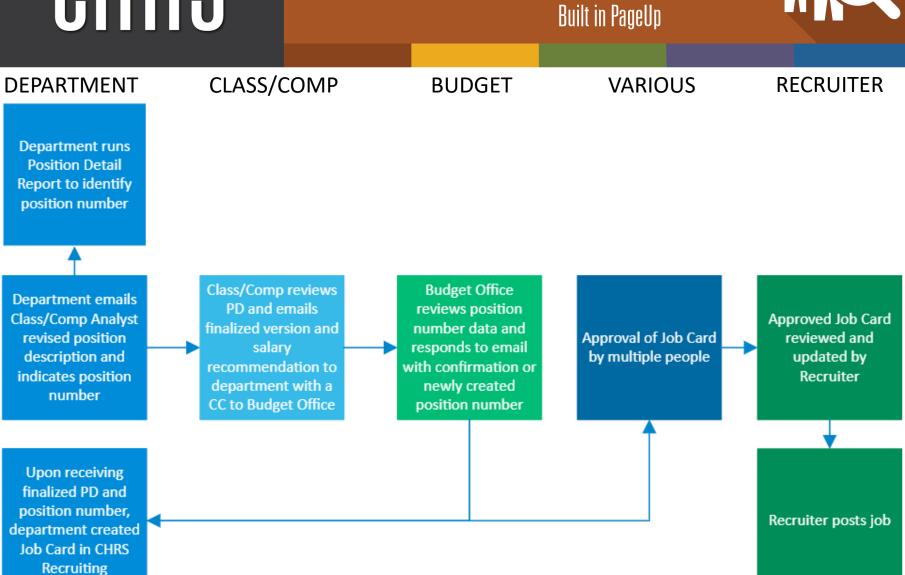




### **CHRS Recruiting**

Presented by Talent Acquisition Team Office of Human Resources

### Recruiting







### **Advanced Preparation**

- Have all information ready before starting process
- New positions must be created in PeopleSoft first; they can be used the next day in CHRS Recruiting
- CSUSM information will be prefaced with SM
- System required fields have an \* but other fields are also required for CSUSM processing
- Be mindful when selecting Recruitment and Approval Processes
- Think about who is going to review and approve the Job Card
- Process differs slightly between Staff/MPP and Faculty recruitments

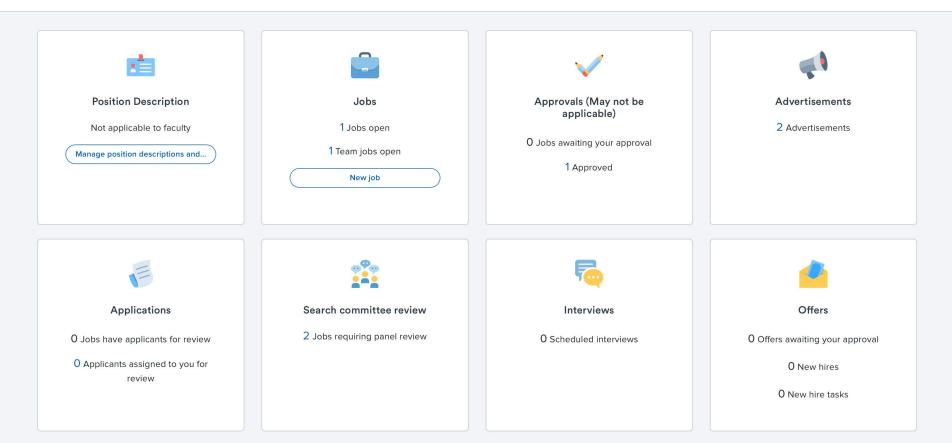
### **Recruiting** Built in PageUp

#### **Ξ Page**Up.♣

Jobs Recent items v Peter v ? v

#### My Dashboard

Welcome Peter, this is your Dashboard where you will see all your tasks organized in various stages.



