

CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition (Emergency Hires)

Table of Contents

Create a Job Requisition .....2

    Introduction .....2

    Definitions .....2

    Prerequisites and Assumptions .....2

    Open a New Job .....3

        How to Open a New Job .....3

    New Job .....6

        How to complete the Requisition Information form .....6

        Number of Open Positions .....8

        Requisition Details.....9

        Job Details .....10

        Position Designation.....10

        Budget Details .....11

        Posting Details.....12

        Search Details.....13

        Users and Approvals.....15

    What happens next .....17

    Saving a draft.....17

## Create a Job Requisition

### Introduction

This guide is about how to create a new job requisition. The job requisition is sometimes called a job card. The process begins on the Select a template page. If you can select the job template and Position Number on this page, the requisition tab can be completed much more quickly because some fields will be prefilled.

### Definitions

Term	Definition
<b>Job Card</b>	<p>The job card initiates a requisition with specific and relevant details of the job, posting language and requirements and include an approval process with notifications and alerts to approvers. With a unique ID to represent each requisition, it facilitates central information collection and tracking. The job card also associates users to the requisition by their roles in the recruitment process, such as the Hiring Manager, HR/FA Representative (Recruiter), Search Committee Chair and other key team members.</p> <p>A common job card is shared across the CSU system.</p> <p>Job card is sometimes used to refer to the New Job page or the Requisition Information form.</p>
<b>Job Template</b>	<p>Not used at this time. A template for pre-populating a Requisition Information form. Job templates add consistency to job creation and reduce the time for completing a Job Requisition Information form.</p> <p>The job template saves time in job creation, as one only needs to provide specific details of the job, in a pre-established format that populates Job Card fields and advertising details. Template also provides a consistent job posting format. Each campus has its own library of job templates. When creating a new job, the Select a job template page opens first.</p>
<b>MPP</b>	<p>Management Personnel Plan. The CSU MPP is an integrated personnel system addressing the employment rights, benefits, and conditions of those CSU employees designated as "management" or "supervisory" under the Higher Education Employer-Employee Relations Act (HEERA).</p>
<b>Requisition Information form</b>	<p>An electronic form for creating a new job requisition. It is on the Position Info tab of the job card. The form facilitates the online collection of information relating to the job requisition. Fields are used to collect specific details of the job.</p>
<b>Position ID or Position Number</b>	<p>A unique number associated with a position that is generated in PeopleSoft. Position Numbers are attached to positions when they are imported from PeopleSoft into PageUp. Positions Numbers start with a campus 2-letter code. Example: CI-00000000. (CI is the campus code for Channel Islands)</p>
<b>Requisition number or Job number</b>	<p>Job number is a number assigned by PageUp. In CHRS Recruiting, it is referred to as a Requisition Number on the job card, but in PageUp, it shows up under Job Number on My Jobs. The requisition number is generated automatically when you submit a requisition. Example: 492649</p>

### Prerequisites and Assumptions

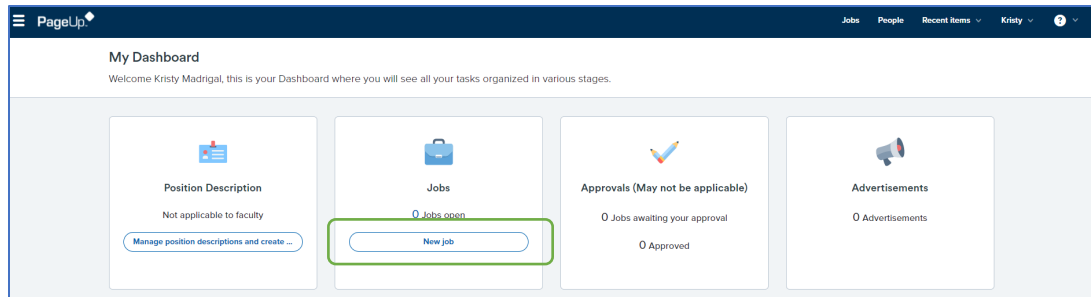
- Your user role is permitted to create new jobs. If you cannot access New Job in the Main Menu, then you might not have permission to create a job.

