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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

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

Welcome to Human Resources

Front Desk & Virtual Services
 COVID-19 Employee Guidelines & Expectations
 HRSC Departments
 Forms, Policies & Procedures
 Contact Us

Job Opportunities at Chico State

Quick links

- HRSC Site Map
- Calendars, Deadlines & Schedules
- Faculty & Staff Calendar (PDF)
- Absence Reporting
- CMS
- W-2 Information

PeopleSoft HR **HR**

CHRS Recruiting Login

Org Chart (PDF)

Welcome to Human Resources

Need Help?

- Live Chat with the [Front Desk](#), [Payroll](#), or [Benefits](#) using Microsoft Teams
- [Who is my payroll contact?](#)
- Please submit forms electronically; continue to use our [Virtual Services](#)
- Email: humanresources@csuchico.edu

To help you find the right page review [Search Help](#) when using search at the top of the page.

Our Mission

By providing consistent and accurate guidance, HRSC is committed to partnering with the campus community to recruit, retain, and support an inclusive and quality workforce that is invested in the success of our students.

HR News

[State Employees: 2021 W-2's Available in Cal Employee Connect \(CEC\)](#)

[NEW! Administrative Support \(AAS/ASC/ASA\) Resources Online](#)

[Announcing the first recruitment in CHRS Recruiting](#)

[On-Site Employee \(EAP\) Counseling in MLIB](#)
 Oct 4, 2021 - April 29, 2022

Address Changes

["Avoiding Bias in Hiring" Training](#)

- [Training Dates](#)
- [Who has completed this course?](#)

Campus Complaint Processes
[How does someone file a discrimination, harassment, retaliation, or other complaint?](#)

[See all news announcements...](#)

HR Events

- From the home screen, open **New Job**

is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for mo

Search

- Employee search
- Applicant search
- Talent search

Dashboard

- New task
- Dashboard
- CRM Dashboard

Jobs

- New job

Jobs

4 Total 2 All Notifications 3 Approved 1 Posted

Housing Accounting Technician III

Requisition Number: 505679 Corinne Knapp Positions: 1 Vacancies: 1



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**.

1. Team link
CH-Student Life and Leadership - D16500

2. Position Number
SSP III-NE
CH-00006795
SSP III-NE

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
--No campus--
Bakersfield
Chancellors Office
Channel Islands
Chico

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

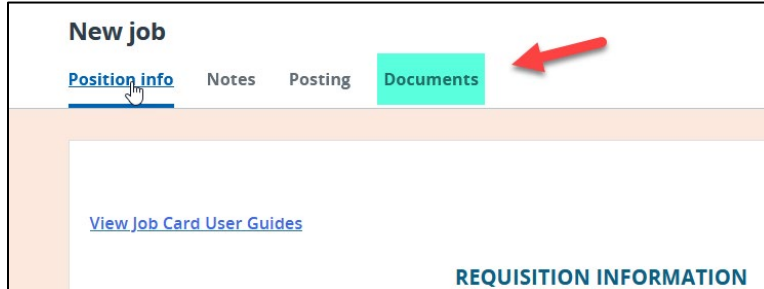
4. Template
--No template--
CH-Faculty/TT template
CH-Staff/MPP Template Base

Callouts:
- Campus Link filters the job card.
- Position ID fills some job card fields. **Must have a position number to begin a requisition, unless it is a new position and has not been classified yet.**
- Campus filters the job templates available.
- Job template fills some job card fields.