### Recruiting Built in PageUp



Dashboard							<u>ه</u> ه
🋍 Current jobs					^ @ Pr	rimary teams & users	~
	3 CZ Total All Notific	ations Approved Offer			3		^
Approved	<ul> <li>Men's Water Polo Director of Requisition Number: 496913</li> <li>O 3 new applications. View →</li> </ul>	Operations - Calderon Carrie Medders	Positions: 1	Vacancies: 1	4	New hires	
Approved	Special Projects Assistant - Fe Requisition Number: 496904	rnandez Yolanda Fernandez	Positions: 0	Vacancies: 0	@ Tas	sks	^
Le 6 Offer	Director of Development Operations - Medders     Requisition Number: 496902 Carrie Medders Positions: 8			Vacancies: 5	Assigned tasks OA		O Add
	O 1 shortlisted applicants. View →				EI A	ctivities performed	

0090000 9

00120000 12

0100000 1

0100000 1

0100000 1

0120000 3

0100000 1

1

8

0100000

0150200

New application

Line manager review 1

Reference check 1

Assessment 1

Interview 1

Review 1

Review 2

Offer made

Pre-offer check

≡ CSUSM		Jobs	People	Reports 🗸	Settings	Recent items 🗸	Courtney v	? ~
Select a job template								
	4 Toor Val							
	1. Team link							
	SM-OHR HR Services - 106	54		~				
	2. Position Number							
	Custodian	#b	2					
-	SM-00005555		~					
	Selecting a Position here is order to save the Job Card			tion will be requ	uired in			
	Please note that making a s related values to auto-popu (Job Card) does not auto-po	ilate, sel	ecting a Pos	sition on the nex	t page			
	3. Campus							
	San José State University San Luis Obispo San Marcos				*			
	Sonoma Stanislaus				Ŧ			
	Select a job template: A Job template will supply y summary for a job dependi template that is appropriate Select 'No Template' if there	ng on wi e to your	hat has bee r departmei	n setup. Please nt and job type.				
	4. Template							
	SM-Faculty TT Template							
	SM-Staff/MPP	ih en ei er i	Templete					
	SM-Temporary Assistant L SM-Temporary Coach Tem		remplate					
	SM-Temporary Counselor		t Services Pr	ofessional-Acad	emi 🔻			
	Preview							
	***FOR HR USE***				<b>^</b>			
	Job Overview							
	Detail purpose of position.							
	Position Summary				<b>.</b>			
	Working Title (CSU Classif	neation 1	litle)					
	Ne	ext >	Cancel					

#### New job Position info Notes Documents View Job Card User Guides **REQUISITION INFORMATION** Internal Team: SM-Safety, Risk, & Sustaina Svc - 1070 ٣ Recruitment Process:\* SM-Staff/MPP ~ SM-Staff/MPP Application Application Form: ¥ Question Library Preview Job Code/Employee Classification:\* Admin Analyst/Spclst 12 Mo QB Job Code: 1038 Salary Range/Grade:\* QB 1038-EXEMPT II-Grade-3 Minimum: \$ 4,693.00 Maximum: \$ 8,489.00 Pay Frequency: **Classification Title:** Admin Analyst/Spclst 12 Mo

CSU Working Title:\*

Test Job

IPP Job Code:	
ampus:*	San Marcos 👻
ivision:*	Finance & Administrative Serv 🐱
ollege/Program:*	Safety, Risk & Sustainability 🗸 🗸
epartment:*	Safety, Risk, & Sustaina Svc - 1070 🖌
	to an a black to an an address the standard to the standard black to the
equisition Number:	Leave blank to automatically create a Requisition Number
equisition Number:	OPEN POSITIONS Select the amount of positions required: New (additional headcount) or Replacement
equisition Number: Positions:*	OPEN POSITIONS
	OPEN POSITIONS Select the amount of positions required: New (additional headcount) or Replacement
Positions:*	OPEN POSITIONS Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee) Type:* Applicant Application status
Positions:* Position no	OPEN POSITIONS Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee) Type:* Applicant Application status