- 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.

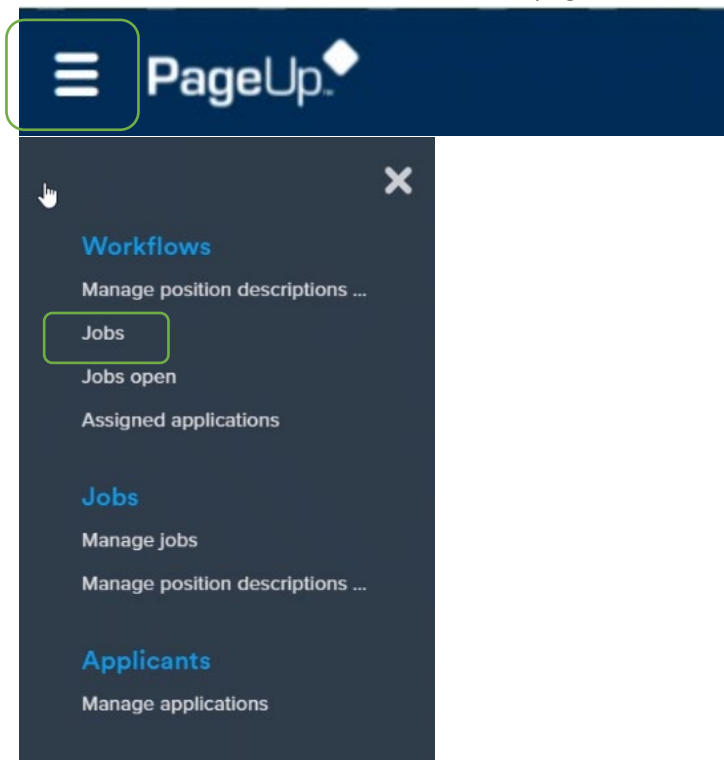
## Open a New Job

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.



- Users can use the New Job link on the Jobs page.



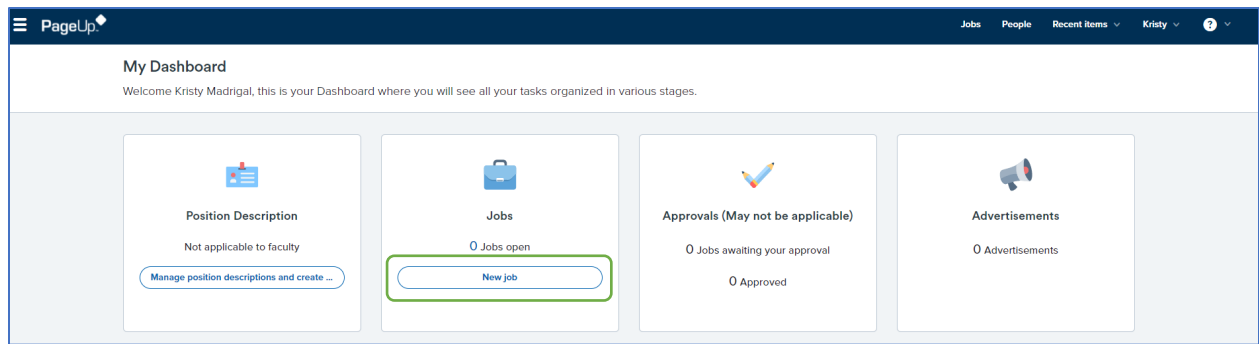
Anyone who has the permission to create a new job can access it through the Main Menu.

## How to Open a New Job

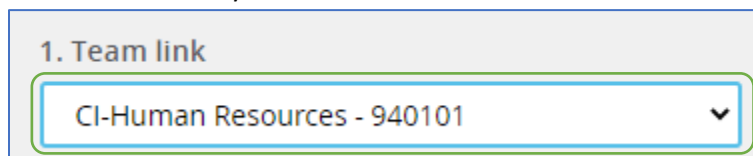
Main Menu links depend on your job role and campus permissions.

