

CHRS Recruiting – Job Card

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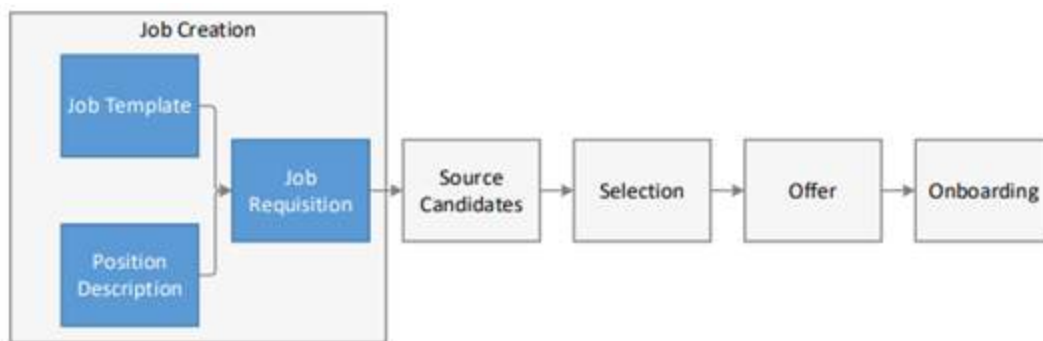
 New Job **Job Template** **Requisition Information** **Approval Process** **Notes Tab****CONCLUSION**

 Thank You

Welcome

Introduction

Initiating recruitments in CHRS Recruiting involves completing the Job Card and submitting for approval and posting. This process will occur for full- and part-time, probationary and temporary staff and MPP positions. This training will outline the steps to complete the Job Card, including which fields are required. For more information on CHRS Recruiting features and processes, visit the [Talent Acquisition website](#).



Flowchart examining the path from Job Creation to Onboarding

Definitions

Job Card —

The job card initiates a requisition with specific and relevant details of the job, posting language and requirements, and includes an approval process with notifications and alerts to approvers. With a unique ID to represent each requisition, it facilitates central information collection and tracking.

A common job card is shared across the CSU system.

Job card is sometimes used to refer to the New Job page or the Requisition Information form.

Job Template —

A template for pre-populating a Job Card. Job templates add consistency to job creation and reduce the time for completing the Job Card.

The job template saves time in job creation, as one only needs to provide specific details of the job, in a pre-established format that populates Job Card fields and advertising details. The job template also provides consistent job posting format. Each campus has its own library of job templates. When creating a new job, the Select a Job template page opens first.

MPP —

Management Personnel Plan. The CSU MPP is an integrated personnel system addressing the employment rights, benefits, and conditions of those CSU employees designated as “management” or “supervisory” under the Higher Education Employer–Employee Relations Act (HEERA).

Requisition Information Form —

An electronic form for creating a new job requisition. It is on the Position Information tab of the Job Card. The form facilitates the online collection of information relating to the job requisition. Fields are used to collect specific details of the job.

Position ID or Position Number —

A unique number associated with a position that is generated in PeopleSoft. Position Numbers are attached to positions when they are imported from PeopleSoft into PageUp.

Requisition Number or Job Number —

A unique number assigned by PageUp for each Job Card created.

The Requisition Number is generated automatically when you submit a requisition.

Roles and Responsibilities

Reports to Supervisor

The person whom the incumbent filling the position will report to. This should be an MPP.

Administrative Support

A person who can assist the hiring manager or recruiter with pieces of the search process, as needed.

Additional Viewers

If any additional viewers are added, they will be displayed here. You can add viewers to give them view access to the Job Card.

Hiring Administrator

The person requesting the position to be filled and/or hiring authority for the position, which can be the same as the Reports to Supervisor.

Budget

The person(s) responsible for verifying funding for the position.

Classification/Compensation Analyst

The person reviewing and classifying the position description, as well as providing salary recommendations.

HR/Faculty Affairs Representative

The person overseeing the recruitment process.

President's Administrative Team (PAT) Reviewer

The person delegated to review and approve actions prior to the appropriate PAT member.

President's Administrative Team (PAT) Member

The appropriate PAT member will review and approve the Job Card for their respective division.