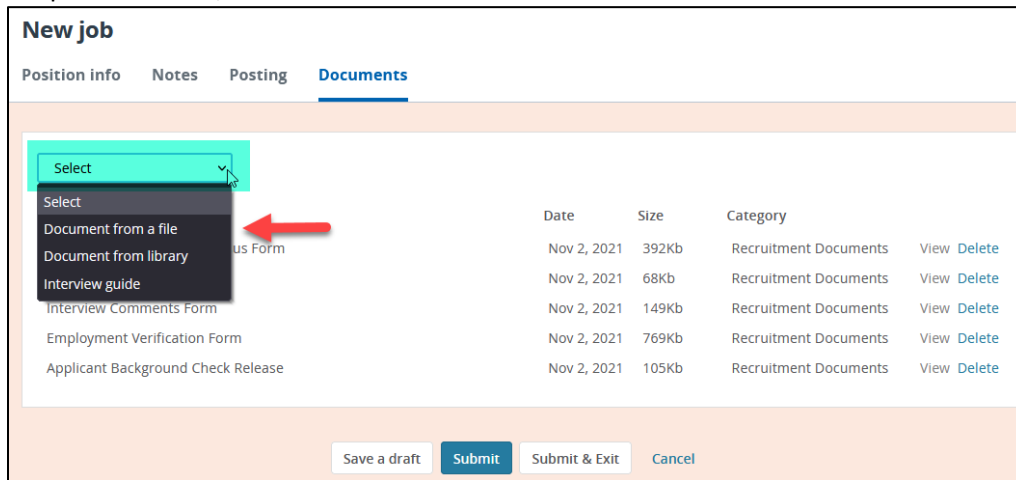


Adding Documents to the Job Card

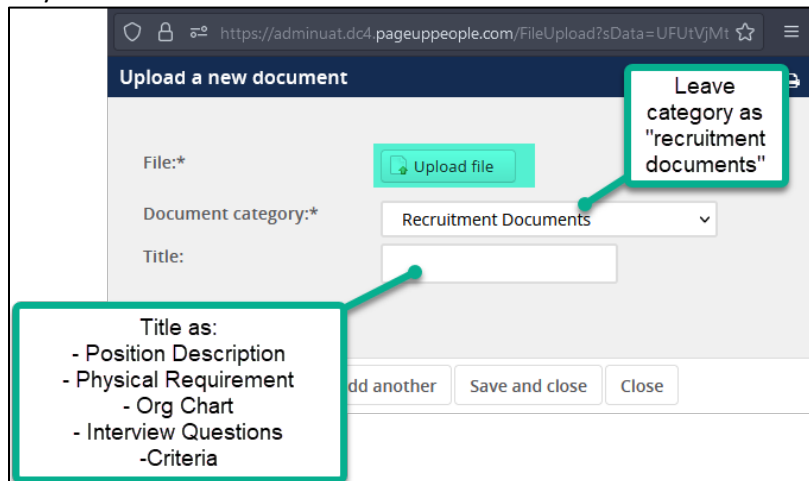
1. Once the Job Card opens, select **documents**. Rather than emailing all of the documents needed for the recruitment (Position Description, Physical Requirements, Org Chart, Interview Documents and Criteria), you will upload them to the job card for Human Resources to access. You will notice some documents 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

- 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.

REQUISITION INFORMATION

Internal Team: CH-Student Life and Leadership - D16500

Recruitment Process:* CH-Staff/MPP-Recruitment Process

Application Form: CH-Staff/MPP Base Application Form Preview Customize for Job

Job Code/Employee Classification:* SSP III-NE
Job Code: 8524

Salary Range/Grade:* 8524-RANGE A-Grade-1
 Minimum: \$ 4,691.00
 Maximum: \$ 6,683.00
 Pay Frequency:

Classification Title: SSP III-NE

CSU Working Title:* **SSP III-NE**

MPP Job Code:

Campus:* Chico

Division:* Student Affairs

College/Program:* Student Life and Leadership

Department:* Student Life and Leadership - D16500

Requisition Number:

Leave blank to automatically create a Requisition Number

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.

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

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="SSP III-NE"/> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; font-size: x-small; margin-top: 5px;"> Position no: CH-00006795 Position Name: SSP III-NE Current Incumbent: Abigail M Page Reports To: Mary K Wallmark Campus: Chico Division: Student Affairs College: Student Life and Leadership Department: Student Life and Leadership - D16500 Grade: 1 Cost Center: GFND Funded: Yes FTE: 1.000000 MPP Job Family: Hours Per Week: 40.00 Union:R04 Critical:No </div>	<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> Replacement <div style="border: 1px solid #ccc; background-color: #333; color: white; padding: 2px; margin-top: 2px;"> Select New Replacement </div> </div>	<input type="text"/>	<input type="text"/>	Cancel

New:
Replacement:
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.

