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

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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.
MPP	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

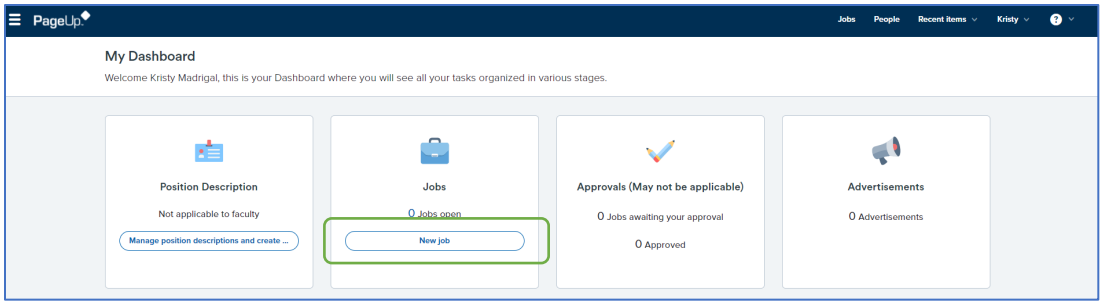
- Your user role is permitted to create new jobs. If you cannot access New Job in the Main Menu, then you might not have permission to create a job.

- 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.

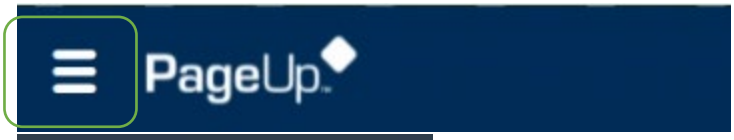
Open a New Job

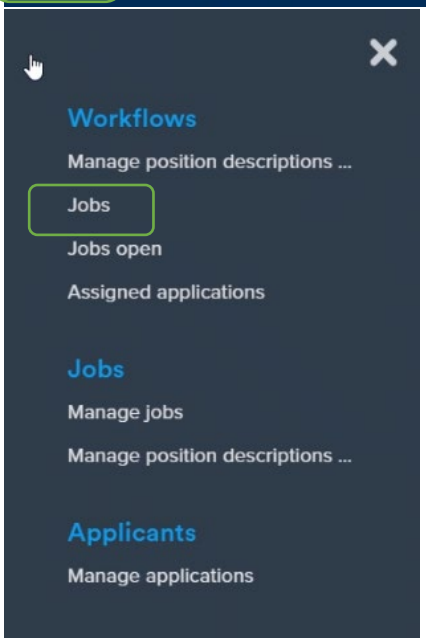
There are several ways to get to the New Job page.

- Hiring managers can use the New Job button on the Jobs tile on the Dashboard.



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



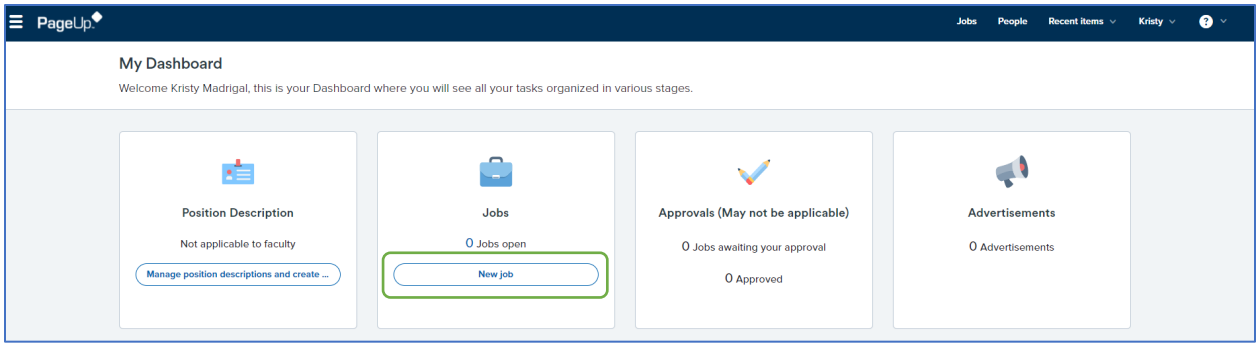


Anyone who has the permission to create a new job can access it through the Main Menu.

