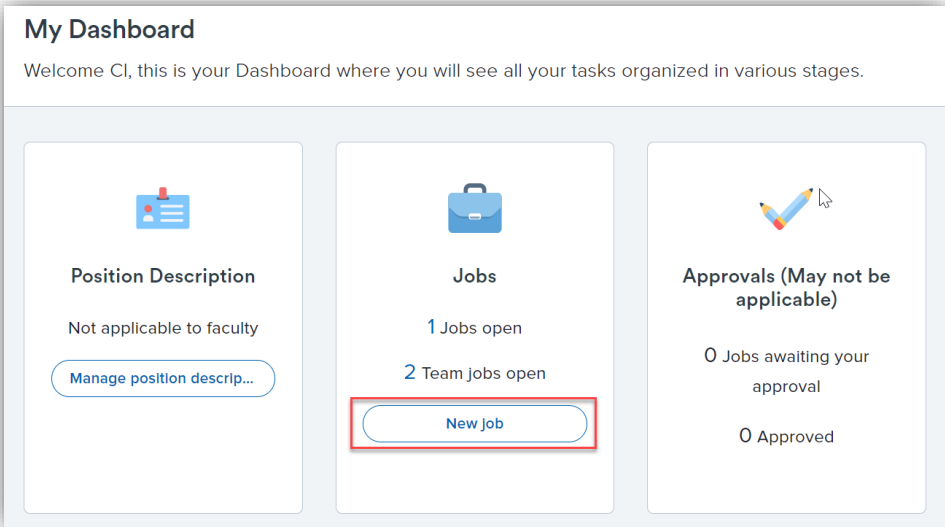# Faculty Job Requisition Quick Reference Guide

*This reference guide covers only the fields in which entry and/or verification is **required**
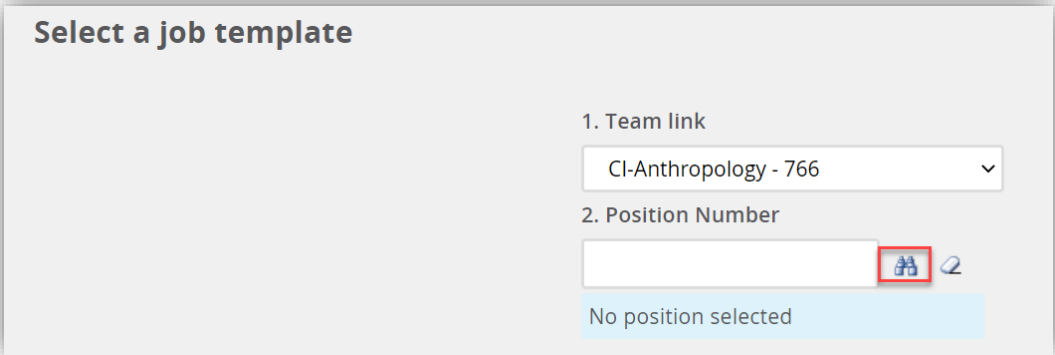
➢   Turn off the pop-up blocker in your browser before you begin.

Login via SSO through the **Services Page** panel.	From **myCI** services, click on: **CHRS Recruiting** Recruiting portal for designated campus employees ⓘ
**Creating the Job Requisition** *Asterisked fields are REQUIRED.*

Click **New Job** from the Jobs tile on the dashboard	**My Dashboard** Welcome CI, this is your Dashboard where you will see all your tasks organized in various stages. **Position Description** Not applicable to faculty (Manage position descrip...) **Jobs** 1 Jobs open 2 Team jobs open (New Job) **Approvals (May not be applicable)** 0 Jobs awaiting your approval 0 Approved

Select a job template	
1. Team link	Select the applicable Department (*defaults to the logged in User's primary team*)
2. Position Number	Selecting a position number and/or template will auto-populate several fields on the job requisition form. Enter the PeopleSoft position number with the **CI- prefix** (ie. CI-00001982) or Search for the position number, using the CI- prefix in the number search field) **Select a job template** 1. Team link CI-Anthropology - 766 ⌄ 2. Position Number [ ] 🔍 ✎ 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.*

3.	Campus	Select **Channel Islands**
4.	Template	Select the **CI-Lecturer Faculty** template

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

REQUISITION INFORMATION

Recruitment Process*	Select **CI-Lecturer Faculty**

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.
Type*	select whether the position is a **new** baseline position or if you're **replacing** to fill a vacated or soon to be vacated position
REQUISITION DETAILS	
Auxiliary Recruitment*	Select **No**
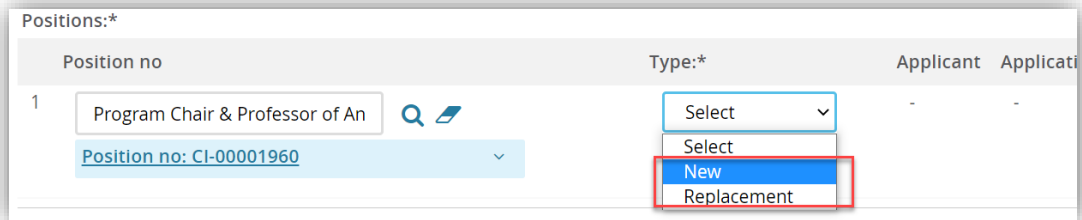
Reason*	select the applicable reason for the recruitment
Justification for Recruitment*	enter a summary of the justification for the recruitment; additional documents (organizational chart, memo, etc.) can be attached to the requisition using the Documents tab above
Work Type*	verify/select applicable type (defaults based on template selected)
Hiring Type*	verify/select applicable type, typically as follows: Temporary - for full and part-time lecturers, counselors, librarians, coaches and teaching associates
Job Status*	verify/select applicable status, as follows: 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** For Emergency Hires: Select Direct Appointment

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* For **Arts & Sciences Only - Enter Philip Hampton** as Dean	Verify/select the **CI-Lecturer/TA 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.

HR/Faculty Affairs Representative	Verify that **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. **Please Note:** 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