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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
Job Card	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 facilities 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. A common job card is shared across the CSU system.
	Job card is sometimes used to refer to the New Job page or the Requisition Information form.
Job Template	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.
	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.
МРР	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).
Requisition Information form	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.
Position ID or Position Number	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)
Requisition number or Job number	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

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.

≡ PageUp.			Jobs People	Recent items 🗸 Kristy 🗸	? ~
My Dashboard Welcome Kristy Madrigal, this is your Dashboard w	rhere you will see all your tasks organized in var	ious stages.			
Position Description Not applicable to faculty Manage position descriptions and create	Jobs O Jobs cosen Mew job	Approvals (May not be applicable) O Jobs awaiting your approval O Approved	Advertisem		

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

	ik on the sobs page.
≡ PageUp.◆	
Lu .	×
Workflows	
Manage position descriptions	
Jobs	
Jobs open	
Assigned applications	
the second s	
Jobs	
Manage jobs	
Manage position descriptions	
Applicants	
Manage applications	

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

≡ Page∪p.			Jobs People Recent items ∨	Kristy 🗸 ? 🗸
My Dashboard Welcome Kristy Madrigal, this is your Dashboard v	vhere you will see all your tasks organized in va	rious stages.		
Position Description Not applicable to faculty Manage position descriptions and create _	Jobs O Jobs sopen New job	Approvals (May not be applicable) O Jobs awaiting your approval O Approved	Advertisements O Advertisements	

3. 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.

1. Team link	
CI-Human Resources - 94	0101 🗸

4. 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.

2. Position Number		
Classification, Compensati	#	2
CI-00000068 Classification, Compensation	,	~
Compliance Specialist		

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

- A separate window will populate.
 - a. 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.

- PageUp People - Google Chrome				-	0)	×
adminuat.dc4.pageuppeople.com/v5.3/provider/searchField/PositionSearchDialog.aspx?sData=UFUtVjMtkarWfUp2n8CIVEbPtfdmtta5Kq76	5du8ZCrGHebfyHDykF9XVgRsX56Bqz	gV9iTLjsPOtB1-NYZm2nlFGn_aMsc8as6Ad0	isUVYg-F2vHcRoY~&sID=ctl00_Main_border_layoutContaine	r_ILoadPositic	onID_Se	
No items were found based on your criteria, please select an item below:						
Tide: Number: Incumbent: Reports to:				Clear	Search	
Title	Number	Incumbent	Reports to			
Classification, Compensation, Compliance Specialist	CI-00000068		Diana Sue Enos		Select	t

5. Select Channel Islands for Campus

	No campus	
	No campus Bakersfield	
	Chancellors Office	
	Channel Islands	
	Chico	
kip	the Select a job template section.	
· ·	the Select a job template section.	
Sele		
Seleo A Job sumi	t a job template:) template will supply you with default advertising text and mary for a job depending on what has been setup. Please select a	
Seleo A Job	t a job template:	
Selec A Job Sumi Semp	t a job template:) template will supply you with default advertising text and mary for a job depending on what has been setup. Please select a	
Seleo A Job sumi semp Seleo	tt a job template: • template will supply you with default advertising text and mary for a job depending on what has been setup. Please select a olate that is appropriate to your department and job type. • t'No Template' if there is no suitable template available	
Selec A Job sum temp Selec 4. Te	at a job template: • template will supply you with default advertising text and mary for a job depending on what has been setup. Please select a vlate that is appropriate to your department and job type. at 'No Template' if there is no suitable template available mplate	
Selec A Job sumi temp Selec 4. Te N EB	t a job template: • template will supply you with default advertising text and mary for a job depending on what has been setup. Please select a olate that is appropriate to your department and job type. • t 'No Template' if there is no suitable template available mplate Io template -Faculty Lecturer Pool	
Select A Job sumi temp Select 4. Te EB EB	t a job template: • template will supply you with default advertising text and mary for a job depending on what has been setup. Please select a olate that is appropriate to your department and job type. • t 'No Template' if there is no suitable template available mplate Io template-	

7. Click on the Next button.

Preview

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 INFORMAT	ION		
Internal Team:	CI-Human Resources - 940101			Ŧ
Recruitment Process:*	CI-Staff/MPP Recruitment Process		•	
Application Form:	CI-Staff Application	~	Preview	Question Library
Job Code/Employee Classification:*	Cnfdntl Admin Support 12 Mo	Q 🖉		
	J <u>ob Code: 1176</u>		~	
Salary Range/Grade:*	1176-PSL II-Grade-2	Q 🖉		
	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.