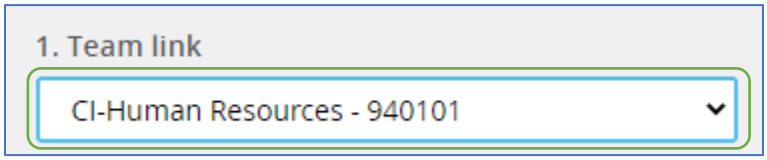
How to Open a New Job

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

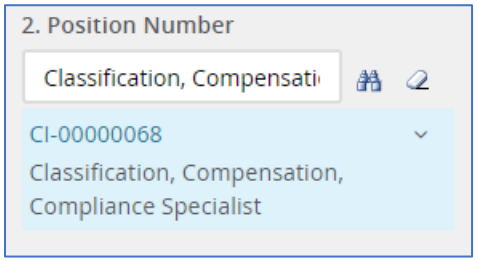
1. Open the Main Menu by clicking the menu icon.
2. Select New Job



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.



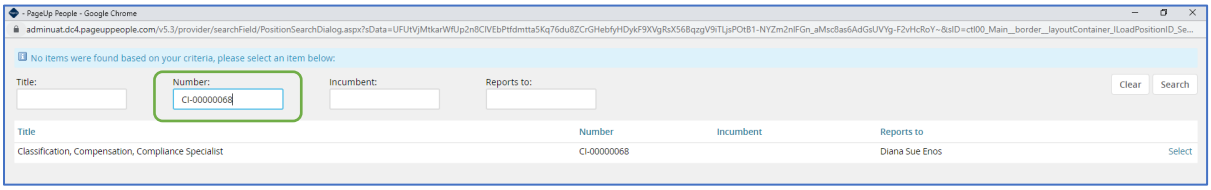
4. In Position Number, enter the position number starting with CI- following the 8 digits of the position number. The working title associated to the position number will populate in the field.



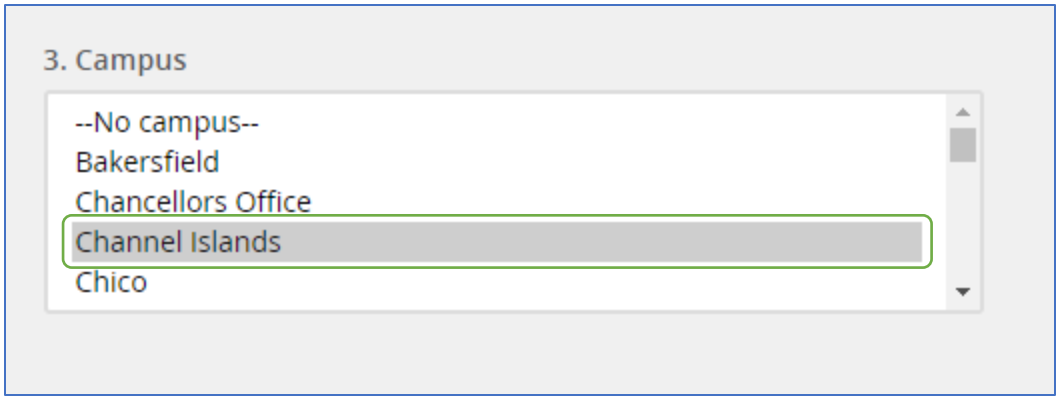
You may also search the position number that you wish to recruit for by clicking on the binocular icon . A separate window will populate.

   a. Begin your search by entering **CI-** and then enter the position number.

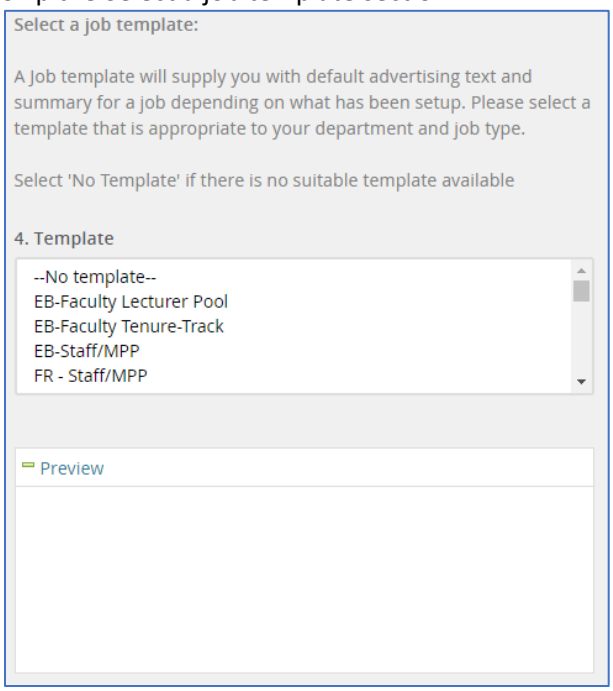
- NOTE: Be sure to select the correct Position number. The position number will not be able to be modified later if the information is not accurate.



