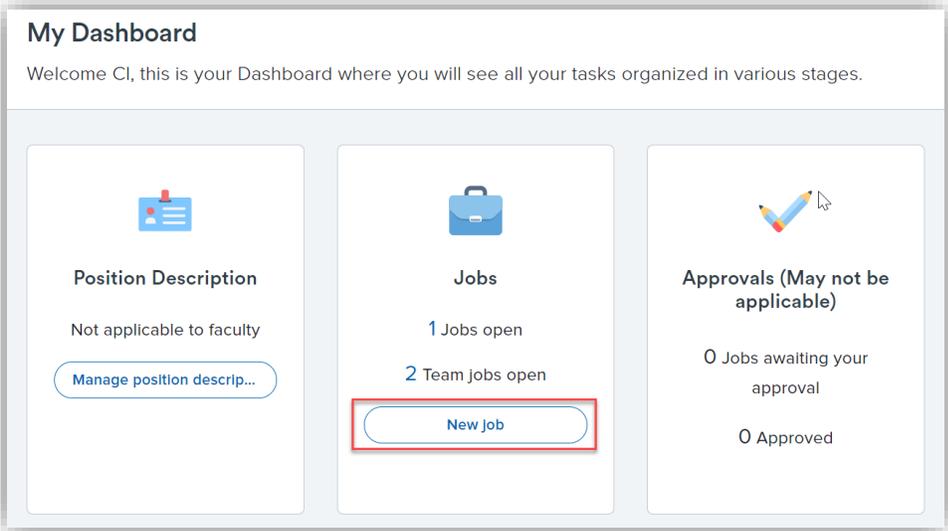


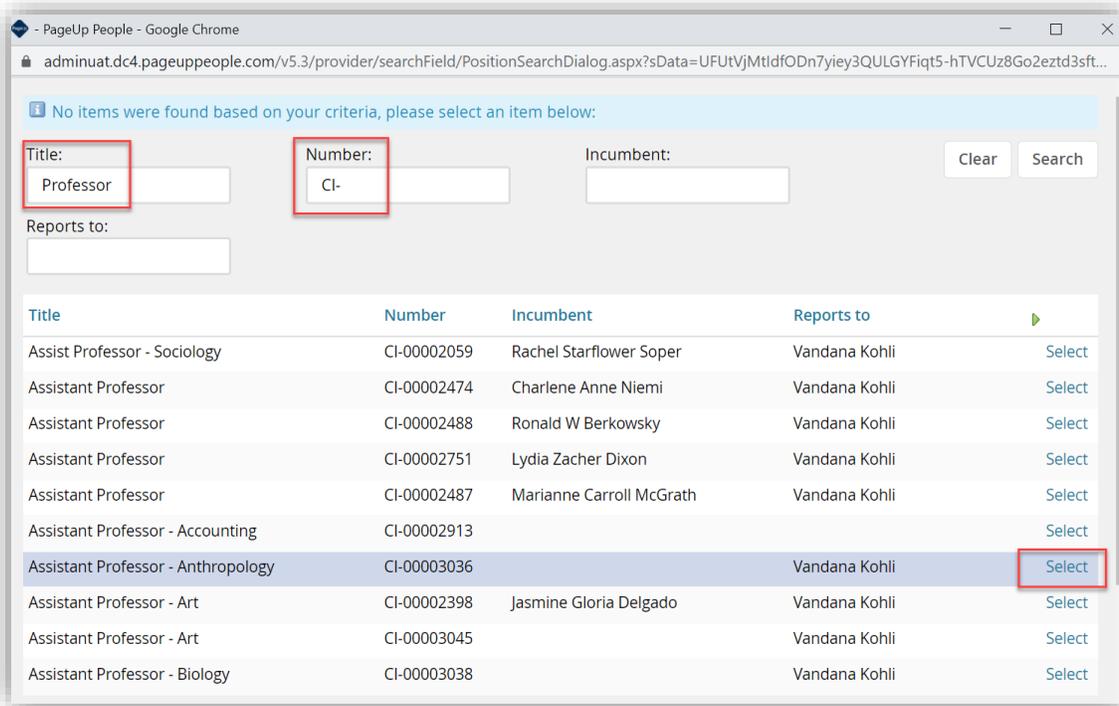
# Faculty Job Requisition Quick Reference Guide

\*This reference guide covers only the fields in which entry and/or verification is **required**

➤ Turn off the pop-up blocker in your browser before you begin.

<p>Login via SSO through the <b>Services Page</b> panel.</p>	<p>From <b>myCI</b> services, click on:</p> 
<p><b>Creating the Job Requisition</b> *Asterisked fields are <b>REQUIRED</b>.</p>	
<p>Click <b>New Job</b> from the Jobs tile on the dashboard</p>	
<p><b>Select a job template</b></p>	
<p>1. Team link</p>	<p>Select the applicable Department (<i>defaults to the logged in User's primary team</i>)</p>
<p>2. Position Number</p>	<p>Selecting a position number and/or template will auto-populate several fields on the job requisition form. Enter the PeopleSoft position number with the <b>CI- prefix</b> (ie. CI-00001982) or Search for the position number, using the CI- prefix in the number search field)</p> 

**NOTE:** If the Position Number is not found in the look-up, **please work with budget and program support** to have a new position number added to PeopleSoft and imported to CHRS Recruiting.