Recruitment Process*	This is the recruitment process that the applicant goes through. Job
	template pre-selects the recruitment process. If this field is empty,
	select CI-Staff/MPP Recruitment Process.
Application Form	Select the application type that best suits your recruitment. The CI-Staff
	Application (Mandatory Cover Letter and Resume) will require all
	applicants to submit a cover letter and resume. Submitting a cover
	letter and resume under the CI-Staff Application is optional.
	CI-Staff Application
	CI-Staff Application (Mandatory Cover Letter and Resume)
	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.
Job Code/Employee Classification*	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.
Salary Range/Grade*	The values for this field are filled from the Position ID. The minimum
Salary Range/Grade*	
Salary Range/Grade*	The values for this field are filled from the Position ID. The minimum
	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position.
Classification Title:	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position.
Classification Title: CSU Working Title:*	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position.
Classification Title: CSU Working Title:* MPP Job Code:	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position. Cnfdntl Admin Support 12 Mo Classification, Compensation, Compliance Specialist
Classification Title: CSU Working Title:* MPP Job Code: Campus:*	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position. Cnfdntl Admin Support 12 Mo Classification, Compensation, Compliance Specialist Channel Islands
Classification Title: CSU Working Title:* MPP Job Code: Campus:* Division:*	The values for this field are filled from the Position ID. The minimum and maximum salaries are provided for the position. Cnfdntl Admin Support 12 Mo Classification, Compensation, Compliance Specialist Channel Islands Division of Business & Fin Aff

Field	Information
Classification Title	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.
CSU Working Title *	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.
MPP Job Code	LEAVE BLANK. 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).
Campus, Division,	Department Hierarchy is determined by each campus. These fields can be
College/Program,	automatically completed by the Position ID (on the previous page) or by the
Department*	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.	
Requisition Number	Leave this field blank. A requisition number is generated automatically.	

Number of Open Positions

				OPEN POSITIONS			
				amount of positions requing an existing employee)	red: New ((additional headcount) or Repla	cement
Positi	ons:*						
F	osition no			Туре:*		Applicant Application state	IS
1	Classification, Compensation, Co	Q 🖉		Select	~		Cancel
	Position no: CI-00000068		~				
					New:	Replacement:	Add more

Field	Information
Position No	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.
Туре	Select New or Replacement
New/Replacement	Not Required. Enter a number into the New or Replacement field and then click Add to create multiple positions Note: The Position Description/classification must be the same to in order to add additional position numbers to the job card.

Requisition Details

	REQUISITION DETAILS
Auxiliary Recruitment:*	O Yes 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 v
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		
Auxiliary Recruitment*	Select the Yes or No button.		
Reason*	Select a reason for the requisition from the menu.		
Justification for Position*	Include additional details about the reason. This field is used in reporting.		
Previous/Current Incumbent	Enter the name of the person who is being replaced for the benefit of the approver.		
Work Type*	Select the type of position. Examples: Staff, Management (MPP)		
Hiring Type*	Select At will, Emergency Hire, Immediate Pay, Intermittent, Probationary, Student, Temporary, or Tenured. At will = Administrator/MPP recruitments Probationary = permanent/all bargaining units Temporary = any appointments with an end date.		
Job Status*	Field is normally populated when a Position ID is selected. If not, select: Regular, Emergency hire, per diem, or temporary		
Time Basis*	Field is normally populated when a Position ID is selected. If not, select Full Time or Part Time		
FTE	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.		

Hours Per Week	Field is normally populated when a Position ID is selected. If not, enter the		
	number of work hours per week.		
FLSA Status	Leave Blank.		
Position Location	Use the magnifying glass <a> Image: to search for CSU Channel Islands or type and press Enter.		

Job Details

Skip the following Fields. None of the information provided will be included in the official job posting.	JOB DETAILS Job Summary/Basic Function: Minimum Qualifications:	
Job Summary/Basic Function Minimum Qualifications Required Qualifications	Required Qualifications:	
Preferred Qualifications Special Conditions License/Certifications	Preferred Qualifications: Special Conditions:	
Physical Requirements Job Duties	License / Certifications:	
	Physical Requirements:	
Job Duties	Click the Yes or No radio button.	
	Supervises Employees:*	⊖Yes ⊖No

Position Designation

POSITION DESIGNATION		
Mandated Reporter:*	Select	Ψ
Conflict of Interest:*	Select	Ŧ