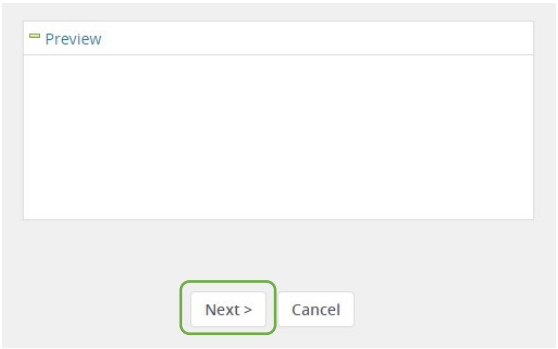
5. Select **Channel Islands** for **Campus**



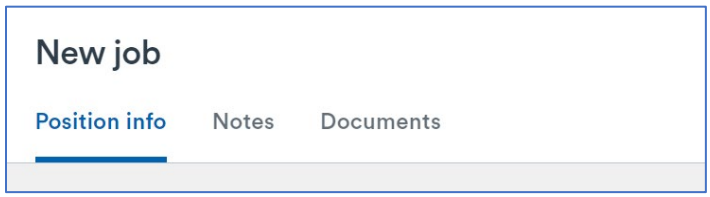
6. Skip the Select a job template section.



7. Click on the Next button.



New Job



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.**

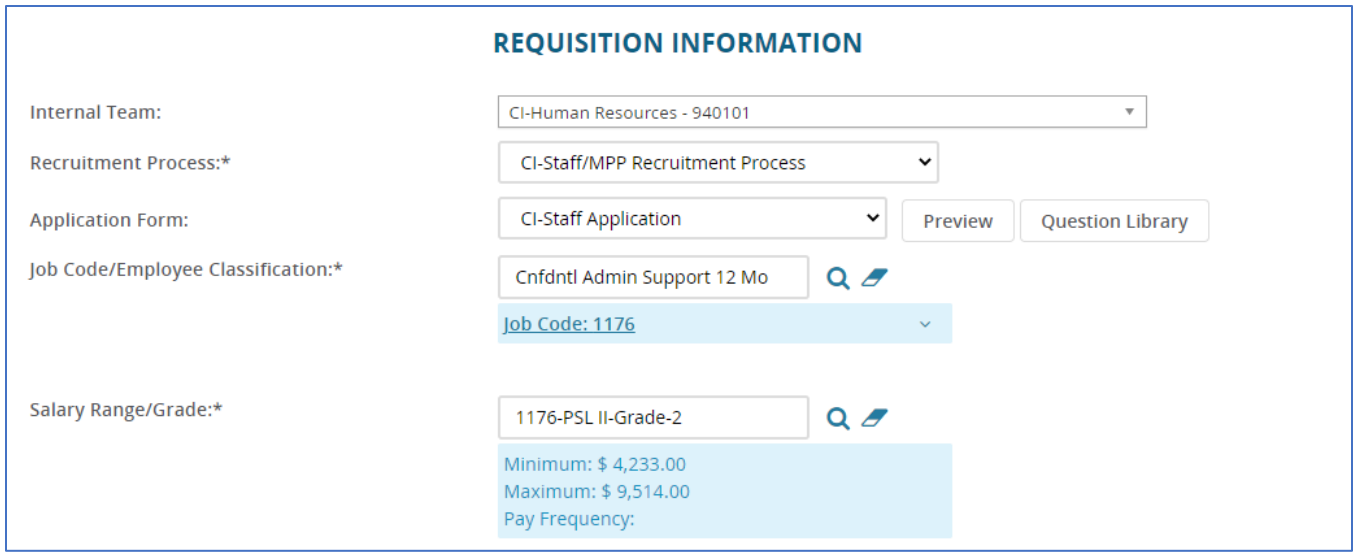
Some items will be carried over from the position number selected under the Requisition Information. Information populated is gathered from PeopleSoft.

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.