REQUISITION DETAILS

Auxiliary Recruitment:* Yes No Always leave as "no"

Reason:* Resignation ▾

Justification for Recruitment:*

Sam has resigned.

Previous/Current Incumbent: Sam Smith

Work Type:* Staff ▾

Hiring Type:* Probationary ▾

Job Status:* Regular ▾

Time Basis:* Full Time ▾

FTE:

Hours Per Week:

FLSA Status: Exempt ▾

CSU Campus (Integration for 3rd Party Solutions):* Chico State University 🔍 ✎
 City: Chico

Job Details

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

JOB DETAILS

Job Summary/Basic Function:

N/A- Section not used.

Minimum Qualifications:

N/A- Section not used.

Required Qualifications:

N/A- Section not used.
Not being utilized at this time

Preferred Qualifications:

N/A- Section not used.

Special Conditions:

N/A- Section not used.

License / Certifications:

N/A- Section not used.

Physical Requirements:

N/A- Section not used.



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

JOB DUTIES

% of time	Duties / Responsibilities
There are no items to show.	

New

Supervises Employees:* Yes No

If position supervises other employees; list position titles:

Position Designation

- 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.

POSITION DESIGNATION	
Mandated Reporter:*	<input type="text" value="Not mandated"/>
Conflict of Interest:*	<input type="text" value="None"/>
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive position?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
View Sensitive Position criteria and select from below where relevant.	
Care of People (incl. minors) Animals and Property:	<input type="text" value="No"/>
Authority to commit financial resources:	<input type="text" value="No"/>
Access/control over cash cards and expenditure:	<input type="text" value="No"/>
Access/possession of master/sub-master keys:	<input type="text" value="No"/>
Access to controlled or hazardous substances:	<input type="text" value="No"/>
Access/responsibility to personal info:	<input type="text" value="No"/>
Control over Campus business processes:	<input type="text" value="No"/>
Responsibilities requiring license or other:	<input type="text" value="No"/>
Responsibility for use of commercial equipment:	<input type="text" value="No"/>



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**.

BUDGET DETAILS

Benefit Eligible?: Yes No Do not use.

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:

Pay Plan: Complete if applicable

Pay Plan Months 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.

POSTING DETAILS

Posting Type:* Open recruitment

Review Begin Date: Calendar icon

Anticipated Start Date: Dec 14, 2021 Calendar icon

Anticipated End Date: Dec 28, 2021 Calendar icon

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

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

Posting Location:* Chico

If you plan to advertise externally indicate the advertising sources:

<input checked="" type="checkbox"/> CSU Careers	<input type="checkbox"/> Chronicle of Higher Ed
<input type="checkbox"/> Inside Higher Ed	<input type="checkbox"/> LinkedIn
<input checked="" type="checkbox"/> CallJobs	<input checked="" type="checkbox"/> JobElephant

Additional/Other Advertising Sources: You can leave a note for the recruiter in this section or if you know where you want to post, you can leave that information here. HR - I would like information on additional advertising, please contact the hiring manager.

Advertising Summary:* ***HR Recruiter to complete.***

~~*** Standard Posting Template ***~~

~~*** Marketing Posting Template ***~~

Use this section to tell the recruiter how long you would like to post for. Positions are required to post for a minimum of two weeks. If open until filled, leave end date blank and enter the review begin date.

Leave these checked

A standard posting template has already been created



Search Details

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

- 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.
- 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.**

USERS AND APPROVALS

Reports to Supervisor Name:

Email address: mwallmark@csuchico.edu

Administrative Support:

Email address: rleal@csuchico.edu

Compliance Panel Facilitator:

No user selected.

Additional viewers:

Add Additional viewers

Recipient Remove all

No Additional viewers selected

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.

