Staff and MPP Requisition Process

Contents

About

This guide is about how to create a new job requisition. The job requisition is sometimes called the job card and previously known as the Request to Fill. The process begins on the "Select a Job Template" page. If you can select the job template and Position ID on this page, the requisition tab can be completed much more quickly because some fields will be pre-filled.

What you will do

- Create a job requisition
  - Open New Job
  - Select a Job Template
  - Complete a Requisition Information form
  - Start the requisition approval process

Open a New Job

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

- Hiring managers can use the New Job button on the Jobs tile on the Dashboard.
- Other users can use the New Job Link on the Jobs page or you can access it through the Main Menu.

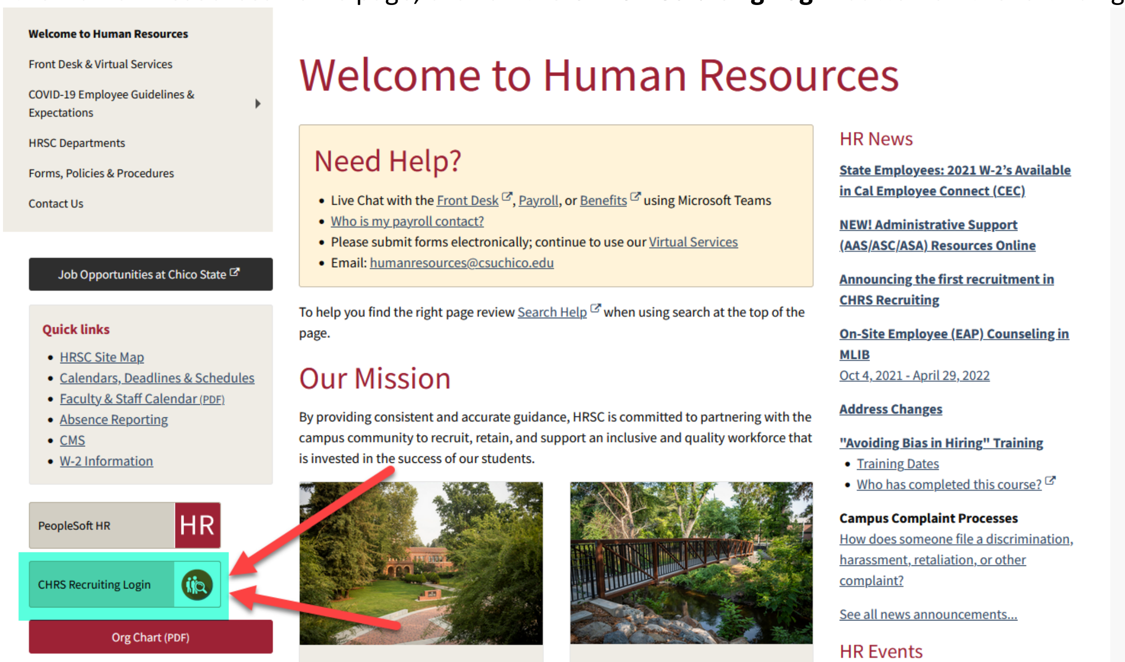
Prerequisites and Assumptions

- Your users role is permitted to create new jobs. If you cannot access New Jobs in the Main Menu, then you might not have permission to create a job. Please contact Employment Services for support.

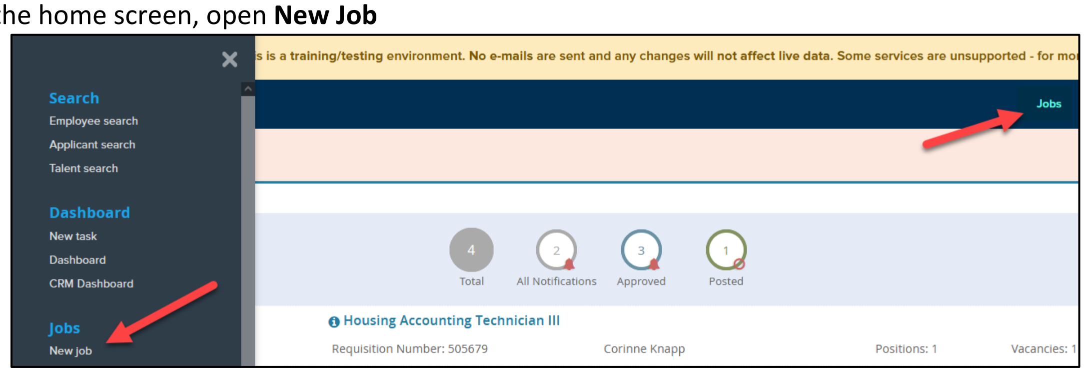
- You know the position number of the job you need to create. The position number is the best way to quickly find and select the position.

Create a Job Requisition Using a Job Template

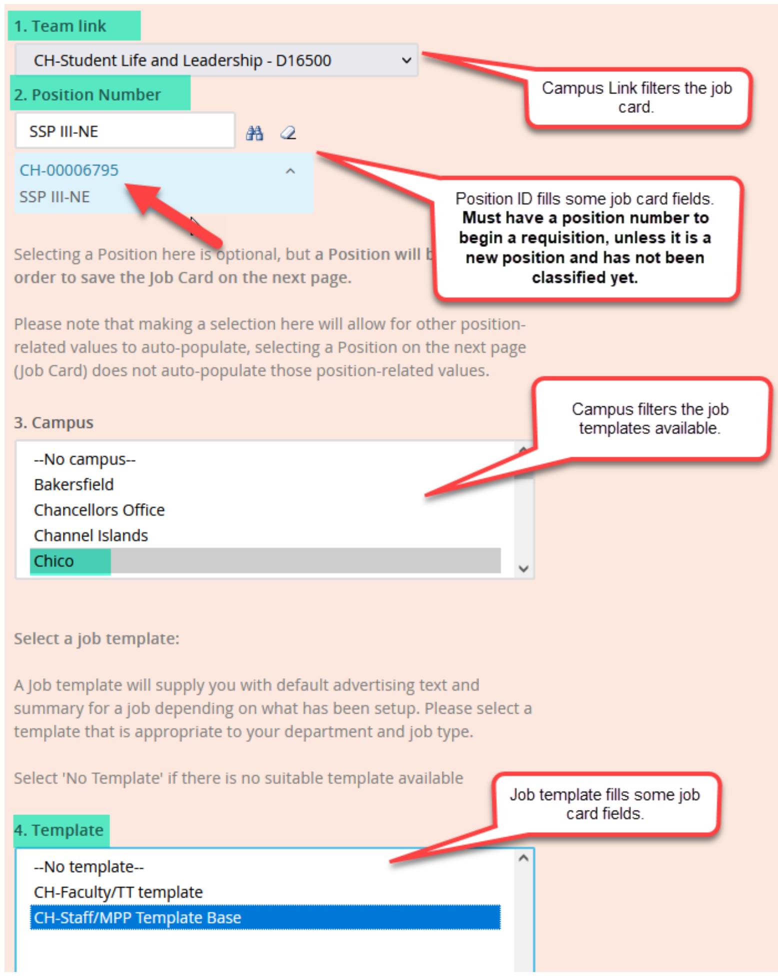
1. From the Human Resources home page, click on the **CHRS Recruiting Login** button on the left navigation.