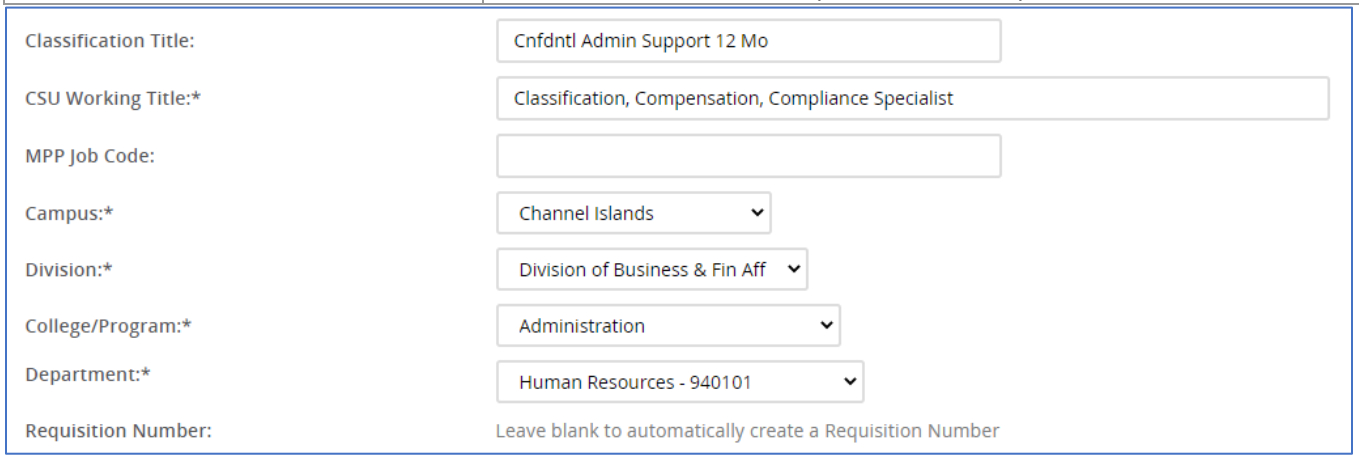
How to complete the Requisition Information form

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



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.

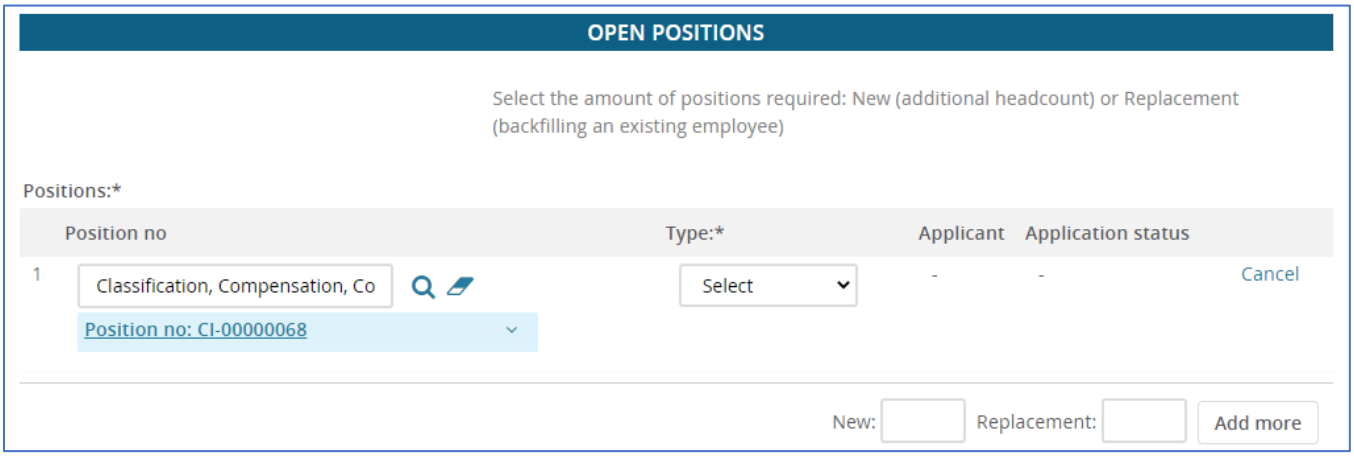
Recruitment Process*	This is the recruitment process that the applicant goes through. Job template pre-selects the recruitment process. If this field is empty, select **CI-Staff/MPP Recruitment Process**.
Application Form	Select the application type that best suits your recruitment. The **CI-Staff Application (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 and maximum salaries are provided for the position.

