

CHRS

Recruiting
Built in PageUp



CHRS Recruiting

Presented by
Talent Acquisition Team
Office of Human Resources

CHRS

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DEPARTMENT

CLASS/COMP

BUDGET

VARIOUS

RECRUITER

Department runs Position Detail Report to identify position number

Department emails Class/Comp Analyst revised position description and indicates position number

Upon receiving finalized PD and position number, department created Job Card in CHRS Recruiting

Class/Comp reviews PD and emails finalized version and salary recommendation to department with a CC to Budget Office

Budget Office reviews position number data and responds to email with confirmation or newly created position number

Approval of Job Card by multiple people

Approved Job Card reviewed and updated by Recruiter

Recruiter posts job





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



My Dashboard

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



Position Description

Not applicable to faculty

[Manage position descriptions and...](#)



Jobs

1 Jobs open

1 Team jobs open

[New job](#)



Approvals (May not be applicable)

0 Jobs awaiting your approval

1 Approved



Advertisements

2 Advertisements



Applications

0 Jobs have applicants for review

0 Applicants assigned to you for review



Search committee review

2 Jobs requiring panel review



Interviews

0 Scheduled interviews



Offers

0 Offers awaiting your approval

0 New hires

0 New hire tasks

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Dashboard

Current jobs



3 new
Approved

Men's Water Polo Director of Operations - Calderon

Requisition Number: 496913 Carrie Medders Positions: 1 Vacancies: 1
3 new applications. [View](#) →

3
Approved

Special Projects Assistant - Fernandez

Requisition Number: 496904 Yolanda Fernandez Positions: 0 Vacancies: 0

6
Offer

Director of Development Operations - Medders

Requisition Number: 496902 Carrie Medders Positions: 8 Vacancies: 5
1 shortlisted applicants. [View](#) →

Primary teams & users

Manager Activities

- 5 Jobs requiring panel review
- 1 jobs with applicants for review
- 4 New hires
- 16 New hire tasks

Tasks

Assigned tasks Add

No tasks.

Activities performed

	M	T	W	T	F	S	S	Total
New application	0	0	9	0	0	0	0	9
Assessment 1	0	0	12	0	0	0	0	12
Interview 1	0	1	0	0	0	0	0	1
Line manager review 1	0	1	0	0	0	0	0	1
Reference check 1	0	1	0	0	0	0	0	1
Review 1	0	1	5	0	2	0	0	8
Review 2	0	1	0	0	0	0	0	1
Offer made	0	1	2	0	0	0	0	3
Pre-offer check	0	1	0	0	0	0	0	1

Select a job template



1. Team link
SM-OHR HR Services - 1064

2. Position Number
Custodian
SM-00005555

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

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.



3. Campus
San José State University
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Select a job template:

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available



4. Template
SM-Faculty TT Template
SM-Staff/MPP
SM-Temporary Assistant Librarian Template
SM-Temporary Coach Template
SM-Temporary Counselor (Student Services Professional-Academi

Preview
FOR HR USE
Job Overview
Detail purpose of position.
Position Summary
Working Title (CSU Classification Title)

Next > Cancel

New job

[Position info](#)

[Notes](#)

[Documents](#)

[View Job Card User Guides](#)

REQUISITION INFORMATION

Internal Team:

SM-Safety, Risk, & Sustaina Svc - 1070

Recruitment Process:*

SM-Staff/MPP

Application Form:

SM-Staff/MPP Application

[Preview](#)

[Question Library](#)

Job Code/Employee Classification:*

Admin Analyst/Spclst 12 Mo



[Job Code: 1038](#)

Salary Range/Grade:*

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

MPP Job Code:

Campus:*

Division:*

College/Program:*

Department:*



Requisition Number:

Leave blank to automatically create a Requisition Number

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="Environmental Health & Occupat"/>  	<input type="text" value="Select"/>	-
<input type="text" value="Position no: SM-00004429"/>			

New:

Replacement:

REQUISITION DETAILS

Auxiliary Recruitment:*

Yes No

Reason:*

Select

Justification for Recruitment:*

Hiring Manager to provide additional information, as needed.

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

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

Mandated Reporter:*

Select

Conflict of Interest:*

Select

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

Pay Plan Months Off:

POSTING DETAILS

Posting Type:*

Open recruitment

SEARCH DETAILS

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:



No user selected.

2. Director/AVP:



No user selected.

3. PAT Reviewer:



No user selected.

HR/Faculty Affairs Representative:*



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

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Q & A