1. Open the Main Menu by clicking the menu icon.
2. Select New Job

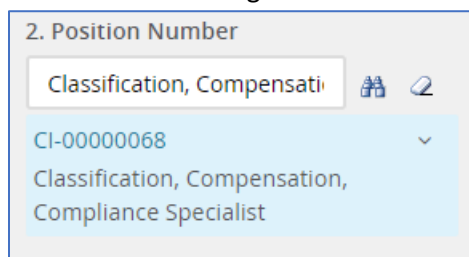
## CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition



- Using the dropdown menu, select the correct Team Link depending on where the position number will reside. You will only have access to the Team Links that have been approved for you to have.



- In Position Number, enter the position number starting with CI- following the 8 digits of the position number. The working title associated to the position number will populate in the field.

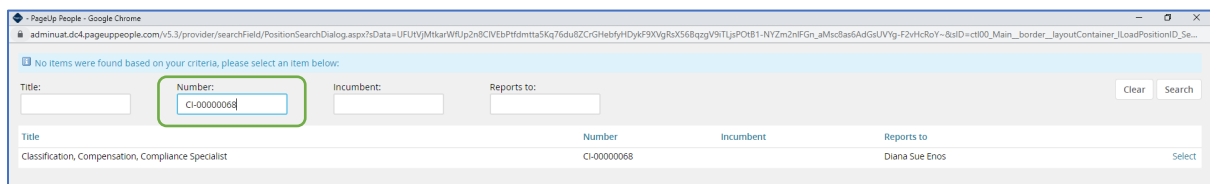


You may also search the position number that you wish to recruit for by clicking on the binocular icon

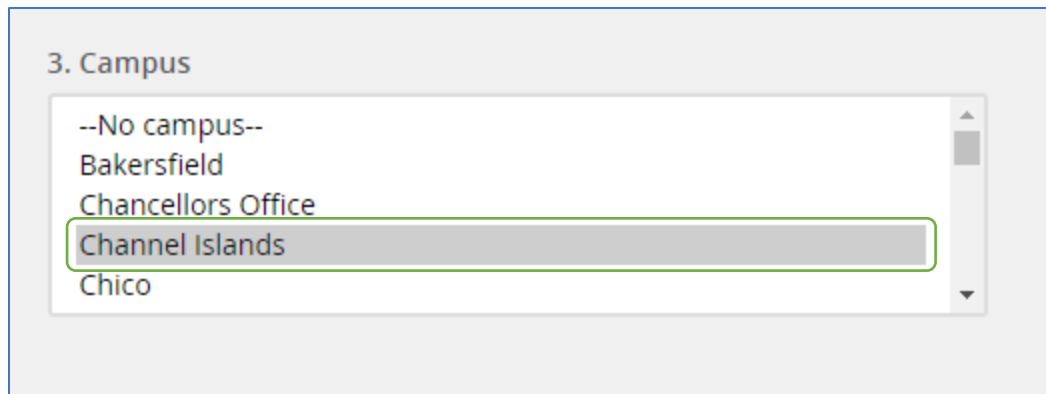


. A separate window will populate.

- Begin your search by entering **CI-** and then enter the position number.
- NOTE: Be sure to select the correct Position number. The position number will not be able to be modified later if the information is not accurate.