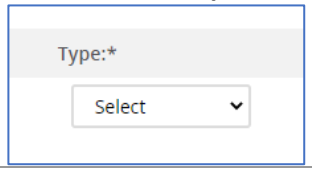


Field	Information
Classification Title	This field can be populated by the Position ID or by the job template. If the classification is incorrect, the job card should be cancelled and a PMAF should be sent to the Budget office to update.
CSU Working Title *	This field can be populated by the Position 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, College/Program, Department*	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

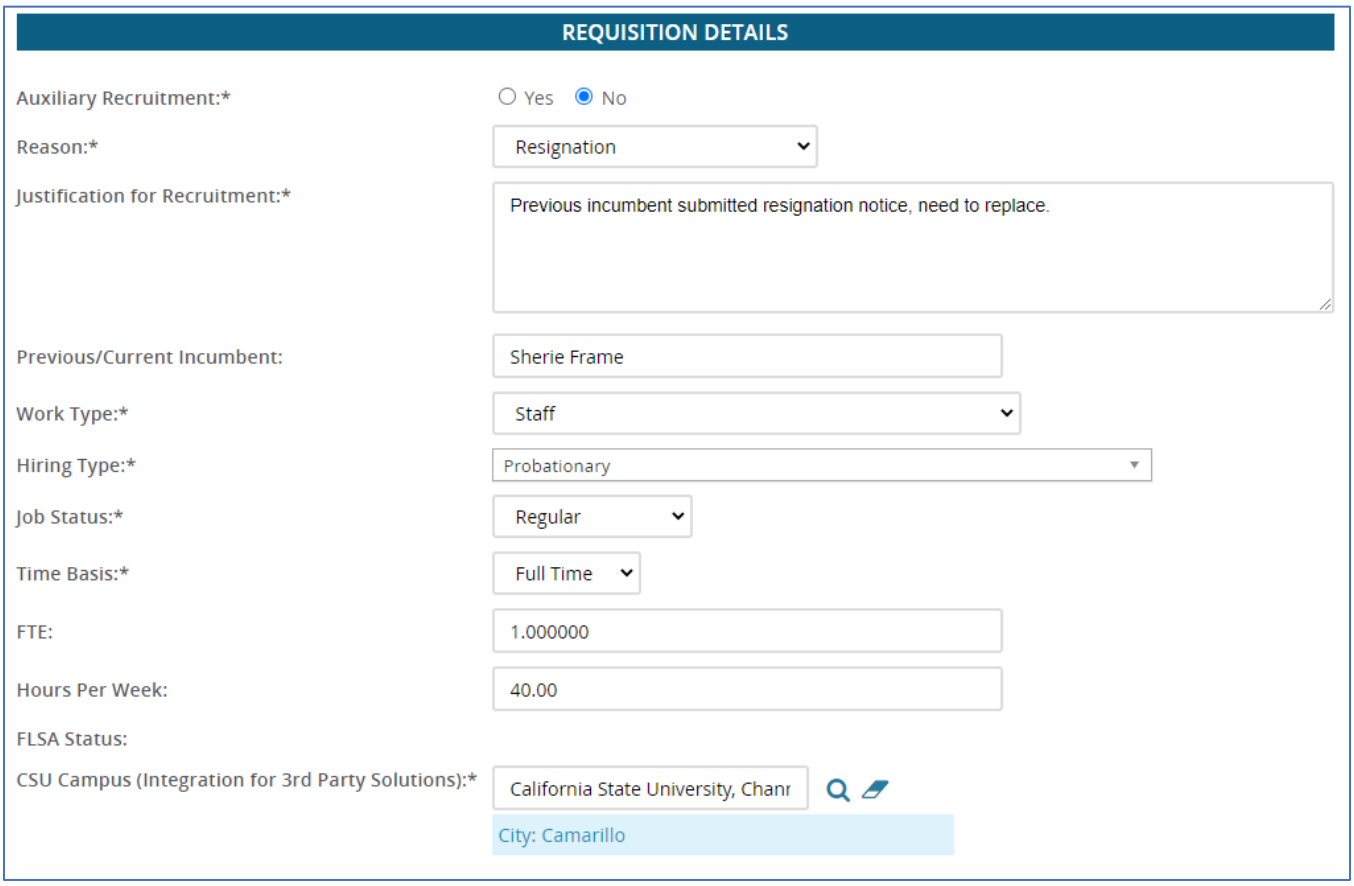
	hierarchical: The values available for each field are determined by the field value above it. Department* contains the Department ID/number.
Requisition Number	Leave this field blank. A requisition number is generated automatically.

Number of Open Positions



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.
Type	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.

