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.

Login via SSO through the Services Page panel.	From myCl_services, click on:	CHRS Recruit Recruiting porta campus employe	ting I for designated ees	
	Creating the Job Requisi	i tion *Asterisked fields a	are REQUIRED.	
Click New Job from the Jobs tile on the dashboard	obs My Dashboard ubs tile Welcome CI, this is your Dashboard where you will see all your tasks organized in various stages.			
	<u>:</u>			
	Position Description Not applicable to faculty	Jobs 1 Jobs open	Approvals (May not be applicable)	
	Manage position descrip	2 Team jobs open	approval O Approved	
	·			
Select a job templa	te			
1. Team link	Select the applicable Departme	ent (defaults to the logge	ed in User's primary team)	
2. Position Number	Selecting a position number and requisition form. Enter the Peo Search for the position number	d/or template will auto- pleSoft position numbe ;, using the CI- prefix in t	populate several fields on the job r with the CI- prefix (ie. CI-00001982) or he number search field)	
	Select a job template			
		1. T	eam link	
		С	I-Anthropology - 766 🗸 🗸	
		2. P	osition Number	
			<u></u> 番 2	
		No	position selected	

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.

- PageUp People - Google Chrome			-	- 🗆 X	
 adminuat.dc4.pageuppeople.com/\ 	/5.3/provider/searchField/Posi	tionSearchDialog.aspx?sData=UFU	VjMtldfODn7yiey3QULGYFiqt5-hTVCUz8	8Go2eztd3sft	
No items were found based on	vour critoria, plaaco coloct :	an item below		-	
	your criteria, please select a	an item below.			
Title:	Number:	Incumbent:	Clear	Search	
Reports to:					
Title	Number	Incumbent	Reports to	Þ	
Assist Professor - Sociology	CI-00002059	Rachel Starflower Soper	Vandana Kohli	Select	
Assistant Professor	CI-00002474	Charlene Anne Niemi	Vandana Kohli	Select	
Assistant Professor	CI-00002488	Ronald W Berkowsky	Vandana Kohli	Select	
Assistant Professor	CI-00002751	Lydia Zacher Dixon	Vandana Kohli	Select	
Assistant Professor	CI-00002487	Marianne Carroll McGrath	Vandana Kohli	Select	
Assistant Professor - Accounting	CI-00002913			Select	
Assistant Professor - Anthropology	CI-00003036	lasmina Claria Dalas da	Vandana Kohli	Select	
Assistant Professor - Art	CI-00002598	Jasmine Gioria Deigado	Vandana Kohli	Select	
Assistant Professor - Riology	CL-00003038		Vandana Kohli	Select	
Femplate Selec	t the CI-Tenure T	r ack Faculty templat	e		
Next to open the REC		MATION form and co	omplete all *required fi	elds.	
		REQUISITION INFO	RMATION		
ruitment cess* Selec	t Cl-Tenure Track	Faculty			
			REQUISITION INFO	RMATION	
Inte	rnal Team:	•	CI-Anthropology - 766		
Recr	uitment Process:*	\rightarrow	CI-Tenure Track Faculty		~
Арр	ication Form:		CI-Tenure Track Faculty Ap	plication 🗸	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 CI- prefix – if already populated, verify accuracy by viewing details in the blue drop down box.
Туре*	select whether the position is a new baseline position or if you're replacing to fill a vacated or soon to be vacated position
	Positions:*
	Position no Type:* Applicant Applicati
	Position no: CI-00001960
	Replacement
	REQUISITION DETAILS
Auxiliary Recruitment*	Select No
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*	verify/select applicable type, typically as follows: Probationary - for TT faculty and some librarians Temporary - for full and part-time lecturers, counselors, librarians, coaches and teaching associates
Job Status*	verify/select applicable status, as follows: Regular – for TT faculty and some librarians Temporary – for full and part-time lecturers, counselors, librarians, coaches and teaching associates
Time Basis*	verify/select applicable time basis (full or part time)
CSU Campus (Integration for 3rd Party Solutions) *	Select CI-Channel Islands
Supervises Employees:*	Select Yes or No - Faculty Affairs will correct if necessary
	POSITION DESIGNATION
Mandated Reporter*	Verify/select Limited – Faculty Affairs will correct if necessary
Conflict of Interest*	Verify/select None – Faculty Affairs will correct if necessary
	POSTING DETAILS
Posting Type*	Select Open Recruitment

Posting Location*	Verify/select: Channel Islands			
Advertising summary*	Defaults to Division of Academic Affairs Your Program 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 [NO ALTERATIONS] message. If blank, restart requisition from New Job link and select a Channel Islands template			
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 CI-Faculty TT Approval 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 proces	SS:*			
1. Program Cha	air: Q 🖉 No user selected.			
2. Dean:	2. Deall. Q a			
3. AVP FA:				
	No user selected.			

Approval pro	cess:*		CI-Faculty TT Appro	oval 🗸		- 1
3. AVP FA:		Sheila Grant		Q /		_
		<u>sheila.grant@</u>	<u>@csuci.edu</u>		~	
4. Faculty Af	fairs:	Donna Flore	s	Q 🖉		
		donna.vea@d	<u>csuci.edu</u>		~	
5. FA CAS:]	Janet Dungc	a	۹ 🖉		
		janet.flores7	<u>62@csuci.edu</u>		~	
HR/Faculty Af	fairs Representative:*		Donna Flores			Q /
HR/Faculty Affairs Representative	Donna Flores is selected f	or ALL Faculty	requisitions.			
Recruitment Status	Set the recruitment status to 'Pending Approval'					
Save a draft	Clicking save a draft will s Work. Please Note: the a reselected and populated	ave the requisi pproval proces before submit	tion in draft status sav s will be reset and nee ting.	ving all ed to be		
Submit	Clicking Submit will subm process immediately and	it the requisitic you will remair	on and initiate the app n on the page once sul	roval bmitted.		
Submit and Exit	Clicking Submit & Exit sav process immediately, and	es the requisiti will exit you o	on, initiates the appro ut of the page	oval		