of master/sub-master keys: <input type="text" value="Select"/></p> <p>Access to controlled or hazardous substances: <input type="text" value="Select"/></p> <p>Access/responsibility to personal info: <input type="text" value="Select"/></p> <p>Control over Campus business processes: <input type="text" value="Select"/></p> <p>Responsibilities requiring license or other: <input type="text" value="Select"/></p> <p>Responsibility for use of commercial equipment: <input type="text" value="Select"/></p>
<p><b>A – Select the General Mandated Reporter Type</b></p> <p><i>Please note, this information will be reviewed by the recruiter and updated if necessary.</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><input type="text" value="Select"/></p> <div style="border: 1px solid #ccc; background-color: #00728f; color: white; padding: 5px; margin-bottom: 5px;">Select</div> <p>General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.</p> <p>Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.</p> <p>Not mandated</p> </div>
<p><b>B – Select None for Conflict of Interest</b></p> <p><i>Please note, this information will be reviewed by the recruiter.</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><input type="text" value="Select"/></p> <div style="border: 1px solid #ccc; background-color: #00728f; color: white; padding: 5px; margin-bottom: 5px;">Select</div> <p>A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.</p> <p>None</p> </div>

**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.*

**BUDGET DETAILS**

Benefit Eligible?:  Yes  No A

Anticipated Hiring Range:  B

Budget/Chart field/Account string:  C

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center:  D

Pay Plan:  E

Pay Plan Months Off:

**C – Select the Pay Plan**

*Please note, most Staff and MPP positions will be 12 months.*

12 Months ▲

Select

- 10/10 Months
- 10/12 Months
- 11/12 Months
- 12 Months**
- 3 Months
- 5 Months
- 8/12 Months
- AY
- Other

**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)

**POSTING DETAILS**

Posting Type:\*  A

Review Begin Date:  B

Anticipated Start Date:  B

Anticipated End Date:  B

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:\*  C

If you plan to advertise externally indicate the advertising sources:

CSU Careers  
 Inside Higher Ed  
 CalJobs

Chronicle of Higher Ed  
 LinkedIn  
 JobElephant

D

Additional/Other Advertising Sources:  E

Advertising Summary:\*  F

\*\*\* [Standard Posting Template](#) \*\*\*  
 \*\*\* [Marketing Posting Template](#) \*\*\*

Advertisement text:\*

B I U S [List Icons] Formats - A - A - [Link Icon] [Image Icon] [Table Icon] [Text Icon] [Undo Icon] [Redo Icon] (?)

\*Recruiter enters advertisement text\*

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

Open recruitment ▲

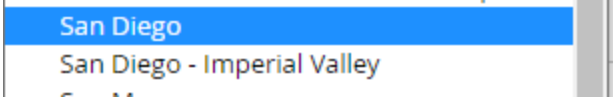
Q

Select

Direct appointment

Internal recruitment

Open recruitment



<p><b>B – Enter the Applicable Dates</b></p>	<p><b>Review Begin Date</b></p> <ul style="list-style-type: none"> <li>This value will be entered by the Recruiter</li> </ul> <p><b>Anticipated Start Date</b></p> <ul style="list-style-type: none"> <li>This can be left blank</li> </ul> <p><b>Anticipated End Date</b></p> <ul style="list-style-type: none"> <li>All Temporary Recruitments – This date must be entered</li> </ul>
<p><b>C – Select the Posting Location</b></p> <p><i>Note: Be sure to change this to San Diego – Imperial Valley for positions located at SDSU Imperial Valley.</i></p>	
<p><b>Additional Advertising Information</b></p>	<p>All faculty and staff recruitments will be posted on the <a href="#">standard advertising sites</a>, including CSU Careers, Inside Higher Ed, Caljobs and HERC. You do not need to check the boxes.</p> <p>Job Elephant is not used by SDSU</p> <p>The <b>Advertising summary (F)</b></p> <ul style="list-style-type: none"> <li>Skip this field; recruiter will update</li> </ul> <p>The <b>Advertisement text (G)</b></p> <ul style="list-style-type: none"> <li>Skip this field; recruiter will update</li> </ul>

**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.*

**SEARCH DETAILS**

Search Committee Chair:     
 Email address: aistestdata@sdsu.edu

Search Committee Members:

Recipient	Remove all
SD-Human Resources - 68006:	
Meracle Cothron	Remove
SD-PSFA Deans Office - 41001:	
Peggy Shannon	Remove
SD-Human Resources - 68006:	
Frankie Gutierrez	Remove

Search Committee Member information:

**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.*

First name:  Preferred name:   
 Last name:  E-mail:

First name	Preferred name	Last name	E-mail
Clarence		Singh	aistestdata@sdsu.edu

Page 1 of 1 Records 1 to 1 of 1

**User information:**

Email address: aistestdata@sdsu.edu  
 Preferred name:  
 Team: SD-PSFA Deans Office - 41001  
 Position No:   
 Position Title: Resource Manager  
 Secondary Campus ID   
 Employee Number:



**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)

First name:

Last name:

Preferred name:

Team (internal team):

First name	Preferred name	Last name	Team (internal team)	Add
Lois		Aaron	SD-Student Ability Success Center - 50	Add
Linda		Abarbanell	SD-Imperial Valley Deans Office - 404	Add
Shogofa		Abassi	SD-Womens Studies Dept - 48026	Add
Mohamed Arr		Abassi	SD-Engineering, Joint Doctoral - 4600	Add
Stephanie		Abasso	SD-Testing Services Office - 50110	Add
Janet		Abbott	SD-Compact for Succ & Collab Prog -	Add
Noelle		Abbott	SD-Speech, Language& Hearing Sci -	Add
Allison		Abbott	SD-Communication School - 41005	Add

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Search committee member information:  
No search committee member sele

**Selection Criteria**

This section can be left blank.

SELECTION CRITERIA



There are no items to show


**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.*


**USERS AND APPROVALS**

Reports to Supervisor Name:   


[Email address: aistestdata@sdsu.edu](#) 

Administrative Support:   

No user selected

Compliance Panel Facilitator:  

No user selected.



Additional viewers: 


Recipient	Remove
No Additional viewers selected.	



Additional viewers information:


**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 Stalman as the HR/Faculty Affairs Representative – Rachael will assign the recruitment to an HR recruiter (D)


Hiring Administrator:\*   



[Email address: aistestdata@sdsu.edu](#) 


Approval process:\*   

1. Hiring Manager:     
No user selected.

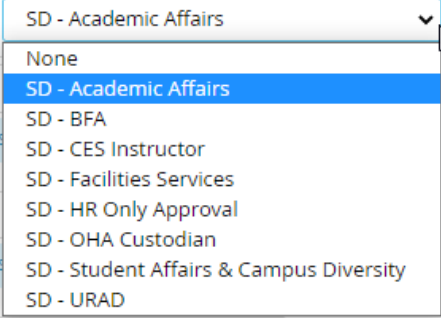

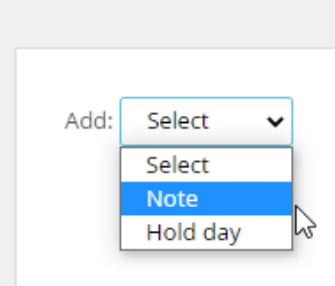
2. Resource Manager:      
No user selected.

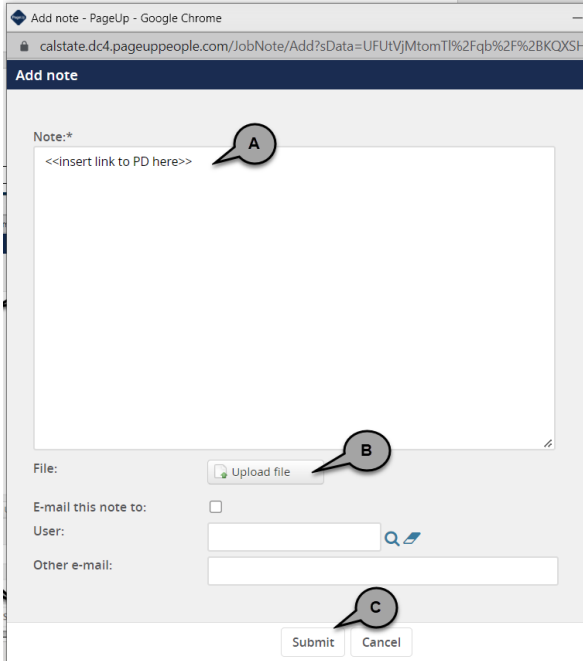
3. Academic Resources:     
No user selected.

HR/Faculty Affairs Representative:\*   

[Email address: aistestdata@sdsu.edu](#) 

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

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

<p><b>Add position description in the notes</b></p> <ol style="list-style-type: none"> <li>2. Insert link to Google doc version on position description(A) OR attach the PD in Word format (B)</li> <li>3. Click Submit (C)</li> </ol> <p><i>Please note, it is not necessary to email this note to HR.</i></p>	
<p><b>Save or Submit</b></p> <p>Whether you save a draft or submit the Job Card for approval, a requisition number will be assigned.</p>	<p><b>Save a draft</b> 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.</p> <p><b>Submit</b> Clicking submit will save and submit the document for approval. The Job Card will remain open.</p> <p><b>Submit &amp; Exit</b> Clicking submit &amp; exit will save and submit the document for approval. It will also close the Job Card.</p>

<p><b>Job Card Approval</b></p>	<p>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.</p> <p>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.</p> <p>The HR Class &amp; Comp team will review the PD and salary range as part of the approval process.</p>
<p><b>Job Announcement</b></p>	<p><b>Staff/MPP Recruitments</b></p> <p>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.</p> <p><i>Please note, once the Recruiter posts the job, it make take 15-20 minutes for it to appear on the career portals.</i></p>
<p><b>Signed Position Description</b></p>	<p><b>After approval, upload signed position description</b></p> <p>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.</p> 