2. From the home screen, open **New Job**



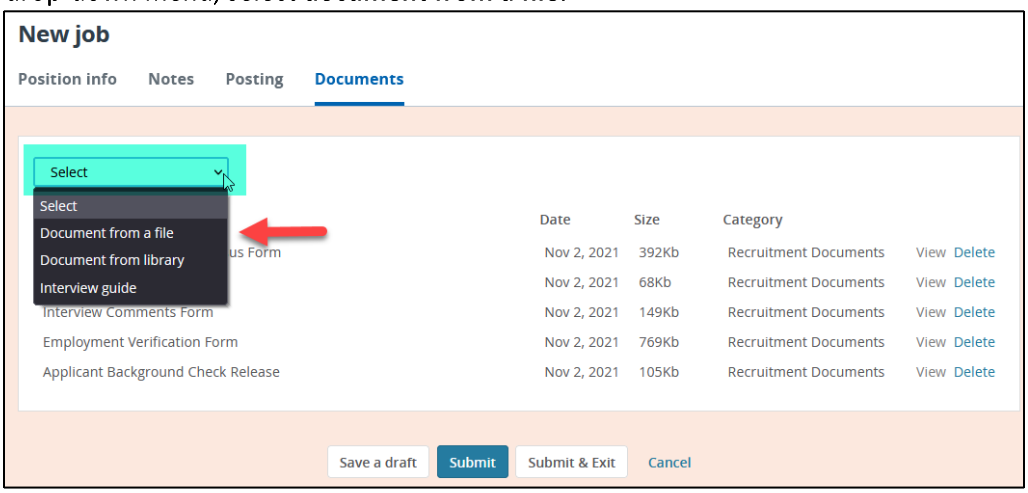
3. **Team Link** will default to your department, enter a position number with a "CH-" designation in front of the position number (CH-00001234) and select **Chico** as the campus. Select a job template **CH-Staff Template Base** and click **next**.



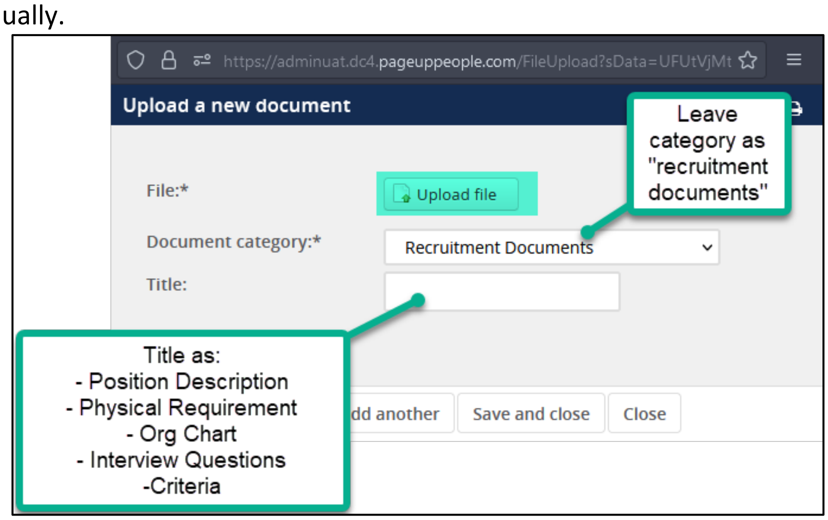
Adding Documents to the Job Card

1. Once the Job Card opens, select **documents**. Rather than emailing all of the documents needed for the recruitment (Position Description, Physical Requirements, Org Chart, Interview Documents and Criteria), you will upload them to the job card for Human Resources to access. You will notice some documents already exist for the recruitment, please do not delete these.

2. From the drop-down menu, select **document from a file.**

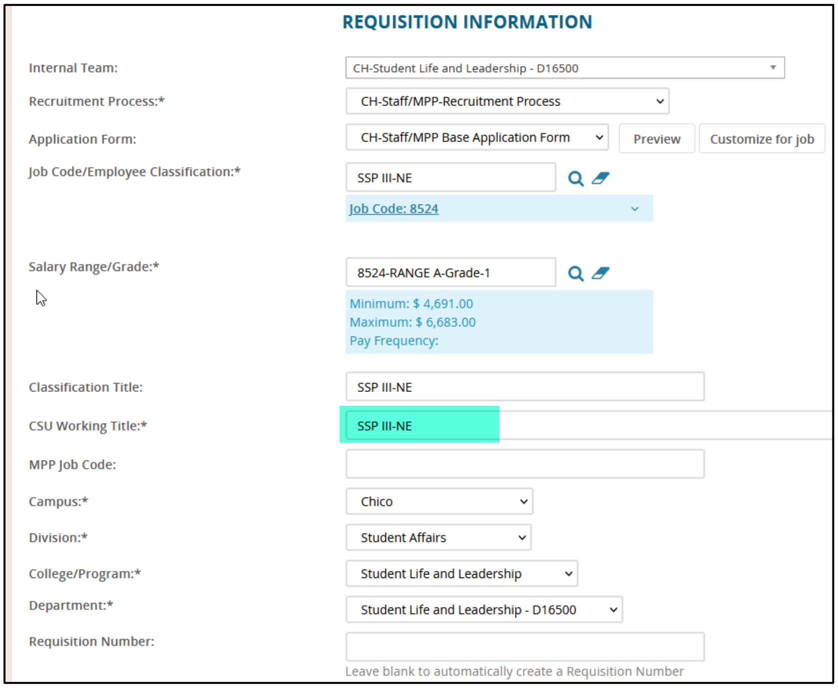


3. Select **Upload File**, leave the documents category as **Recruitment Documents**, you will need to upload each document individually.