Hiring Administrator:*

Email address: kncurtis@csuchico.edu

Update to the correct appropriate administrator

Approval process:*

None

CH-Faculty Lecturer Approval Process

CH-Faculty TT Approval Process

CH-Faculty TT Approval Process Dept Chair Only

CH-Staff/MPP Approval- AA

CH-Staff/MPP Approval- BF

CH-Staff/MPP Approval- OGIO

CH-Staff/MPP Approval- PRES

CH-Staff/MPP Approval- SA

CH-Staff/MPP Approval- UA

1. Department Chair:

2. Dean:

3. OAPL Recruiter:

HR/Faculty Affairs Representative:*

Email address: earredondo@csuchico.edu

Recruitment Status:*

[Next page >](#)



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

Hiring Administrator:* Kristen Curtis
Email address: kncurtis@csuchico.edu

Approval process:* CH-Staff/MPP Approval- SA

1. FAWG: Theresa Mundy
tcmundy@csuchico.edu

2. VP: Anita Barker
abarker@csuchico.edu

3. Class Comp: Cynthia Phillips
cdphillips@csuchico.edu

HR/Faculty Affairs Representative:* Amanda Dubner
Email address: asdubner@csuchico.edu

Recruitment Status:* Pending approval

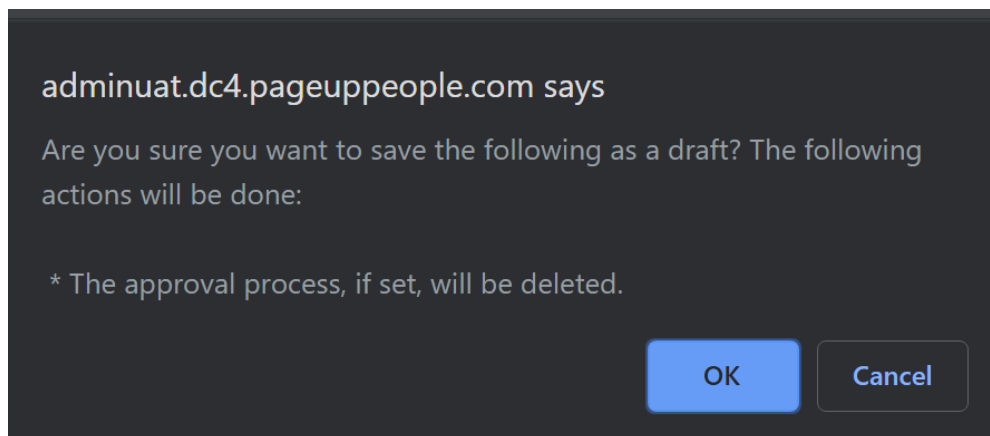