Access to CHRS Recruiting

Users have a predetermined level of access depending on their general role. If additional access is needed, contact your Talent Acquisition Analyst.

CONTINUE

Preparing for Recruitment

- 1 Department will run Position Detail Report in Peoplesoft to identify position number to be used. If this is a new position and no position number exists, move to #2.
- 2 Department will email new or revised position description and designated position number to Class/Comp Analyst for review.
- 3 Class/Comp Analyst will review and make any needed updates to the position description and email back to the department with a copy to Talent Acquisition Analyst and Budget office.
- 4 Budget office will review position number and make any necessary updates, or create a new position number as appropriate, and confirm position number back to department.
- 5 Department will initiate Job Card in CHRS Recruiting using position number obtained from Budget office. (Note: Allow

24 hours for position number updates and/or newly created position numbers to reflect in CHRS Recruiting).

6

Job Card will be routed through designated approval process.

CONTINUE

Position Data

All CSUSM employees are assigned an 8-digit position number. This position number identifies the following information:

- Job Code/Classification
- Grade/Range
- Working Title
- Department
- Funding
- Reports To/Supervising Position

Most full-time employees are in a single headcount position, while other employees may be in a multi-headcount position (meaning more than one employee can be in the same position number).

① Position information is found in PeopleSoft HR.

View [Position Detail Report Guide](#) for instructions on running the report in PeopleSoft and viewing position data.

CONTINUE

Logging In

CHRS Recruiting is a platform that serves all CSU campuses. Your campus username and password identifies you as an internal CSU user via single sign-on.

① Open a web browser (Google Chrome is recommended) and ensure pop-ups are enabled.

Log into CHRS Recruiting using your campus credentials.

CONTINUE

Dashboard

When you log in to CHRS Recruiting, your Home page will show the appropriate dashboard for your role.

Dashboards differ among roles. Hiring Managers typically serve a dedicated role in the recruitment process, so their dashboard is streamlined to provide most frequently used page links to gain insight on the status of their requisitions and perform their functions easily.

Also, we have a new look to the PageUp layout which was recently released. The job card creation pics below, will show the new layout.

CONTINUE

Helpful Tips

1. Google Chrome provides the most stable performance with CHRS Recruiting.
2. Ensure pop-ups are enabled to use all features of the system.
3. Your role determines which links you are able to access in the **Main Menu**.
4. When you complete the **Job Card**, some fields are mandatory. If you attempt to submit the form with mandatory fields left blank, you will be required to find the field and to provide a value. Fields can be mandatory for several reasons:
 - CSU policy, federal, or state law
 - CHRS Recruiting (PageUp) system requirements
 - CSU reporting
5. Use the binocular and magnifying glass field search when selecting an item from a long list.

New Job

Depending on your role, there are several ways to get to the New Job page.

1. Hiring managers can use the **New Job** button on the **Jobs** tile on the Dashboard.
2. Users can use the **New Job** link on the **Jobs** page.
3. Anyone who has the ability to create a new job can access it through the **Main Menu**.

When to open a New Job (i.e. Job Card)?