Completing the Requisition Information Form

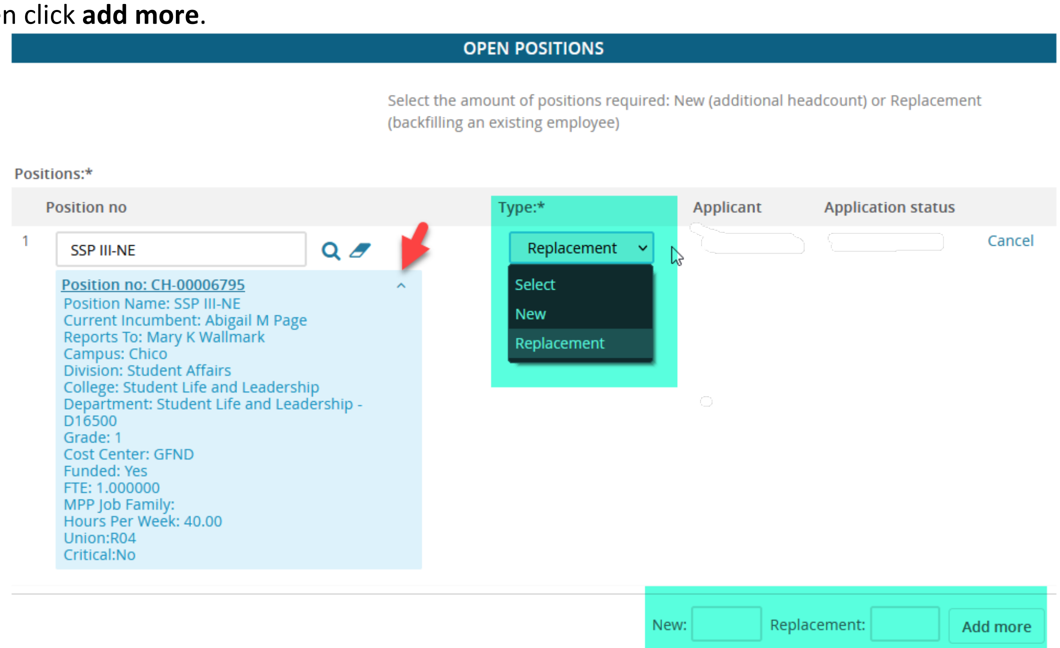
1. The position number pulls information from PeopleSoft and auto fills much of the information on the Job Card. The highlighted areas in the images below is the only information required to complete.



Open Positions

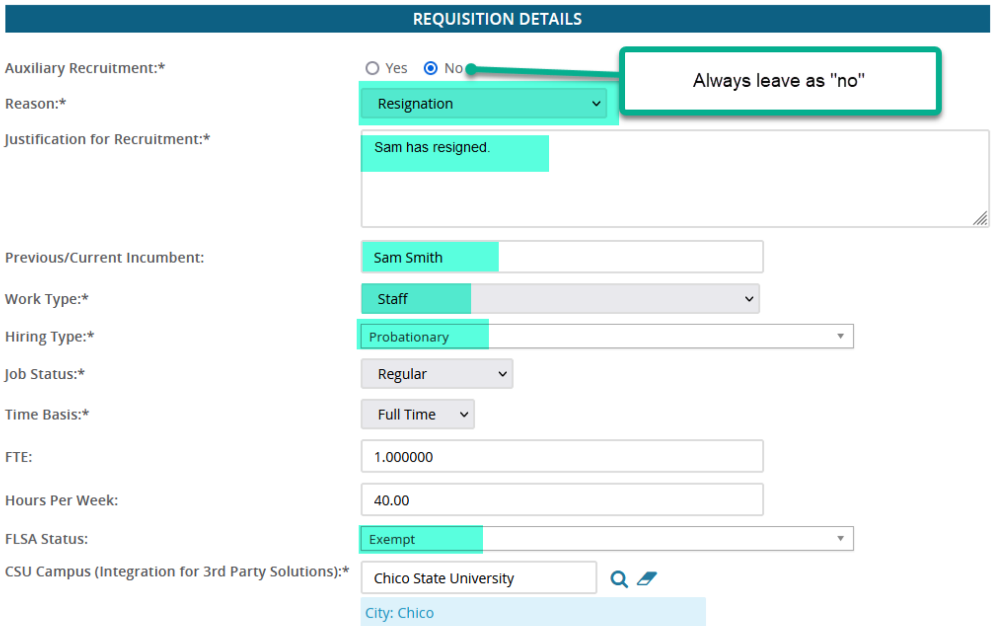
The position number field was completed when you selected the position number on the select a template page. You can expand the blue box to view information about the position.

1. Select if the position is **new** or a **replacement**.
2. If you need to add additional positions to this recruitment, enter a number into the **New** or **Replacement** field and then click **add more**.