- Select **Channel Islands** for **Campus**

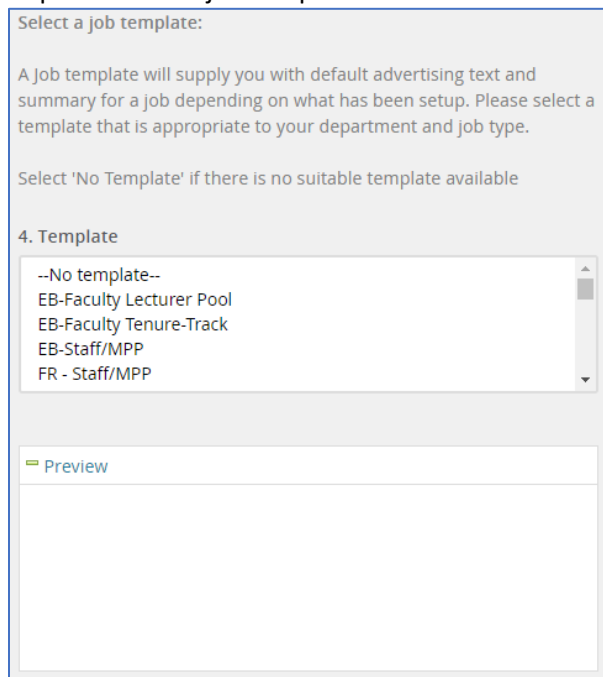


3. Campus

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

The screenshot shows a dropdown menu for selecting a campus. The options are: --No campus--, Bakersfield, Chancellors Office, Channel Islands (which is highlighted with a green border), and Chico.

6. Skip the Select a job template section.



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

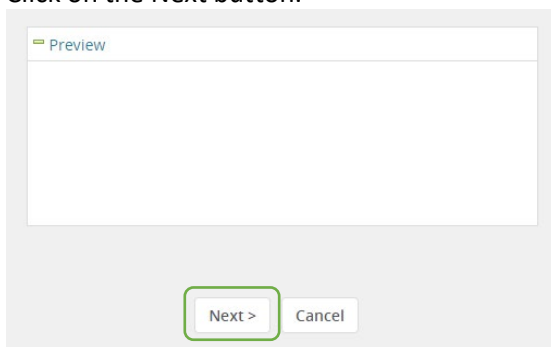
4. Template

--No template--  
EB-Faculty Lecturer Pool  
EB-Faculty Tenure-Track  
EB-Staff/MPP  
FR - Staff/MPP

Preview

The screenshot shows the 'Select a job template' section. It includes instructions and a dropdown menu for selecting a template. The options are: --No template--, EB-Faculty Lecturer Pool, EB-Faculty Tenure-Track, EB-Staff/MPP, and FR - Staff/MPP. Below the dropdown is a 'Preview' button and a large empty box for the preview.

7. Click on the Next button.



Preview

Next > Cancel

The screenshot shows the bottom of the form with a 'Preview' button and a large empty box for the preview. At the bottom, there are two buttons: 'Next >' (highlighted with a green border) and 'Cancel'.

## New Job

### New job

[Position info](#)
[Notes](#)
[Documents](#)

When initiating a new job, the following tabs will be available at the top of the page.

- The Position info tab will be the primary page to be used to set up a job card.
- The Notes tab will keep history of the job recruitment process.
- The Documents tab should be used only when approved by the Recruiter beforehand. **Any document uploaded to the Documents tab will be added to the job posting and will be visible to all applicants.**

Some items will be carried over from the position number selected under the Requisition Information. Information populated is gathered from PeopleSoft.

**NOTE:** If the information does not match, **STOP**, and create a PMAF to complete the changes necessary. The job card may be rejected and cancelled if the information is not consistent with the intended recruitment.

You will only be required to complete the items with an asterisk.

## How to complete the Requisition Information form

1. Complete the fields on the Requisition Information form by using the following screen captures and data tables.

### REQUISITION INFORMATION

Internal Team:

CI-Human Resources - 940101

Recruitment Process:\*

CI-Staff/MPP Recruitment Process

Application Form:

CI-Staff Application

Preview

Question Library

Job Code/Employee Classification:\*

Cnfdntl Admin Support 12 Mo

Job Code: 1176

Salary Range/Grade:\*

1176-PSL II-Grade-2

Minimum: \$ 4,233.00

Maximum: \$ 9,514.00

Pay Frequency:

Field	Information
Internal Team	The internal team determines who has access to this job and its applicants. The Internal Team should match what is commonly known as the Department Number.

<b>Recruitment Process*</b>	This is the recruitment process that the applicant goes through. Job template pre-selects the recruitment process. If this field is empty, select <b>CI-Staff/MPP Recruitment Process</b> .
<b>Application Form</b>	Select <b>CI-Staff Application</b> . The Customize for Job button opens a window for adding job-specific questions to the application form. For additional information, please review the process guide for Customize for Job.
<b>Job Code/Employee Classification*</b>	This field is based on the Position ID that you selected on the Select a template page. You can expand the blue box to view the information about this job code. If the class code is incorrect, the job card should be cancelled and a PMAF should be sent to the Budget office to update.
<b>Salary Range/Grade*</b>	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position.