1. Creating a new job begins the process of recruiting for a position or filling a vacancy.

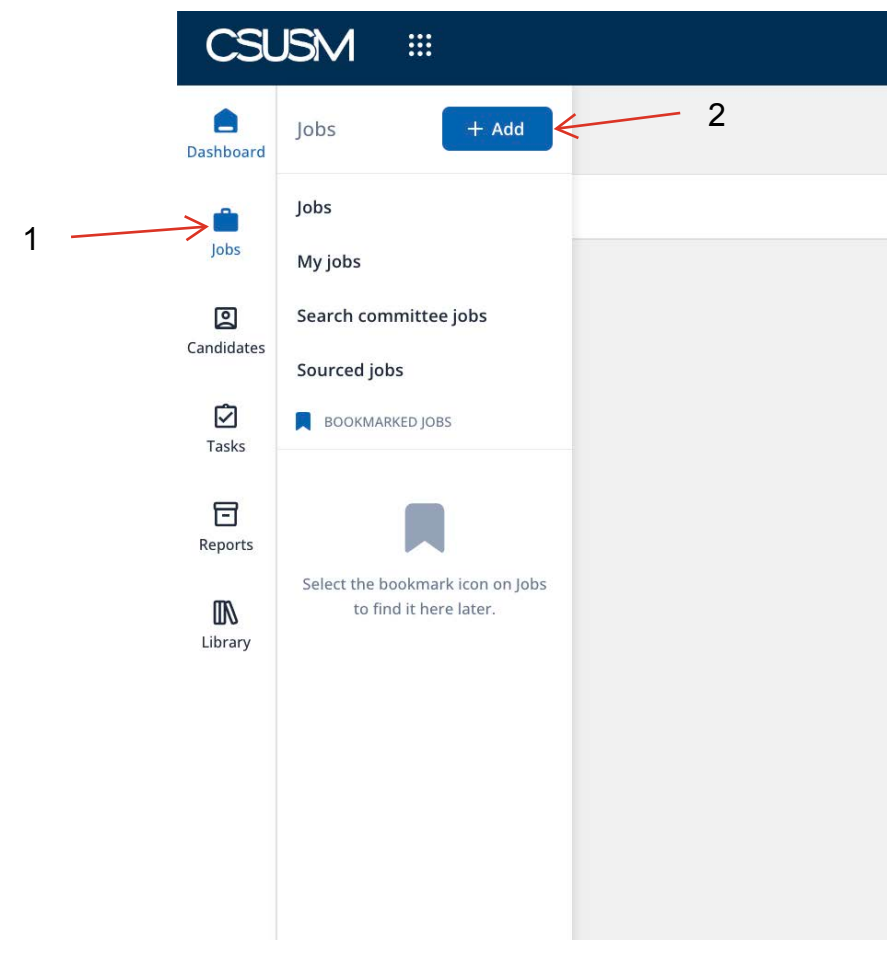
What information is needed to create a Job Card

- Position number

- Job template
 - Recruitment process
 - Position type (new or replacement)
 - Reason (select from drop-down)
 - Justification for position
 - Work type (staff or MPP)
 - Hiring type (probationary or temporary)
 - Supervision of employees (yes or no)
 - Mandated reporter status (General, Limited, or none)
 - Conflict of Interest status (designated position or none)
 - Anticipated hiring range
 - Chartfield string
 - Posting type (direct, internal, or open)
 - Reports to Supervisor (defaults from position number)
 - Administrative support person (*optional)
 - Hiring Administrator (Reports to Supervisor or above)
 - Approval process
 - HR Representative
 - Recruitment status (select from drop-down)
-

Open a New Job

1. From the dashboard, Click Jobs on the left
2. Click + Add, then select New Job



Next: Select the Job Template

Job Template

The job templates are created to simplify the process of completing the **Job Card**. Templates are created for frequently recruited jobs and provide:

- 1 Values for some job card fields
- 2 Recruitment process
- 3 Consistent advertisement text
- 4 Approval process

Prerequisites and Assumptions

- The position number must exist in the system.

Select the Job Template

- Enter Position number into the **Position** field or use the binocular search button to search for the position.
- Select your campus to filter the available templates.
- Select the appropriate template.

Note: Position numbers must be prefaced with 'SM' followed by the 8-digit number. Example: SM-00001234).

Select a job template

1. Team link

SM-OHR HR Services - 1064

2. Position Number

Environmental Health & O

SM-00004429

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

Capture of screen using PageUp to enter required information to select a Job Template

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-Academic

Preview

FOR HR USE

Job Overview

Detail purpose of position.

Position Summary

RECAP THE CONTENT OF THE POSITION

Next >

Cancel

Capture of selecting appropriate Job Template

CONTINUE

Requisition Information

Complete the Requisition Information

The Job Card contains three tabs that store vital job information.

- Position Info – Displays the Requisition Information and includes the approval process.
- Notes – This tab is for saving and recording information about the job as it progresses through the recruitment process (e.g. Delegation of Authority, updates to criteria, etc.).
- Documents – Used to store documents that are related to this job, such as position descriptions or other notes.