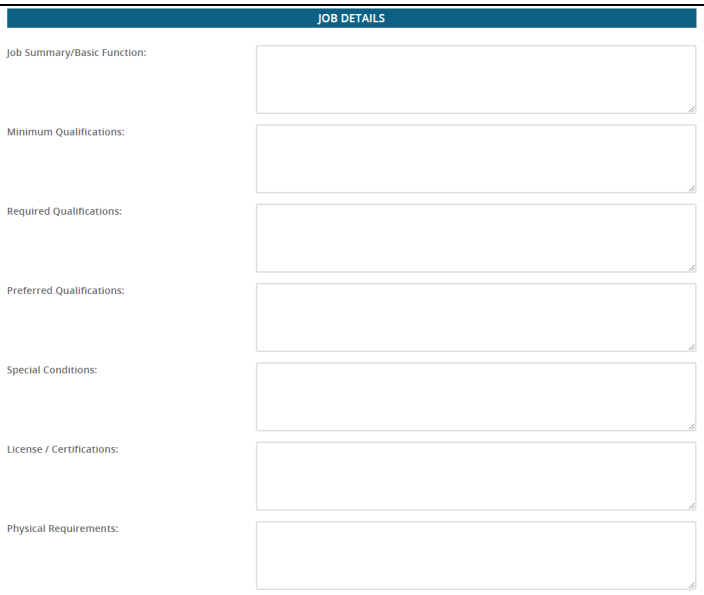
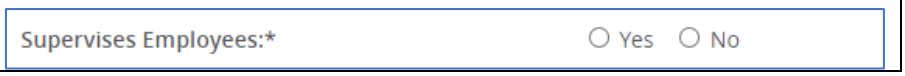
Requisition Details



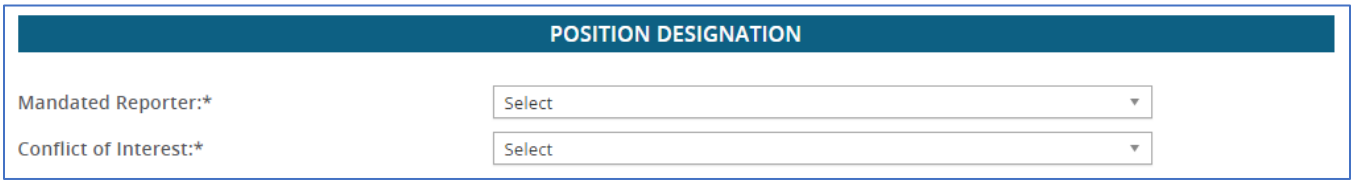
Field	Information
Auxiliary Recruitment*	Select the **Yes** or **No** button.
Reason*	Select a reason for the requisition from the menu.
Justification for Position*	Include additional details about the reason. This field is used in reporting.
Previous/Current Incumbent	Enter the name of the person who 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 to search for CSU Channel Islands or type **CI-** and press Enter.