Next page >

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

Save a draft **Submit** Submit & Exit Cancel

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

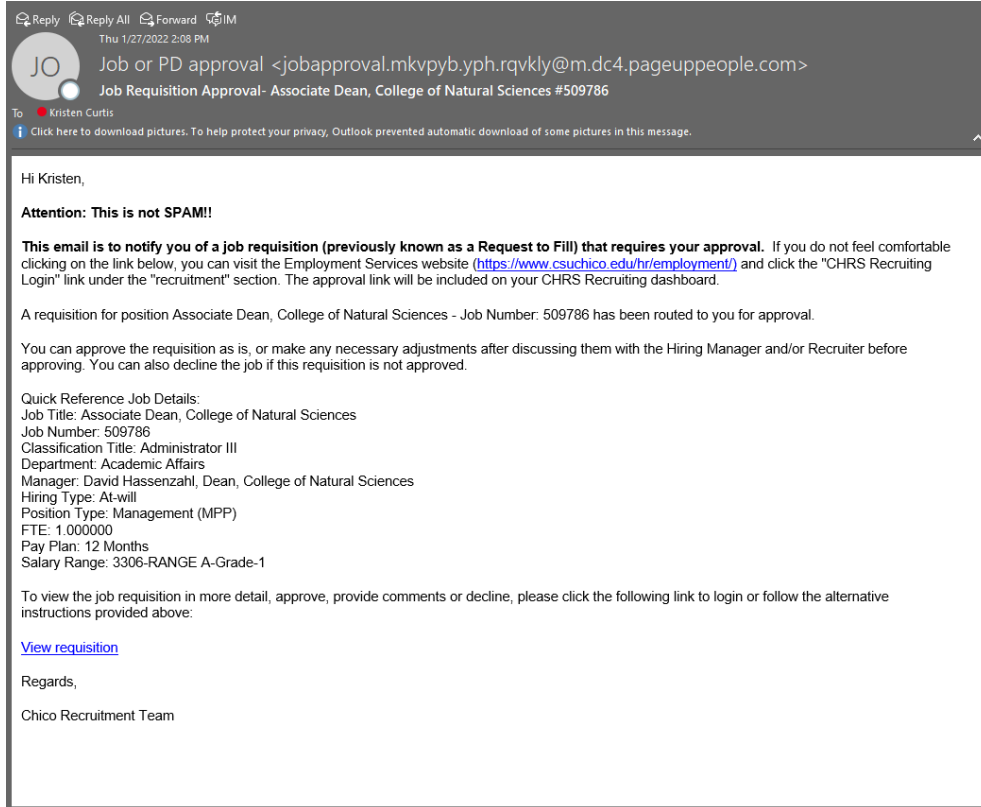
- The requisition approval process is launched
- Is approved, your recruiter will finalize the requisition and post.
- If the requisition is not approved, you can make the requested changes (or accept the changes made by the approvers) and then restart the requisition approval process.



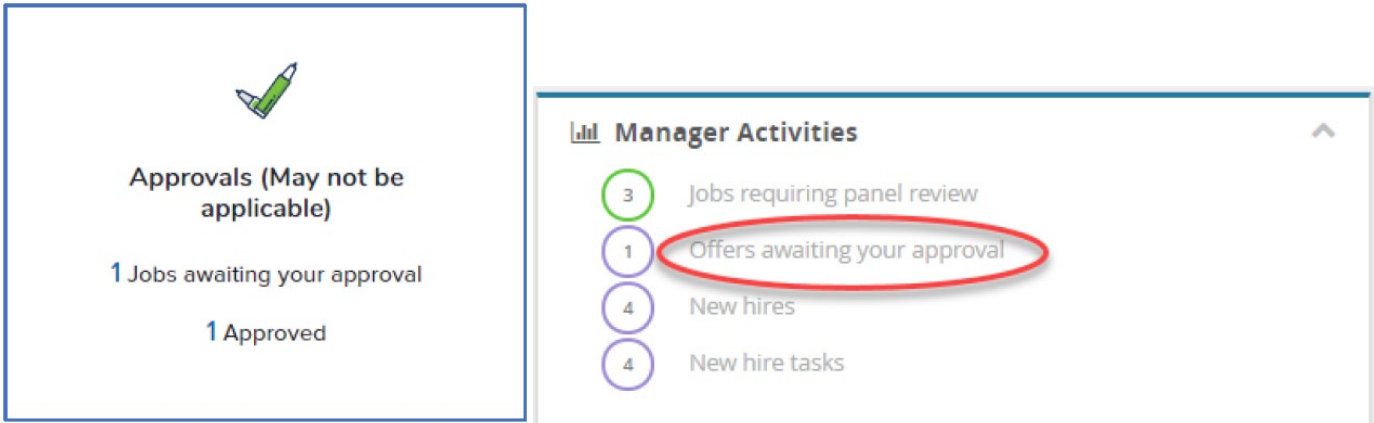
Quick Approval Process

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.



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.



Manage approvals

Approval status
Pending

Date raised	Job No.	PD No.	Job title ▲	Hiring Administrator	New	Replacement	
7 Feb 2019	492798		Undercover Locksmith	jowatkins@csuchico.edu	0	0	View

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.

Please select a reason as to why the job has been declined:*

Business operations ▼

Additional comments:

We have not passed a budget yet.