Complete the Requisition Information (* refers to a required field)

Requisition Information (1)

REQUISITION INFORMATION

Internal Team: 1 SM-OHR HR Services - 1064

Recruitment Process:* 2 SM-Staff/MPP

Application Form: 3 SM-Staff/MPP Application Preview Customize for job

Job Code/Employee Classification:* 4 Custodian Q
 Job Code: 2010

Salary Range/Grade:* 5 2010-RANGE A-Grade-1 Q
 Minimum: \$ 3,338.00
 Maximum: \$ 4,490.00
 Pay Frequency:

#	Field	Information
1	Internal Team	The internal team determines who has access to this job and its applicants
2	*Recruitment Process	This is the recruitment process the applicant goes through. Job template pre-selects the recruitment process. If this field is empty, select the applicable recruitment process.
3	Application Form	The Staff/MPP Application Form should be selected. If not, select it from the drop-down menu.
4	*Job Code/Employee Classification	This field is based on the Position number that you selected on the Select a Template page.

#	Field	Information
5	Salary Range/Grade*	The values for this field are filled from the Position number . The range indicated is a system-wide rage; campus internal ranges can be different.

Requisition Information (2)

Classification Title: 1

CSU Working Title:* 2

MPP Job Code: 3

Campus:* 4

Division:* 4

College/Program:* 4

Department:* 4

Requisition Number: 5 Leave blank to automatically create a Requisition Number

#	Field	Information
1	Classification Title	This field is populated by the Position number .

#	Field	Information
2	*CSU Working Title	This field is populated by the Position number. This is the title that is displayed on the job posting.
3	MPP Job Code	Skip.
4	*Campus Division College/Program Department	Department hierarchy is determined by each campus and is automatically populated by the Position number or by the Job Template .
5	Requisition Number	Skip. A requisition number is generated automatically.

Requisition (3)

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 Environmental Health & Occupat Position no: SM-00004429	2 Select	-	-

3

New:

Replacement:

Add more

#	Field	Information
1	Position No.	This field was completed when you selected the Position number on the Select a Template page. If you select a Position number on this page, it does not auto-complete fields on this page. You can expand the blue box to view information about this position.
2	*Type	New or Replacement
3	New/Replacement	Enter a number into the New or Replacement field and then click Add to create multiple positions. (Note: Positions must be of the same classification to be used on the same

#	Field	Information
		Job Card. Different positions must have a separate Job Card.)

4

Requisition (4)

REQUISITION DETAILS	
Auxiliary Recruitment:*	1 ☐ Yes ☐ No
Reason:*	2 Select ▼
Justification for Recruitment:*	3 Hiring Manager to provide additional information, as needed.
Previous/Current Incumbent:	4
Work Type:*	5 Select ▼
Hiring Type:*	6 Select ▼
	View Workplace Type Selection Job Aid and select relevant option.
Workplace Type (Exclude Inst Fac):	7 Select ▼

#	Field	Information
1	*Auxiliary Recruitment	Select No .

#	Field	Information
2	*Reason	Select a reason for the requisition from the drop-down menu.
3	*Justification for Position	Include additional details about the reason.
4	Previous / Current Incumbent	Enter the name of the person who is being replaced (if applicable).
5	*Work Type	Select the type of position from the drop-down menu.
6	*Hiring Type	Select the type of hire from the drop-down menu.
7	Workplace Type	Select telecommuting status.

Requisition (5)

Job Status:* 1

Time Basis:* 2

FTE: 3

Hours Per Week: 4

FLSA Status: 5

CSU Campus (Integration for 3rd Party Solutions):* 6
City: San Marcos

#	Field	Information
1	*Job Status	Defaults from Position number . If Job Card is for an emergency hire, select from the drop-down menu.
2	*Time Basis	Defaults from Position number .
3	FTE	Defaults from Position number .
4	Hours per Week	Defaults from Position number .
5	FLSA Status	Skip
6	*CSU Campus	Defaults from Position number .