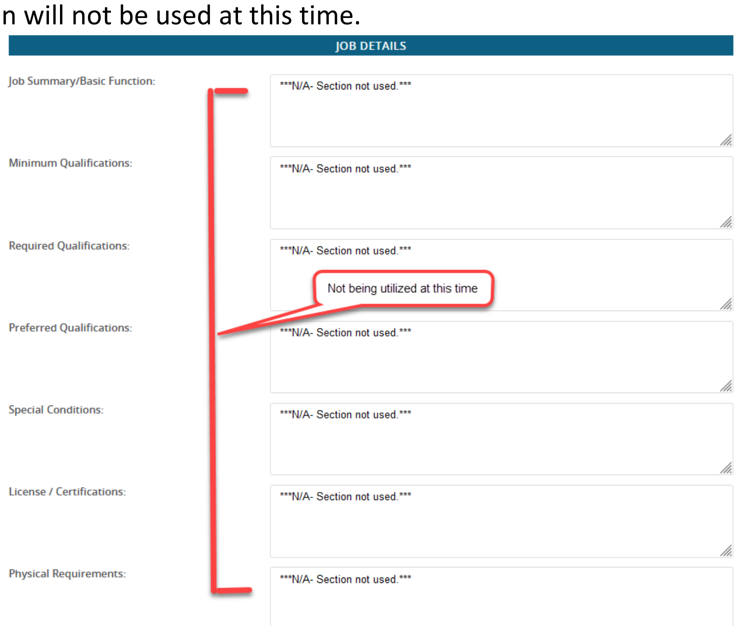
Requisition Details

1. Leave Auxiliary recruitment as **no**.
2. Enter the reason for the recruitment.
3. Enter the justification for the recruitment (Academic Affairs departments, please use this area to substitute for the justification memo the Provost requires).
4. Enter the name of the previous/current incumbent, if this is a new position enter N/A.
5. Select the **work type** (staff or MPP).
6. Select the **hiring type** (probationary, temporary, at will, etc).
7. Select the **FLSA Status** (Exempt/Non-Exempt). The rest of the required fields should auto fill from the position information.

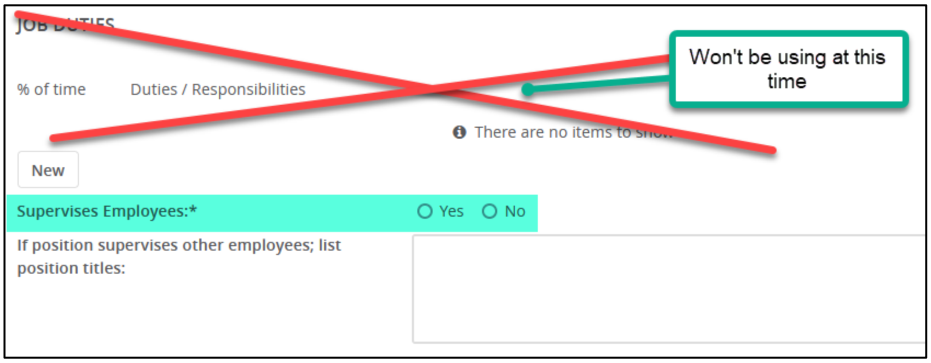


Job Details

1. The Job Details section will not be used at this time.

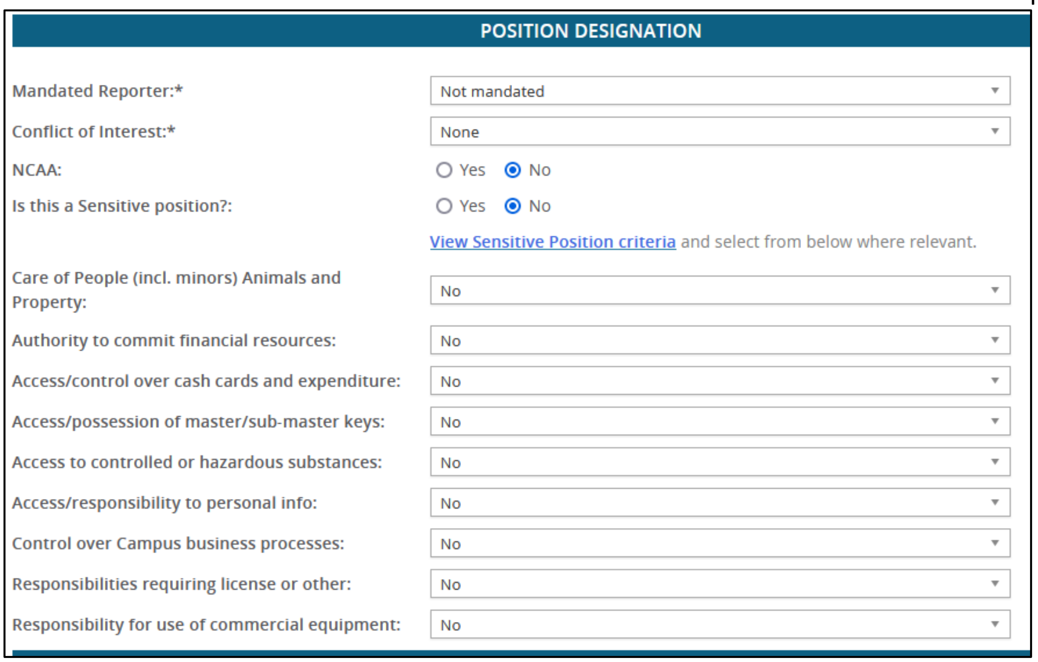


Select if the position will **Supervise Employees**. If yes, enter the position titles the position will supervise.



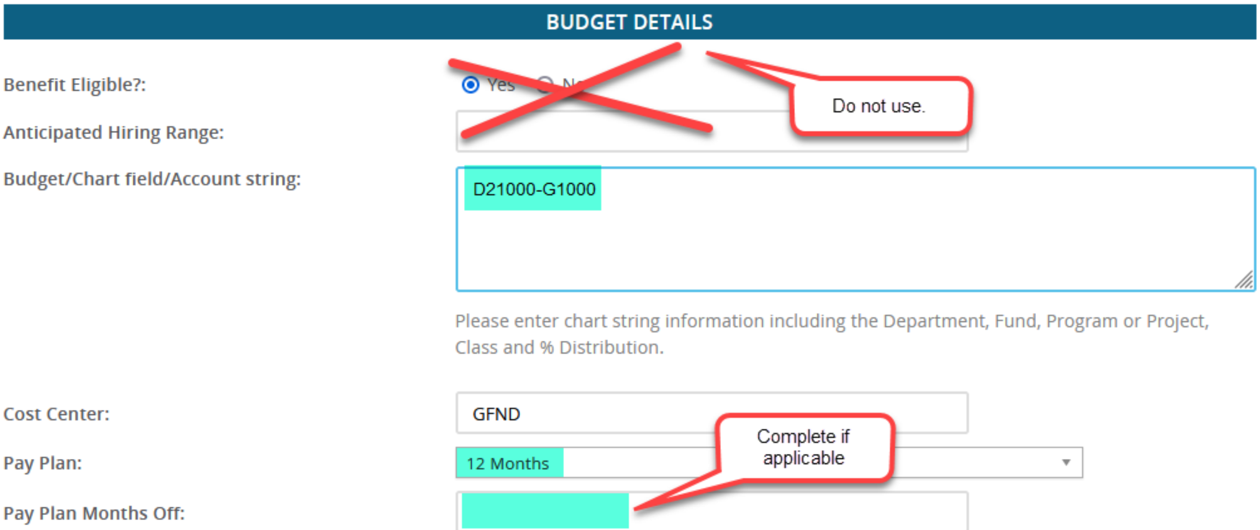
Position Designation

1. Complete the Position Designation section below, [Classification and Compensation (CLCO) has some helpful resources](). This section will be reviewed by CLCO to make sure the proper designations have been selected. You can also click on the link titled **View Sensitive Position Criteria** for a more detail version of the questions below.