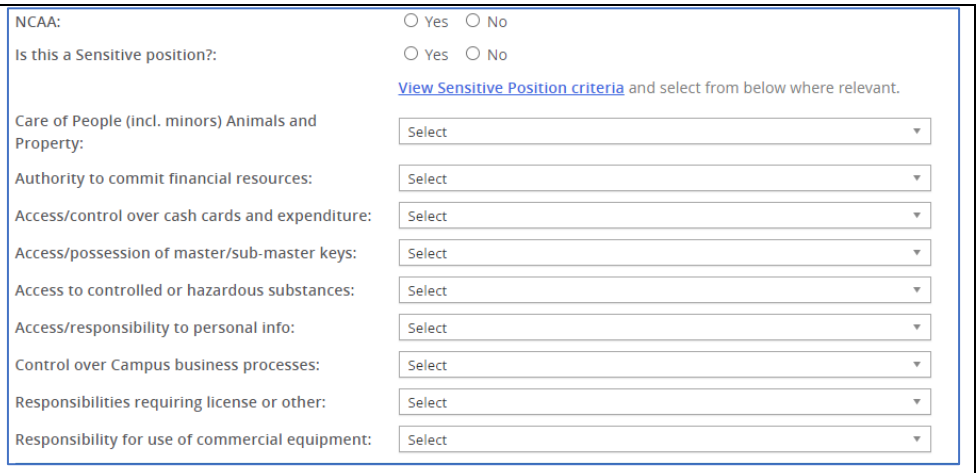
Job Details

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

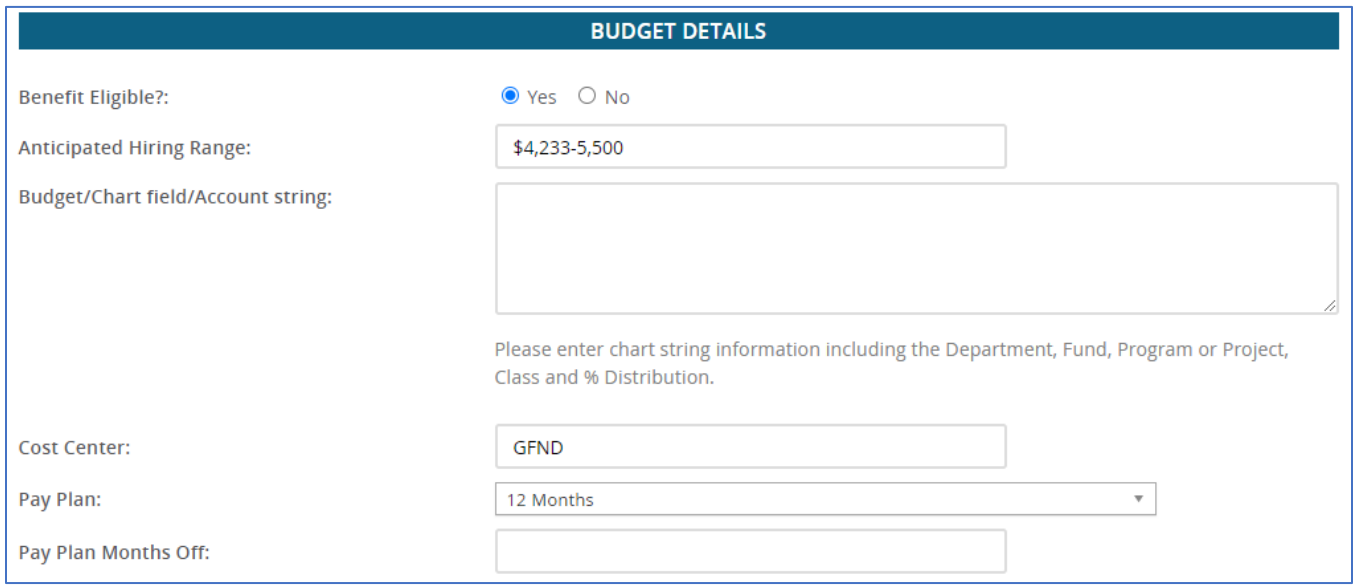
Position Designation



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 skipped -NCAA -Is this a Sensitive position? -Care of People -Authority to commit financial resources: -Access/control over cash cards and expenditure: -Access/possession of master/sub-master keys: -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	

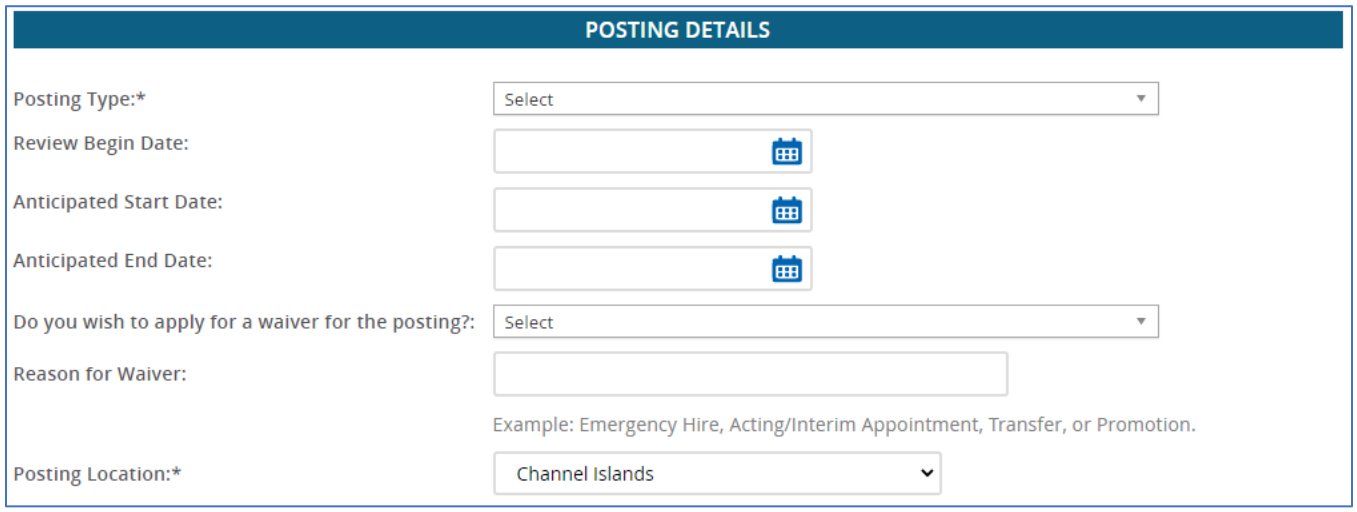
Budget Details



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.