Classification Title:	Cnfdntl Admin Support 12 Mo
CSU Working Title:*	Classification, Compensation, Compliance Specialist
MPP Job Code:	
Campus:*	Channel Islands ▼
Division:*	Division of Business & Fin Aff ▼
College/Program:*	Administration ▼
Department:*	Human Resources - 940101 ▼
Requisition Number:	Leave blank to automatically create a Requisition Number

Field	Information
<b>Classification Title</b>	This field can be populated by the Position ID or by the job template. If the classification is incorrect, the job card should be cancelled and a PMAF should be sent to the Budget office to update.
<b>CSU Working Title *</b>	This field can be populated by the Position ID or by the job template. This is the title that is displayed on the job posting. If the CSU Working Title is incorrect, the job card should be cancelled and a PMAF should be sent to the Budget office to update.
<b>MPP Job Code</b>	<b>LEAVE BLANK.</b> The MPP Job Code is a four-character code, comprised of three separate elements that together identify an individual job (job family, function, and category).
<b>Campus, Division, College/Program, Department*</b>	Department Hierarchy is determined by each campus. These fields can be automatically completed by the Position ID (on the previous page) or by the job template. Campus* drives the approval process options. These fields are hierarchical: The values available for each field are determined by the field value above it. Department* contains the Department ID/number.
<b>Requisition Number</b>	Leave this field blank. A requisition number is generated automatically.

## CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition

### Number of Open Positions

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	<div style="border: 1px solid #ccc; padding: 2px;">           Classification, Compensation, Co           <div style="float: right;"> </div> </div> <div style="border: 1px solid #00a0e3; background-color: #e6f2ff; padding: 2px; margin-top: 2px;">             Position no: CI-00000068             <div style="float: right;">^</div> </div>	<div style="border: 1px solid #ccc; padding: 2px;">             Select             <div style="float: right;">v</div> </div>	-	-	<a href="#" style="color: #005596; text-decoration: none;">Cancel</a>

New: 
 Replacement: 
[Add more](#)

Field	Information
Position No	<p>This field was completed when you selected the Position ID on the Select a template page. If you select a Position ID on this page, it does not auto-complete fields on this page. You can expand the blue box to view information about this position.</p> <div><div>Positions:*</div><div><div>Position no</div><div>1<div>Classification, Compensation, Co<div>Q</div><div></div></div><div><div>Position no: CI-00000068</div><div>Position Name: Classification, Compensation, Compliance Specialist</div><div>Current Incumbent:</div><div>Reports To: Diana Sue Enos</div><div>Campus: Channel Islands</div><div>Division: Division of Business &amp; Fin Aff</div><div>College: Administration</div><div>Department: Human Resources - 940101</div><div>Grade: 2</div><div>Cost Center: GFND</div><div>Funded: Yes</div><div>FTE: 1.000000</div><div>MPP Job Family:</div><div>Hours Per Week: 40.00</div><div>Union:C99</div><div>Critical:No</div></div></div></div></div>
Type	<p>Select New or Replacement</p> <div><div>Type:*</div><div><div>Select</div><div></div></div></div>
New/Replacement	<p>Not Required. Enter a number into the New or Replacement field and then click Add to create multiple positions <b>Note:</b> The Position Description/classification must be the same to in order to add additional position numbers to the job card.</p>




## Requisition Details

REQUISITION DETAILS	
Auxiliary Recruitment:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Reason:*	Resignation
Justification for Recruitment:*	Previous incumbent submitted resignation notice, need to replace.
Previous/Current Incumbent:	Sherie Frame
Work Type:*	Staff
Hiring Type:*	Probationary
Job Status:*	Regular
Time Basis:*	Full Time
FTE:	1.000000
Hours Per Week:	40.00
FLSA Status:	
CSU Campus (Integration for 3rd Party Solutions):*	California State University, Chanr  
	City: Camarillo