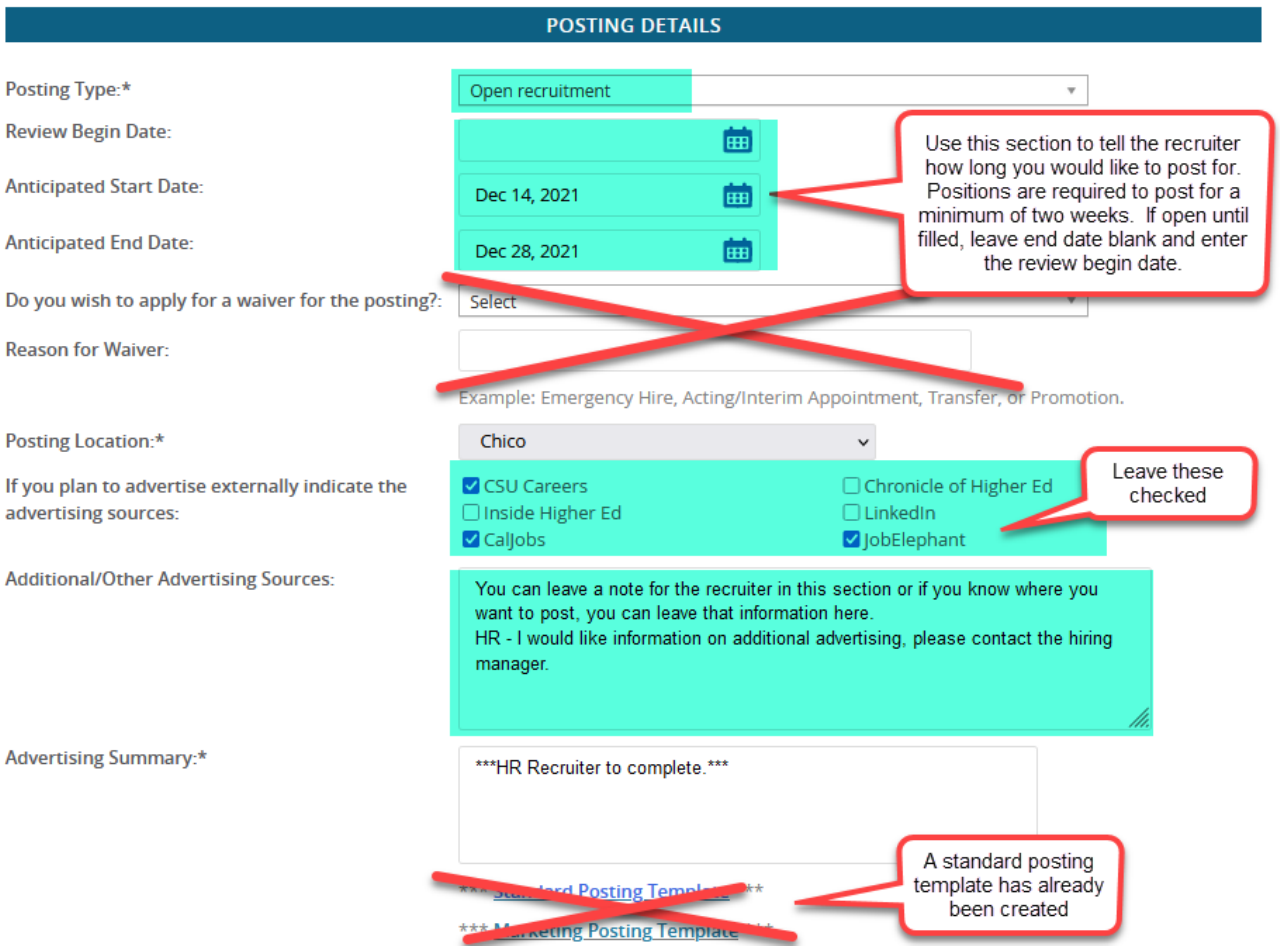
Budget Details

1. Enter **Budget/ Chart Field/Account String** information for the Budget Office to review.
2. Select the **Pay Plan**.
3. If applicable, **pay plan month(s) off**.



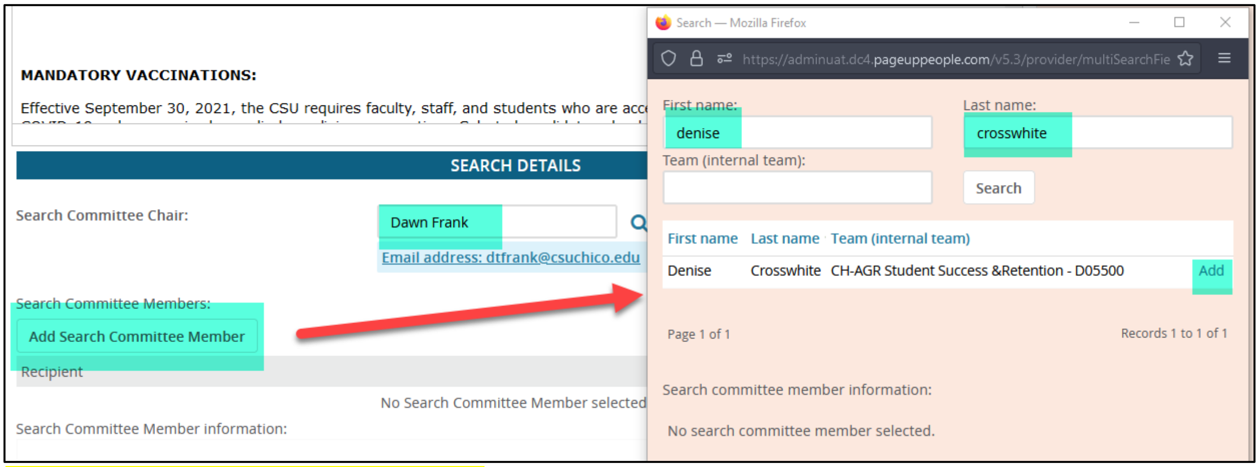
Posting Details

1. Select the posting type any jobs to be posted to the public will be an **Open Recruitment**.
2. **Anticipated start date and end date** – use this section to tell the recruiter the recruitment period you would like (long you would like to post for), most collective bargaining agreements require a minimum posting of 14 days. If you would like an open until filled, leave the end date blank and enter the review date in **review begin date**.
3. Human Resources has suggested additional advertising on [Additional Advertising Sites webpage](). If the department has additional paid advertising they would like to do, please contact your HR recruiter or leave a note for them.