Requisition (6)

JOB DETAILS	
Job Summary/Basic Function:	1 ***DO NOT USE***
Minimum Qualifications:	***DO NOT USE***
Required Qualifications:	2 ***DO NOT USE***
Preferred Qualifications:	***DO NOT USE***
Special Conditions:	3 ***DO NOT USE***
License / Certifications:	4 ***DO NOT USE***
Physical Requirements:	5 ***DO NOT USE***

#	Field	Information
1	Job Summary/Basic Function	Skip.
2	Qualifications	Skip.

#	Field	Information
3	Special Conditions	Skip.
4	License/Certifications	Skip.
5	Physical Requirements	Skip.

7

Requisition (7)

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
1	There are no items to show	
New		
Supervises Employees:*	2 ☐ Yes ☒ No	
If position supervises other employees; list position titles:	3	

#	Field	Information
1	Job Duties	*Skip.

#	Field	Information
2	*Supervises Employees	Indicates whether this position supervises employees (which includes student workers, interns, volunteers, etc.). Select Yes or No.
3	List Titles	If applicable, list the titles of employees supervised.

Requisition (8)

POSITION DESIGNATION	
Mandated Reporter:*	1 Select
Conflict of Interest:*	2 Select
NCAA:	3 ☐ Yes ☒ No
Is this a Sensitive position?:	4 ☐ Yes ☐ No
View Sensitive Position criteria and select from below where relevant.	
Care of People (incl. minors) Animals and Property:	5 Select
Authority to commit financial resources:	Select
Access/control over cash cards and expenditure:	Select
Access/possession of master/sub-master keys:	Select
Access to controlled or hazardous substances:	Select
Access/responsibility to personal info:	Select
Control over Campus business processes:	Select
Responsibilities requiring license or other:	Select
Responsibility for use of commercial equipment:	Select

#	Field	Information
1	*Mandated Reporter	Select General, Limited, or None.
2	*Conflict of Interest	Select Designated employee or None.
3	NCAA	Skip.
4	Is this a Sensitive Position?	Skip.
5	Care of People... Responsibility for use of commercial	Skip entire section.

#	Field	Information
	equipment	

Requisition (9)

BUDGET DETAILS	
Benefit Eligible?:	1 ☐ Yes ☐ No
Anticipated Hiring Range:	2
Budget/Chart field/Account string:	3 Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.
Cost Center:	4
Pay Plan:	5 Select
Pay Plan Months Off:	6

#	Field	Information
1	Benefit Eligible	Skip.
2	*Anticipated Hiring Range	Use this field to specify the

#	Field	Information
		campus-specific salary range.
3	*Budget/Chartfield/Account string	This field identifies the unique department funding source.
4	Cost Center	Skip.
5	Pay Plan	Skip.
6	Pay Plan Months Off	Skip.

Requisition (10)

POSTING DETAILS	
Posting Type:*	1 Select
Review Begin Date:	2 
Anticipated Start Date:	3 
Anticipated End Date:	4 
Do you wish to apply for a waiver for the posting?:	5 Select
Reason for Waiver:	6 Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.
Posting Location:*	6 San Marcos 

#	Field	Information
1	*Posting Type	Indicates what type of posting will be required. • Direct– Emergency Hire for direct appointment. • Internal– Internal Recruitment (CSUEU only) • Open– Open recruitment
2	Review begin date	Skip.
3	Anticipated start date	Skip.
4	Anticipated end date	Enter end date if temporary appointment.
5	Apply for waiver Reason for waiver	Skip.
6	*Posting Location	Default to San Marcos from Job Template page.

Requisition (11)

If you plan to advertise externally indicate the advertising sources:

1

☐ CSU Careers ☐ Chronicle of Higher Education
☐ Inside Higher Ed ☐ LinkedIn
☐ CalJobs ☐ JobElephant

Additional/Other Advertising Sources:

2

Advertising Summary:*

3

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

Advertisement text:*

4

B *I* U     Formats A       

Job Overview

#	Field	Information
1	External Advertising Sources	Skip.
2	Additional / Other Advertising Sources	Skip.
3	*Advertising Summary	Skip - HR to maintain.

#	Field	Information
4	*Advertising Text	Skip - HR to maintain.

12

Requisition (12)

SEARCH DETAILS

Search Committee Chair:

1

Q

No user selected.

Search Committee Members:

Add Search Committee Member

2

Recipient

Remove all

No Search Committee Member selected.

Search Committee Member information:

SELECTION CRITERIA

3

Add

There are no items to show

#	Field	Information
1	Search Committee	Skip.

#	Field	Information
	Chair	
2	Add Search Committee Members	Skip.
3	Selection Criteria	Skip.

Requisition (13)

USERS AND APPROVALS

Reports to Supervisor Name:

Regina Frasca



Email address: rfrasca@csusm.edu.junk



Administrative Support:



No user selected.