Field	Information
<b>Auxiliary Recruitment*</b>	Select the <b>Yes</b> or <b>No</b> button.
<b>Reason*</b>	Select a reason for the requisition from the menu.
<b>Justification for Position*</b>	Include additional details about the reason. This field is used in reporting.
<b>Previous/Current Incumbent</b>	Enter the name of the person who is being replaced for the benefit of the approver.
<b>Work Type*</b>	Select the type of position. Examples: Staff, Management (MPP)
<b>Hiring Type*</b>	Select <b>Temporary</b> = any appointments with an end date.
<b>Job Status*</b>	Field is normally populated when a Position ID is selected. If not, select: Emergency hire.
<b>Time Basis*</b>	Field is normally populated when a Position ID is selected. If not, select Full Time or Part Time
<b>FTE</b>	Field is normally populated when a Position ID is selected. If not, enter FTE. Full-time equivalence: Enter a decimal value from 0 to 1. Example: 20 hours/week is 0.5 FTE.
<b>Hours Per Week</b>	Field is normally populated when a Position ID is selected. If not, enter the number of work hours per week.
<b>FLSA Status</b>	Leave Blank.

## CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition

<b>Position Location</b>	Use the magnifying glass  to search for CSU Channel Islands or type <b>CI-</b> and press Enter.
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### Job Details

<p>Skip the following Fields. None of the information provided will be included in the official job posting.</p> <p>Job Summary/Basic Function</p> <p>Minimum Qualifications</p> <p>Required Qualifications</p> <p>Preferred Qualifications</p> <p>Special Conditions</p> <p>License/Certifications</p> <p>Physical Requirements</p> <p>Job Duties</p>	<div style="background-color: #005596; color: white; text-align: center; padding: 2px;"><b>JOB DETAILS</b></div> <div> <p>Job Summary/Basic Function:</p> <input type="text"/> </div> <div> <p>Minimum Qualifications:</p> <input type="text"/> </div> <div> <p>Required Qualifications:</p> <input type="text"/> </div> <div> <p>Preferred Qualifications:</p> <input type="text"/> </div> <div> <p>Special Conditions:</p> <input type="text"/> </div> <div> <p>License / Certifications:</p> <input type="text"/> </div> <div> <p>Physical Requirements:</p> <input type="text"/> </div>
	<p>Click the Yes or No radio button.</p> <p><b>Supervises Employees:*</b> <input type="radio"/> Yes <input type="radio"/> No</p>

### Position Designation

POSITION DESIGNATION	
Mandated Reporter:*	<input type="text" value="Select"/>
Conflict of Interest:*	<input type="text" value="Select"/>

Field	Information
<b>Mandated Reporter*</b>	Select General, Limited, or Not Mandated. The appropriate selection should be provided by HR during the pre-recruitment work.
<b>Conflict of Interest*</b>	Designates whether the applicant must complete a Conflict of Interests form.

## CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition

<p>The following fields may be skipped</p> <ul style="list-style-type: none"> <li>-NCAA</li> <li>-Is this a Sensitive position?</li> <li>-Care of People</li> <li>-Authority to commit financial resources:</li> <li>-Access/control over cash cards and expenditure:</li> <li>-Access/possession of master/sub-master keys:</li> <li>-Access to controlled or hazardous substances:</li> <li>-Access/responsibility to personal info</li> <li>-Control over Campus business processes:</li> <li>-Responsibilities requiring license or other:</li> <li>-Responsibility for use of commercial equipment</li> </ul>	<p>NCAA: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is this a Sensitive position?: <input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">View Sensitive Position criteria</a> and select from below where relevant.</p> <p>Care of People (incl. minors) Animals and Property: <input type="text" value="Select"/></p> <p>Authority to commit financial resources: <input type="text" value="Select"/></p> <p>Access/control over cash cards and expenditure: <input type="text" value="Select"/></p> <p>Access/possession of master/sub-master keys: <input type="text" value="Select"/></p> <p>Access to controlled or hazardous substances: <input type="text" value="Select"/></p> <p>Access/responsibility to personal info: <input type="text" value="Select"/></p> <p>Control over Campus business processes: <input type="text" value="Select"/></p> <p>Responsibilities requiring license or other: <input type="text" value="Select"/></p> <p>Responsibility for use of commercial equipment: <input type="text" value="Select"/></p>
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### Budget Details