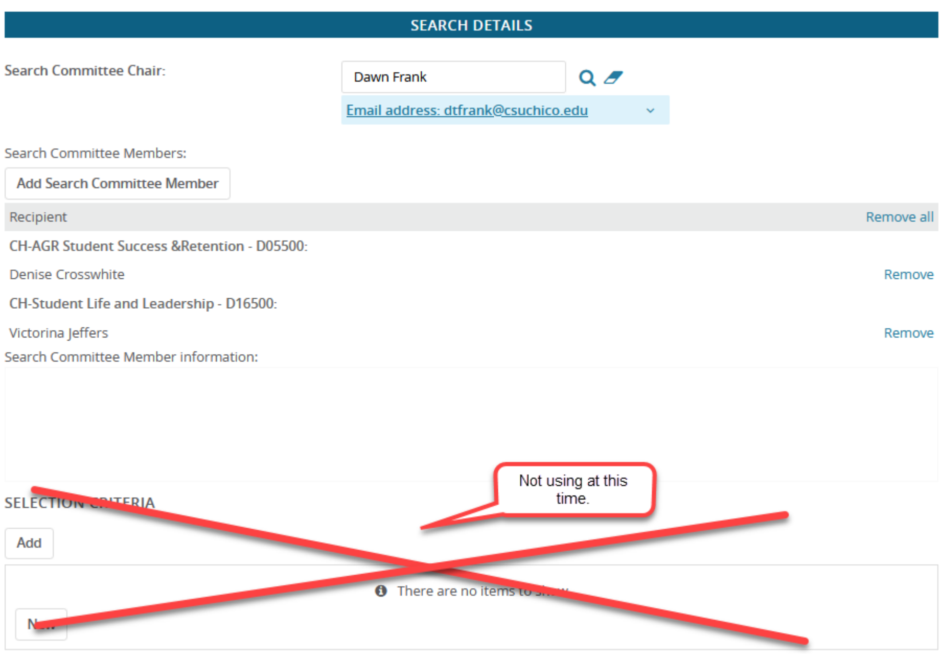


Search Details

1. Enter the **Search Committee Chair** and **Search Committee Members**.

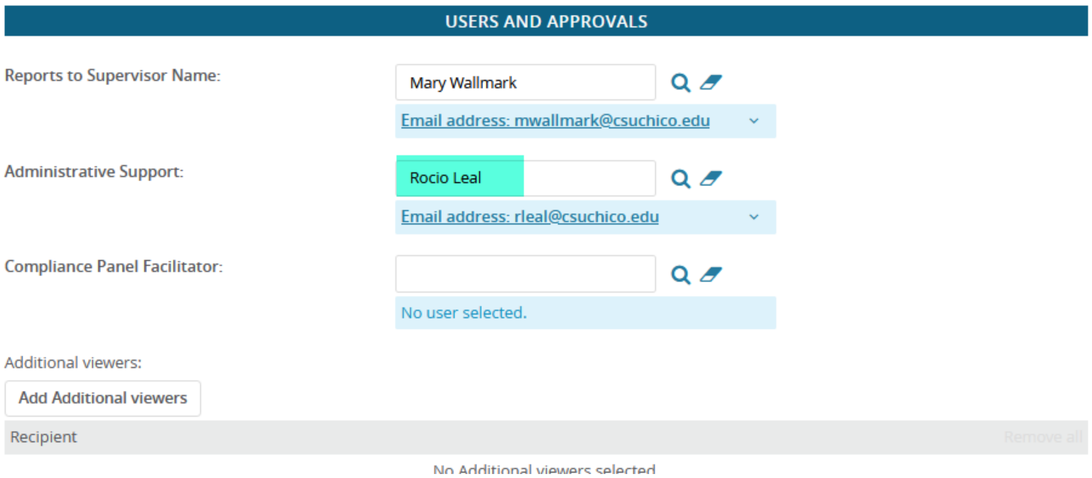


2. **Campus External Committee Members:** If you will be using a committee member who is employed by Associated Students or Chico State Enterprises, you will need to email your recruiter. The outside committee member will need to have a relationship with campus in PeopleSoft. Your recruiter will get them entered as a "person of interest" in PeopleSoft so they will show up in the recruitment system. Your recruiter will email you once they have completed this step. **It will take one overnight process before they will appear as search committee member option in the recruitment system.** For members of the community, please let your recruiter know, they will set up a box folder for them to view the PDF'ed applications.
3. Selection Criteria will not be used at this time.