Compliance Panel Facilitator:



No user selected.

Additional viewers:

Add Additional viewers

Recipient

No Additional viewers selected.

Additional viewers information:

Hiring Administrator:*

Courtney Tamone



Email address: ctamone@csusm.edu.junk



#	Field	Information
1	Reports to Supervisor	Populated from the Position number .
2	Administrative Support	A person who assists the hiring manager as needed.
3	Compliance Facilitator	Skip.

#	Field	Information
4	Additional Viewers	Skip.
5	*Hiring Administrator	The hiring authority for the position and responsible for supervision of the position. (Note: This will default to the person completing the Job Card. Edit this to the reporting supervisor.)

Save as a Draft

Instead of clicking **Submit & Exit**, you can click **Save a Draft** if you need to work on the job requisition later without submitting for approval. When you save the job requisition as a draft, your approval process is deleted. Approval information is not saved to ensure that the approver list is current when you submit for approval.

CONTINUE

Approval Process

Approvals in CHRS Recruiting occur only for the Job Card, which is completed to initiate a recruitment. Email notifications will be sent to approvers in sequence.

The approval process is pre-determined by the department/division and will include all required approvers. Any additional approval needed by a department/division must take place outside of CHRS Recruiting.

Approval process:*

1. Admin Support:	
	No use
2. Hiring Manager:	
	No use
3. Dean/AVP:	

SM- New MPP Job Approval AA

None

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

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

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:*

2



No user selected

Recruitment Status:*

3

[Next page >](#)

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

4

Save a draft

Submit

Submit & Exit

Cancel

#	Field	Information
1	*Approval Process	Select the appropriate Approval Process. Use the Magnifying glass to search filed to select the

#	Field	Information
		user for each role or type in the username (CSUSM email) of the individual. • If the approval process contains many approvers, scroll down through all the approval steps. • Ensure that all approval steps have a user assigned.
2	Various Approvers	The appropriate approval path will be displayed. Enter the name of each approver or use the magnifying glass to search from the list of names.
3	*HR / Faculty Affairs Representative	Enter the appropriate recruiter for your department.
4	*Recruitment Status	Indicates the current status of the Job Card. Draft – Not ready for approval Pending Approval – Requisition is being routed for approval.

#	Field	Information
		You can save a requisition as a draft.
5	Submit or Save	Save a draft - Not ready for approval Submit - Ready for approval

Next

When you click **Submit**, the first approver will receive an email notification with a link to the Job Card. Users will also have notifications on their dashboards for jobs awaiting their approval.

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

Notes Tab

As the job progresses through the recruitment process, you may need to add notes to the job. Notes are attached to the job and can be accessible based on permission.

 While not required, you can add a note to any open job.

Add a Note:

New job

Position info  Notes Posting Documents

Add: 

Add note

Note:*

3

File:

4

Upload file

E-mail this note to:

☐

User:

Q

Other e-mail:

5

Submit

Cancel

Position info

Notes

Posting

Documents

Add:

Select

Jun 27, 2023, 12:46pm

Campus Map 2023.pdf

TEST

6

Courtney Tamone

Edit

Delete

#	Field	Information
1	Notes Tab	On the Job Card , click on the Notes tab.
2	Add Note	From the Add menu, select Note .

#	Field	Information
3	Note Window	The Add Note window opens. Include a description of the note.
4	Upload file	Optional: Upload a document (e.g. Delegation of Authority).
5	Submit	Click Submit to save the note.
6	Confirm Note	Confirmation of the attached note appears.

Thank You

A photograph of a wooden desk. On the right side, a portion of a white keyboard is visible, showing keys like 'esc', '1', '2', 'Q', 'W', 'A', 'S', 'Y', 'X', 'ctrl', 'cmd', and 'fn'. On the left side, there is a grey notepad with lined paper. Two yellow sticky notes are placed on the desk: one is rectangular and tilted, and the other is square and also tilted. The text 'Thank you for completing the course. You may now exit the training.' is overlaid in white on the lower-left portion of the image.

Thank you for completing the course.
You may now exit the training.