3. Campus

Select **Channel Islands**

4. Template

Select the **CI-Tenure Track Faculty** template

Click **Next** to open the **REQUISITION INFORMATION** form and complete **all \*required fields**.

### REQUISITION INFORMATION

Recruitment Process\*

Select **CI-Tenure Track Faculty**

**REQUISITION INFORMATION**

Internal Team: CI-Anthropology - 766

Recruitment Process:\* CI-Tenure Track Faculty

Application Form: CI-Tenure Track Faculty Application      Preview

Job Code/Employee Classification*	populates from position number entered on template screen, verify/enter/correct number or title when utilizing the search function and make applicable selection
Salary Range/Grade*	Verify or search and select the applicable grade (for the initial
CSU Working Title*	enter the position title for posting announcement (i.e., Assistant Professor of Accounting and Finance)
Campus*	verify/select Channel Islands
Division*	verify/select applicable Division
College/Program*	verify/select applicable College/Program
Department*	verify/select applicable Department

**OPEN POSITIONS**

Position No*	All position numbers must have <b>CI- prefix</b> – if already populated, verify accuracy by viewing details in the blue drop down box.
Type*	select whether the position is a <b>new</b> baseline position or if you're <b>replacing</b> to fill a vacated or soon to be vacated position

Positions:\*

Position no	Position	Type:*	Applicant	Applicati
1	<input type="text" value="Program Chair &amp; Professor of An"/> <span style="float: right;">🔍 ✎</span>	<div style="border: 1px solid #ccc; padding: 2px;">           Select ▼         </div>	-	-
	<div style="border: 1px solid #ccc; padding: 2px; background-color: #e0f0ff;">           Position no: CI-00001960 ▼         </div>	<div style="border: 1px solid #ccc; padding: 2px;">           Select         </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #007bff; color: white;">           New         </div> <div style="border: 1px solid #ccc; padding: 2px;">           Replacement         </div>		

**REQUISITION DETAILS**

Auxiliary Recruitment*	Select <b>No</b>
Reason*	select the applicable reason for the recruitment

Justification for Recruitment*	enter a summary of the justification for the recruitment; additional documents (organizational chart, memo, etc.) can be attached to the requisition using the Documents tab above
Work Type*	verify/select applicable type (defaults based on template selected)
Hiring Type*	<p>verify/select applicable type, typically as follows:</p> <p>Probationary - for TT faculty and some librarians</p> <p>Temporary - for full and part-time lecturers, counselors, librarians, coaches and teaching associates</p>
Job Status*	<p>verify/select applicable status, as follows:</p> <p>Regular – for TT faculty and some librarians</p> <p>Temporary – for full and part-time lecturers, counselors, librarians, coaches and teaching associates</p>
Time Basis*	verify/select applicable time basis (full or part time)
CSU Campus (Integration for 3rd Party Solutions) *	Select <b>CI-Channel Islands</b>
Supervises Employees:*	Select Yes or No - Faculty Affairs will correct if necessary
<b>POSITION DESIGNATION</b>	
Mandated Reporter*	Verify/select <b>Limited</b> – Faculty Affairs will correct if necessary
Conflict of Interest*	Verify/select <b>None</b> – Faculty Affairs will correct if necessary
<b>POSTING DETAILS</b>	
Posting Type*	Select <b>Open Recruitment</b>

Posting Location*	Verify/select: Channel Islands
Advertising summary*	Defaults to <b>Division of Academic Affairs   Your Program</b> You may customize and use the first few sentences in your About the Position section.
Advertisement text*	Will populate from template. Enter approved position announcement text in highlighted sections. Don't edit sections and bullets with <b>[NO ALTERATIONS]</b> message.  <b>If blank, restart requisition from New Job link and select a Channel Islands template</b>
Hiring Administrator*	enter the name of the Dean for Tenure Track hires and the name of the Department Chair for Temporary Faculty hires
Approval process*	Verify/select the <b>CI-Faculty TT Approval</b> process by clicking on the dropdown box. The approval process will populate with most of the responsible approvers.  Verify their accuracy, utilizing the search functions to correct as necessary. If there appear to be errors, verify the correct approval process was selected.  NOTE: If the approval process is initiated with the incorrect selection, it will have to be restarted with the correct one, delaying processing.

Approval process:\* CI-Faculty TT Approval ▾

1. Program Chair:  🔍 ✎  
No user selected.

2. Dean:  🔍 ✎  
No user selected.

3. AVP FA:  🔍 ✎  
No user selected.

Approval process:\* CI-Faculty TT Approval ▾

3. AVP FA:  🔍 ✎  
sheila.grant@csuci.edu ▾

4. Faculty Affairs:  🔍 ✎  
donna.vea@csuci.edu ▾

5. FA CAS:  🔍 ✎  
janet.flores762@csuci.edu ▾

HR/Faculty Affairs Representative:\*  🔍 ✎

HR/Faculty Affairs Representative	Donna Flores is selected for ALL Faculty requisitions.
Recruitment Status	Set the recruitment status to 'Pending Approval'
Save a draft	Clicking save a draft will save the requisition in draft status saving all Work. <b>Please Note:</b> the approval process will be reset and need to be reselected and populated before submitting.
Submit	Clicking Submit will submit the requisition and initiate the approval process immediately and you will remain on the page once submitted.
Submit and Exit	Clicking Submit & Exit saves the requisition, initiates the approval process immediately, and will exit you out of the page