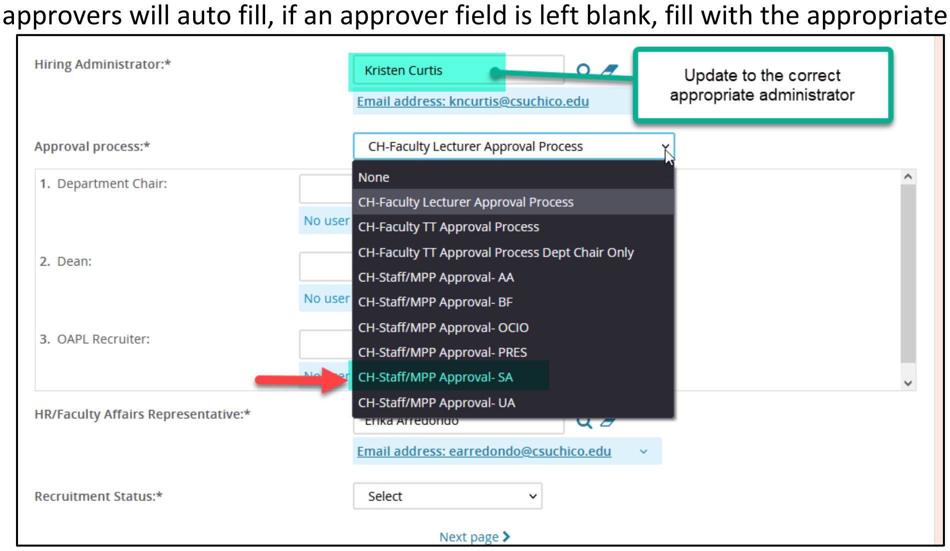


Users and Approvals

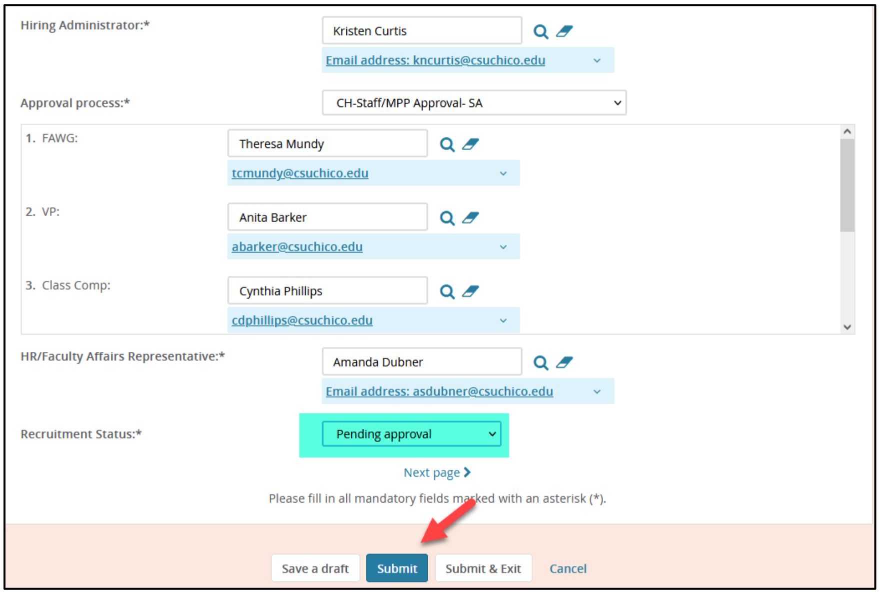
1. **Reports to Supervisor Name** will auto filled based on position number data from PeopleSoft.
2. An **Administrative Support** staff can be listed to help with the recruitment. **This is not a requirement, however, if an ASC is starting the requisition, once they click submit to start the approval process they will no longer be able to access the requisition based on their permission level. If you still need to access the job, please make sure to enter your name as the administrative support staff.**



3. If needed, update the **Hiring Administrator** to the correct **Appropriate Administrator**. This will default to the person initiating the Job Card.
4. Select the correct division **Approval Process** from the drop-down.
5. Preselected approvers will auto fill, if an approver field is left blank, fill with the appropriate person.

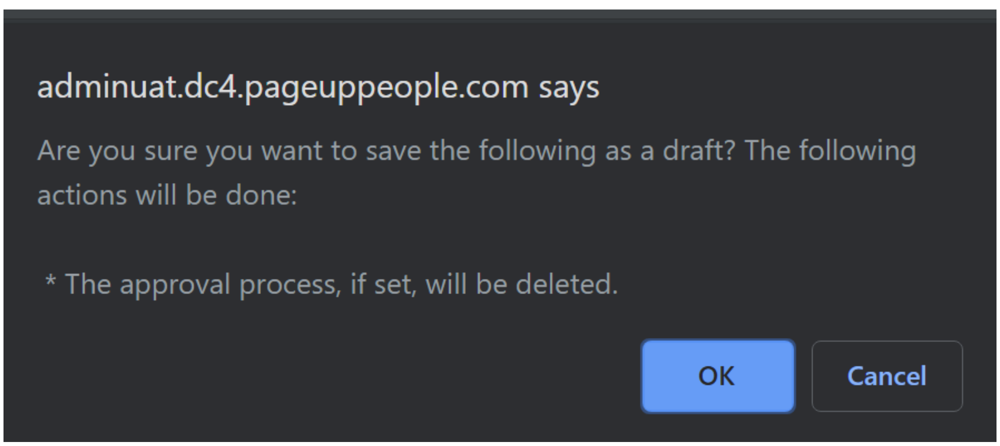


6. Select the **Recruitment Process** of **Pending Approval** and select **Submit**. The Job Card will start to route to the list of approvers.



7. 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.

   When you save as draft, you must click **OK** to acknowledge that the approval process is deleted.



   The job requisition is saved as a draft. You can find the position by searching for job requisitions with the status of draft.