#### **REQUISITION DETAILS**

Auxiliary Recruitment:*	O Yes 🖲 No
Reason:*	Select 🗸
Justification for Recruitment:*	Hiring Manager to provide additional information, as needed.
Previous/Current Incumbent:	
Previous/current incumbent.	
Work Type:*	Select 🗸
Hiring Type:*	Select •
	View Workplace Type Selection Job Aid and select relevant option.
Workplace Type (Exclude Inst Fac):	Select v
Job Status:*	Regular 🖌
Time Basis:*	Full Time 🗸
FTE:	1.000000
Hours Per Week:	40.00
FLSA Status:	Select •
CSU Campus (Integration for 3rd Party Solutions):*	California State University, San M 🝳 🥖
	City: San Marcos

#### JOB DETAILS

#### POSITION DESIGNATION

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Mandated Reporter:\*

Select

Select

Conflict of Interest:\*

BUDGET DETAILS						
Benefit Eligible?:	● Yes ○ No					
Anticipated Hiring Range:						
Budget/Chart field/Account string:						
	Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.					
Cost Center:	PKG					
Pay Plan:	Select v					
Pay Plan Months Off:						

#### POSTING DETAILS

Posting Type:\*

Open recruitment

#### SEARCH DETAILS

w

#### USERS AND APPROVALS

Approval process:*	None
	None
	SM- Staff/Replacement MPP Job Approval AA
	SM- Staff/Replacement MPP Job Approval FAS
	SM- Staff/Replacement MPP Job Approval PO
	SM- Staff/Replacement MPP Job Approval SA
	SM- Staff/Replacement MPP Job Approval UA
	SM-Faculty Temp Coaches Job Approval
	SM-Faculty Temp Coaches Job Approval 2
	SM-Faculty Temp Counselors Job Approval
	SM-Faculty Temp Lecturers Job Approval
	SM-Faculty Temp Lecturers Job Approval w/ Dean Sup
	SM-Faculty Temp Librarians Job Approval
	SM-Faculty TT Job Approval
	SM-HR Use Only
	SM-New MPP Job Approval AA
	SM-New MPP Job Approval FAS
	SM-New MPP Job Approval PO
	SM-New MPP Job Approval SA
	SM-New MPP Job Approval UA

Approval process:*	SM- Staff/Replacement MPP Job Approval FAS	
1. Hiring Manager:	Q 2	*
	No user selected.	
2. Director/AVP:	Q Ø	
	No user selected.	
3. PAT Reviewer:	Q Ø	
	No user selected.	-
HR/Faculty Affairs Representative:*	Q 2	
	No user selected	
Recruitment Status:*	Select 🗸	
	Next page >	
	Please fill in all mandatory fields marked with an asterisk (*).	
	Save a draft Submit Submit & Exit Cancel	

#### Default Job Approval E-mail

From: noreply@calstate.edu

E-mail Subject: Job Requisition Approval

#### Hi {USERFIRSTNAME},

A requisition for position {JOBTITLE} - Job Number: {JOBNO} 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: Job Number: Classification Title Department: Manager Hiring Type: Position Type: FTE: Pay Plan: Salary Range:

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:

{REQUISITIONLINK}

Regards,

{BRAND} Recruitment Team



### **Next Steps**

- Effective July 1, departments may begin submitting requisitions through CHRS Recruiting. The requisition through AdobeSign may be used through July 15 to allow users to obtain necessary access to CHRS Recruiting
- Guides and CSU Learn training will be sent out to the PCBO group and will be available on the Talent Acquisition website
- Contact your TA Analyst with any questions:
  - Academic Affairs: Kandi Rehard
  - FAS: Courtney Tamone
  - Office of the President: Courtney Tamone
  - Student Affairs: Kandi Rehard
  - University Advancement: Courtney Tamone

### **Recruiting** Built in PageUp



## Q&A