BUDGET DETAILS	
Benefit Eligible?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Anticipated Hiring Range:	<input type="text" value="\$4,233-5,500"/>
Budget/Chart field/Account string:	<input type="text"/> <p>Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.</p>
Cost Center:	<input type="text" value="GFND"/>
Pay Plan:	<input type="text" value="12 Months"/>
Pay Plan Months Off:	<input type="text"/>

Field	Information
<b>Benefit Eligible</b>	<b>Required to complete by CI Budget Office.</b> Whether or not the position is benefits eligible. This is typically known at the outset of a recruitment. If you have questions, ask your campus Benefits area.
<b>Anticipated Hiring Range</b>	<b>Required to be completed by CI Budget Office.</b> Use this field to specify the department-specific salary range. Department-specific salary range must fall between the classification's salary range.

<b>Budget/Chart/Account String</b>	Not required.
<b>Cost Center</b>	Not required. This field identifies the funding source, for example: General Fund or Grant. Usually, this field is pre-populated. If you change this value, ensure that the value is also updated in PeopleSoft.
<b>Pay Plan</b>	Select the applicable Pay Plan. If the value pre-populated is incorrect, contact the Budget office. AY= Academic Year (for Faculty) 12 months: Year-round (Jan-Dec) appointment.
<b>Pay Plan Months Off</b>	If the Pay Plan field value is anything other than 12/12 months, you must specify which months are off.

### Posting Details

POSTING DETAILS	
Posting Type:*	<input type="text" value="Select"/>
Review Begin Date:	<input type="text"/> 
Anticipated Start Date:	<input type="text"/> 
Anticipated End Date:	<input type="text"/> 
Do you wish to apply for a waiver for the posting?:	<input type="text" value="Select"/>
Reason for Waiver:	<input type="text"/>
	Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.
Posting Location:*	<input type="text" value="Channel Islands"/>

Field	Information
<b>Posting Type*</b>	Indicates what type of posting will be required. Select <b>Direct Recruitment</b> .
<b>Review Begin Date</b>	Must be 2 weeks and one day after the position has opened. Click on the calendar to select date.
<b>Anticipated Start Date</b> <b>Anticipated End Date</b>	Not mandatory, dates subject to change. Click on the Calendar icon to select dates.
<b>Posting Location*</b>	Specifies the campus site where this job should be posted. Select <b>Channel Islands</b>

\*A Direct Recruitment is for an emergency hire of a candidate that has been selected for the position. The Recruiter will send a direct link to the candidate to complete an application. The posting will not be made public. The candidate will need to complete the application in CHRS Recruiting to complete process.

The following fields can be skipped:

- Do you wish you apply for a waiver for the posting?
- Reason for Waiver

## CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition

If you plan to advertise externally indicate the advertising sources:

☐ CSU Careers ☐ Chronicle of Higher Ed

☐ Inside Higher Ed ☐ LinkedIn

☐ CalJobs ☐ JobElephant

Additional/Other Advertising Sources:

The following fields can be skipped. If you wish to advertise externally, please contact the Recruiter.

- If you plan to advertise externally indicate the advertising sources.
- Additional/Other Advertising Sources

Advertising Summary:\*

\*\*\* [Standard Posting Template](#) \*\*\*

\*\*\* [Marketing Posting Template](#) \*\*\*

Advertisement text:\*

B I U S [List Icons] Formats A [Color Icon] [Link Icon] [Image Icon] [Table Icon] Ix <> ?

Field	Information
<b>Advertising Summary*</b>	This field is used in the job posting. Use this field to provide a high-level summary of the position. The Advertising Summary is the equivalent of the Position Description's Purpose of Position.
<b>Advertising Text*</b>	Copy and paste the drafted Position Description text into this field. Ensure each section of the Position Description is included. If you edit and paste directly from the template documents, the table format is retained.

The \*\*\* *Click HERE for the Standard Posting Template* \*\*\* \*\*\* *Click HERE for the Marketing Posting Template* \*\*\* buttons should not be used. The CSUCI Position Description template should be used.