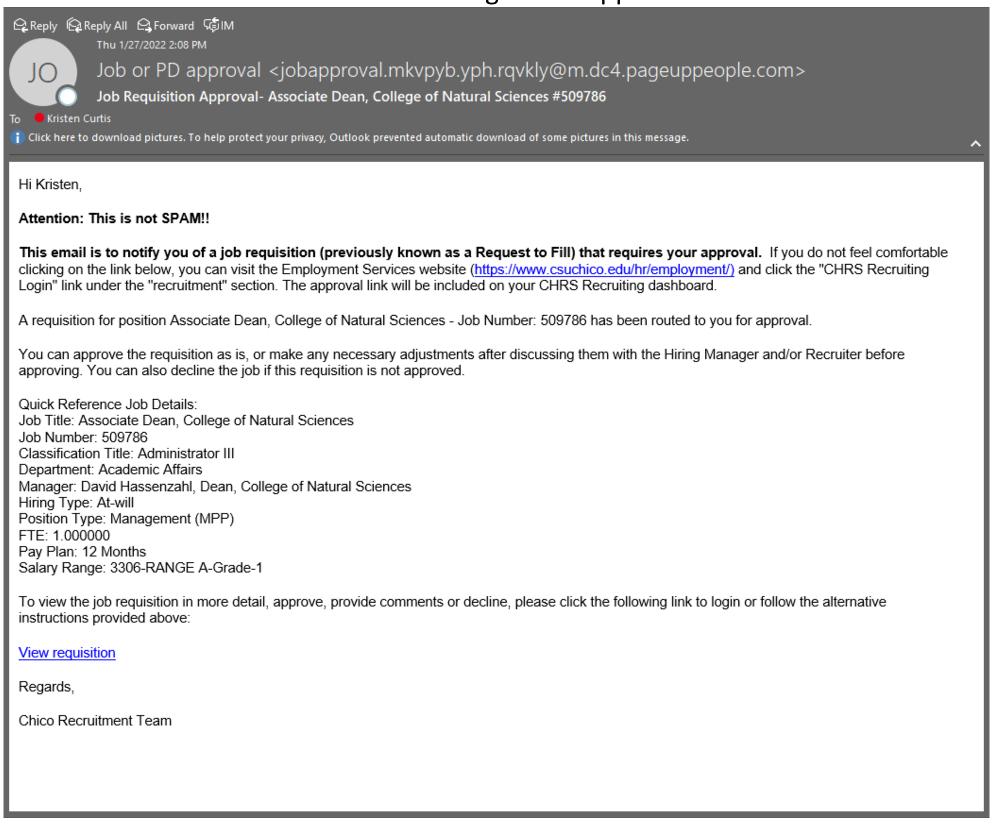
What happens next

- The requisition approval process is launched
- Is approved, your recruiter will finalize the requisition and post.
- If the requisition is not approved, you can make the requested changes (or accept the changes made by the approvers) and then restart the requisition approval process.

Quick Approval Process

This will provide a VERY brief overview of the approval process once you submit the requisition. For full detailed instructions, please visit the Job & Offer Approvals on the CHRS Recruiting website.

1. The approver will receive an email notification to log in and approve.



Reply | Reply All | Forward | IM

Thu 1/27/2022 2:08 PM

Job or PD approval <jobapproval.mkvpyb.yph.rqvkly@m.dc4.pageuppeople.com>

Job Requisition Approval- Associate Dean, College of Natural Sciences #509786

To Kristen Curtis

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Kristen,

Attention: This is not SPAM!!

This email is to notify you of a job requisition (previously known as a Request to Fill) that requires your approval. If you do not feel comfortable clicking on the link below, you can visit the Employment Services website (https://www.csuchico.edu/hr/employment/) and click the "CHRS Recruiting Login" link under the "recruitment" section. The approval link will be included on your CHRS Recruiting dashboard.

A requisition for position Associate Dean, College of Natural Sciences - Job Number: 509786 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: Associate Dean, College of Natural Sciences
Job Number: 509786
Classification Title: Administrator III
Department: Academic Affairs
Manager: David Hassenzahl, Dean, College of Natural Sciences
Hiring Type: At-will
Position Type: Management (MPP)
FTE: 1.000000
Pay Plan: 12 Months
Salary Range: 3306-RANGE A-Grade-1

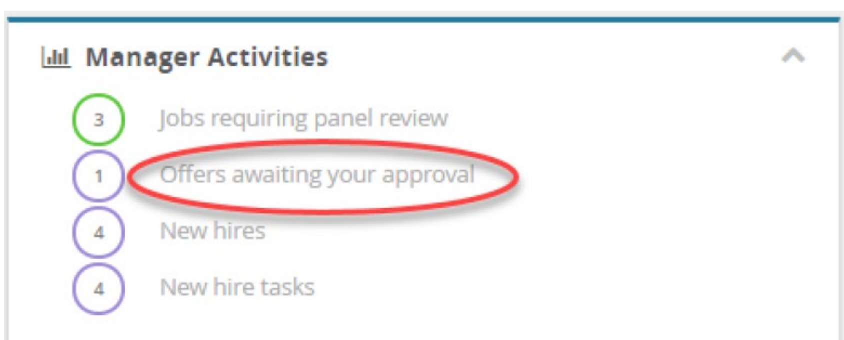
To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login or follow the alternative instructions provided above:

View requisition

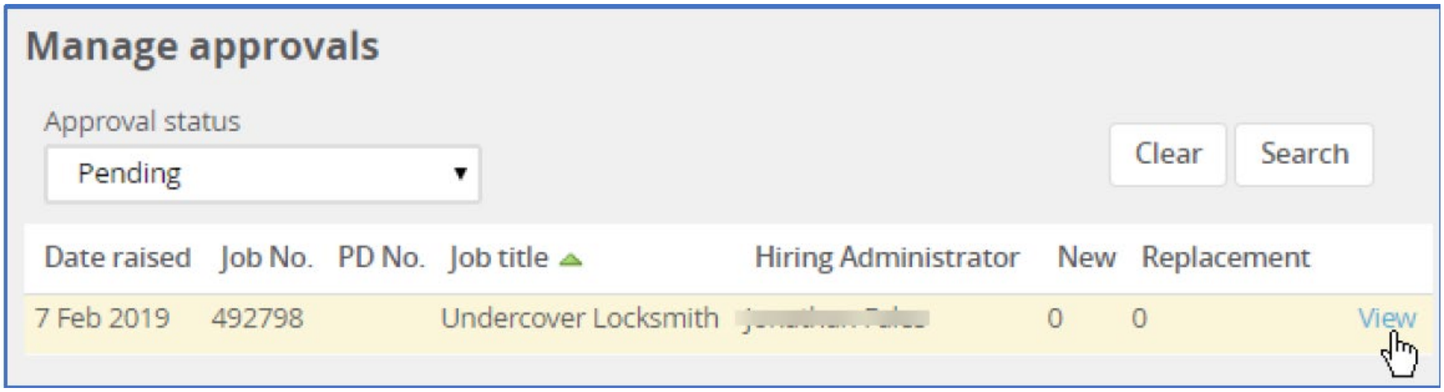
Regards,

Chico Recruitment Team

2. If they click on the link in the email it will take them directly to the requisition needing approval. If they log in they will view jobs awaiting your approval on their dashboard in one of two places.



3. On the Manage Approvals page, click view next to the item that needs approval.



4. Review the job requisition and then click a response.

5. Approve: The page closes and the next approver receives notification. If you have the final approver, then the job creator receives notice that the job has been approved.
6. Decline: You must specify a reason for declining the job, then click submit.