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

The following fields may be	NCAA:	○ Yes ○ No
skipped	Is this a Sensitive position?:	○ Yes ○ No
		View Sensitive Position criteria and select from below where relevant.
-NCAA	Care of People (incl. minors) Animals and Property:	Select
-Is this a Sensitive position?	Authority to commit financial resources:	Select •
-Care of People	Access/control over cash cards and expenditure:	Select v
-Authority to commit	Access/possession of master/sub-master keys:	Select v
financial resources:	Access to controlled or hazardous substances:	Select 🔻
-Access/control over cash	Access/responsibility to personal info:	Select 🔻
cards and expenditure:	Control over Campus business processes:	Select 🔻
-Access/possession of	Responsibilities requiring license or other:	Select 🔻
master/sub-master keys:	Responsibility for use of commercial equipment:	Select 🔻
-Access to controlled or hazardous substances:		
-Access/responsibility to		
personal info		
-Control over Campus		
business processes:		
-Responsibilities requiring		
license or other:		
-Responsibility for use of		
commercial equipment		

Budget Details

BUDGET DETAILS			
Benefit Eligible?:	● Yes ○ No		
Anticipated Hiring Range:	\$4,233-5,500		
Budget/Chart field/Account string:			
	Please enter chart string information including the Department, Fund, Program or Project,		
	Class and % Distribution.		
Cost Center:	GFND		
Pay Plan:	12 Months 🔻		
Pay Plan Months Off:			

Field	Information	
Benefit Eligible	Required to complete by CI Budget Office. 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.	
Anticipated Hiring Range	Required to be completed by CI Budget Office. Use this field to specify the	
	department-specific salary range. Department-specific salary range must	
	fall between the classification's salary range.	

Budget/Chart/Account String	Not required.
Cost Center	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.
Pay Plan	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.
Pay Plan Months Off	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:*	Select •		
Review Begin Date:			
Anticipated Start Date:			
Anticipated End Date:	iii iii ii i		
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:*	Channel Islands		

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

The following fields can be skipped:

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

If you plan to advertise externally indicate the advertising sources:	□ CSU Careers □ Inside Higher Ed □ CalJobs	□ Chronicle of Higher Ed □ LinkedIn □ 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:*	*** <u>Standard Posting Template</u> *** *** <u>Marketing Posting Template</u> ***
Advertisement text:*	Marketing rosting rempiate
B I ⊻ S ≣ · ⊞ · ⊡ ⊡ Formats ·	

Field	Information
Advertising Summary*	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.
Advertising Text*	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:	Q 🖉		
Search Committee Members: Add Search Committee Member			
Recipient			
Search Committee Member information:	No Search Committee Member selected.		
SELECTION CRITERIA			
New	There are no items to show		

Field	Information		
Search Committee Chair	Not required. Search for and select a user who will be the Search		
	Committee Chair. Changes can be made at a later time.		
Search Committee Members	Not required. Click Add Search Committee Member to search for and add		
	search committee members. Changes can be made at a later time.		
Selection Criteria	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:	Diana Enos	Q /	
	Email address: diana.enos@csuci.	edu ~	
Administrative Support:		Q /	
	No user selected.		
Compliance Panel Facilitator:		Q /	
	No user selected.		
Additional viewers: Add Additional viewers			
Recipient			
Additional viewers information:	No Additional viewers selected		
Hiring Administrator:*	Kristy Madrigal	Q /	
	Email address: kristy.madrigal372	<u>@csuci.edu</u> ~	

Field	Information	
Reports to Supervisor Name	Name is pre-populated. The person is typically responsible for supervision of the position.	
Administrative Support:	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.	
Additional Viewers	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.	
Hiring Administrator *	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	

Approval process:*	CI-Staff/MPP Approval 🗸
1. Hiring Manager:	Q /
	No user selected.
2. VP/Designee:	Q /
	No user selected.
3. Class & Comp:	Diana Enos 🔍 🍠
	diana.enos@csuci.edu ~
HR/Faculty Affairs Representative:*	Jo Ann Stuermer 🔍 🧷
	Email address: joann.stuermer@csuci.edu v
Recruitment Status:*	Select 🗸
	Next page >
F	lease fill in all mandatory fields marked with an asterisk (*).
	Save a draft Submit Submit & exit Cancel

Field	Information			
Approval Process*	Requisition approval process. Select CI-Staff/MPP Approval			
	You must specify users in step 1 and 2 of the approval process.			
	1. Hiring Manager:	Q Ø		
		No user selected.		
	2. VP/Designee:	Q.Ø		
		No user selected.		
	Approval processes have been configured by your campus administrators. You need only to select the appropriate approval process. 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.			
HR/Faculty Affairs Representative*	Person providing services to support the recruitment. This is the recruiter.			
Recruitment Status	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 draft Submit & 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.

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
6/16/2021	CI CHRS Recruiting Training Team	Initial Publication
3/30/2022	CI CHRS Recruiting Training Team	Updated Application types