## Search Details

SEARCH DETAILS

Search Committee Chair:

No user selected.

Search Committee Members:

Add Search Committee Member

Recipient
Remove all

No Search Committee Member selected.

Search Committee Member information:

**SELECTION CRITERIA**

Add

There are no items to show

New

Field	Information
<b>Search Committee Chair</b>	Not required. Search for and select a user who will be the Search Committee Chair. Changes can be made at a later time.
<b>Search Committee Members</b>	Not required. Click Add Search Committee Member to search for and add search committee members. Changes can be made at a later time.
<b>Selection Criteria</b>	Not required. Committee chair members assess candidates based on these criteria. Selection criteria are filled by the Position ID and cannot be removed.

## Users and Approvals

USERS AND APPROVALS

Reports to Supervisor Name:

Email address: [diana.enos@csuci.edu](mailto:diana.enos@csuci.edu)

Administrative Support:

No user selected.

Compliance Panel Facilitator:

No user selected.

Additional viewers:

Add Additional viewers

Recipient	Remove all
No Additional viewers selected.	

Additional viewers information:



Hiring Administrator:\*



Email address: [kristy.madrigal372@csuci.edu](mailto:kristy.madrigal372@csuci.edu)



Field	Information
<b>Reports to Supervisor Name</b>	Name is pre-populated. The person is typically responsible for supervision of the position.
<b>Administrative Support:</b>	A person who can assist or fill in for the recruiter or hiring manager as needed. The Department Admin needs to be able to see this job and its applicants. This field can be left blank.
<b>Additional Viewers</b>	If any additional viewers were added, they would be displayed here. You can add viewers to give them view access to the job requisition. This field can be left blank.
<b>Hiring Administrator *</b>	The person requesting the position be filled and/or hiring authority for the position, typically responsible for supervision of the position. Dependent upon campus policy may differ by campus



## CSU Channel Islands CHRS Recruiting Guide Series- Create a Job Requisition

Approval process:\* CI-Staff/MPP Approval

1. Hiring Manager:     
No user selected.

2. VP/Designee:     
No user selected.

3. Class & Comp:  Diana Enos    
[diana.enos@csuci.edu](mailto:diana.enos@csuci.edu)





HR/Faculty Affairs Representative:\*  Jo Ann Stuermer    
[Email address: joann.stuermer@csuci.edu](mailto:joann.stuermer@csuci.edu)

Recruitment Status:\* Select

[Next page >](#)

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

[Save a draft](#) [Submit](#) [Submit & exit](#) [Cancel](#)

Field	Information
<b>Approval Process*</b>	<p>Requisition approval process.</p> <p>Select <b>CI-Staff/MPP Approval</b></p> <p><b>You must specify users in step 1 and 2 of the approval process.</b></p> <div> <p>1. Hiring Manager: <input type="text"/>   No user selected.</p> <p>2. VP/Designee: <input type="text"/>   No user selected.</p> </div> <p>Approval processes have been configured by your campus administrators. You need only to select the appropriate approval process.</p> <p>Important: This field is “sticky” in that it can retain the most recently used process from a previous job. Always confirm the approval process before submitting.</p>
<b>HR/Faculty Affairs Representative*</b>	Person providing services to support the recruitment. This is the recruiter.
<b>Recruitment Status</b>	Indicates the current status of the Requisition: ‘Draft’ = Not ready for approval ‘Pending Approval’ = Requisition has been submitted. You can save a requisition as a draft.

1. Click Submit & Exit



[Next page >](#)

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

Save a draftSubmitSubmit & exit[Cancel](#)

### What happens next

- The requisition approval process is launched.
- If approved, the requisition will be posted.
- If the requisition is not approved, you can make the requested changes and then restart the requisition approval process.
- The position will not be posted for recruitment if there is a specific person who is expected to fill an emergency appointment.
- The recruiter will need to be notified of the anticipated incumbent. The individual will need to complete an application and onboarding process through CHRS Recruiting/PageUp.

### Saving a draft

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.

### Revision History

Last Modified on	Author	Reason
7/20/2021	CI CHRS Recruiting Training Team	Initial Publication