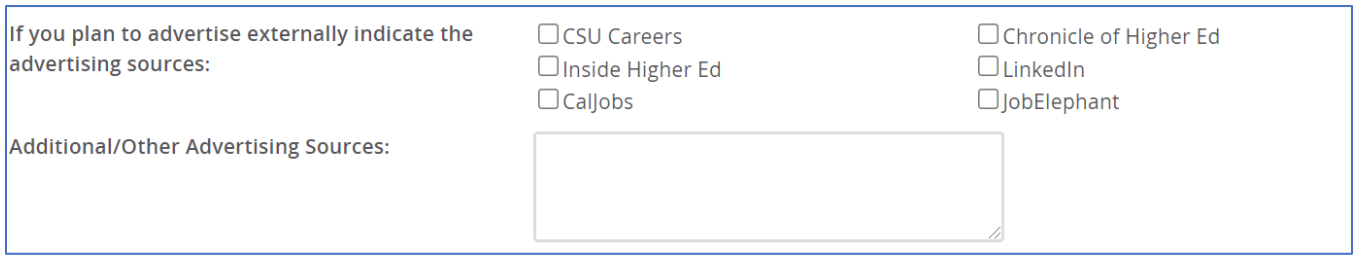
Posting Details



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 **Anticipated End Date**	Not mandatory, dates subject to change. Click on the Calendar icon to select dates.
Posting Location*	Specifies the campus site where this job should be posted. Select **Channel Islands**

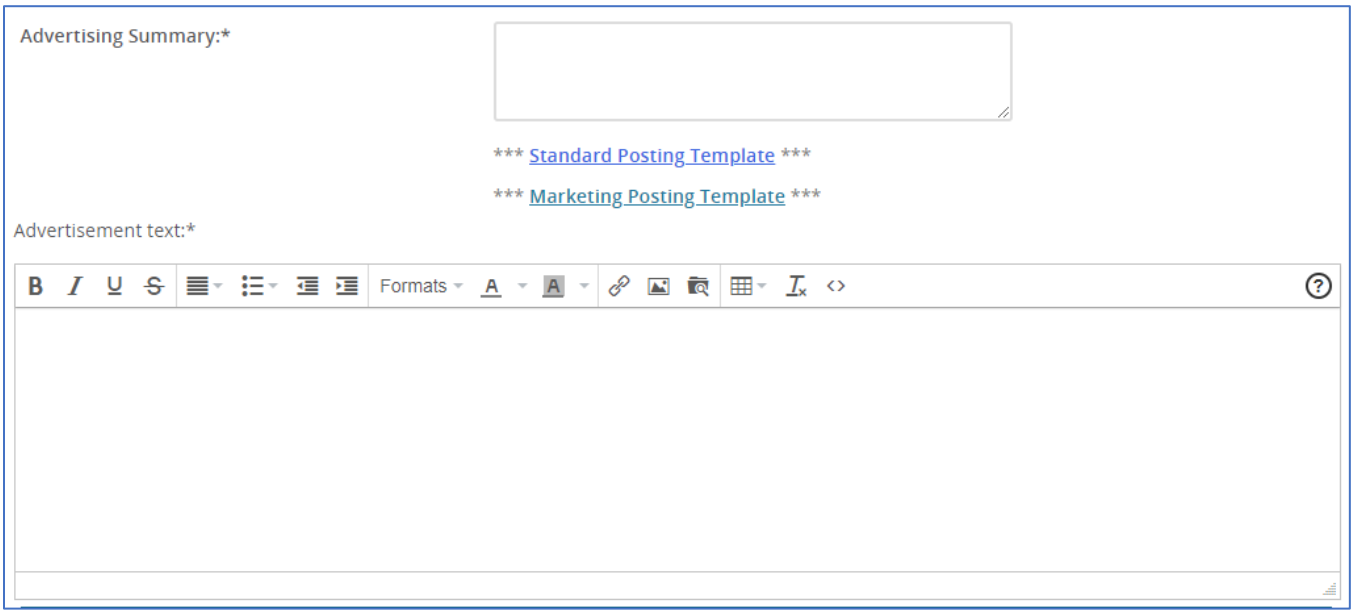
The following fields can be skipped:

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



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

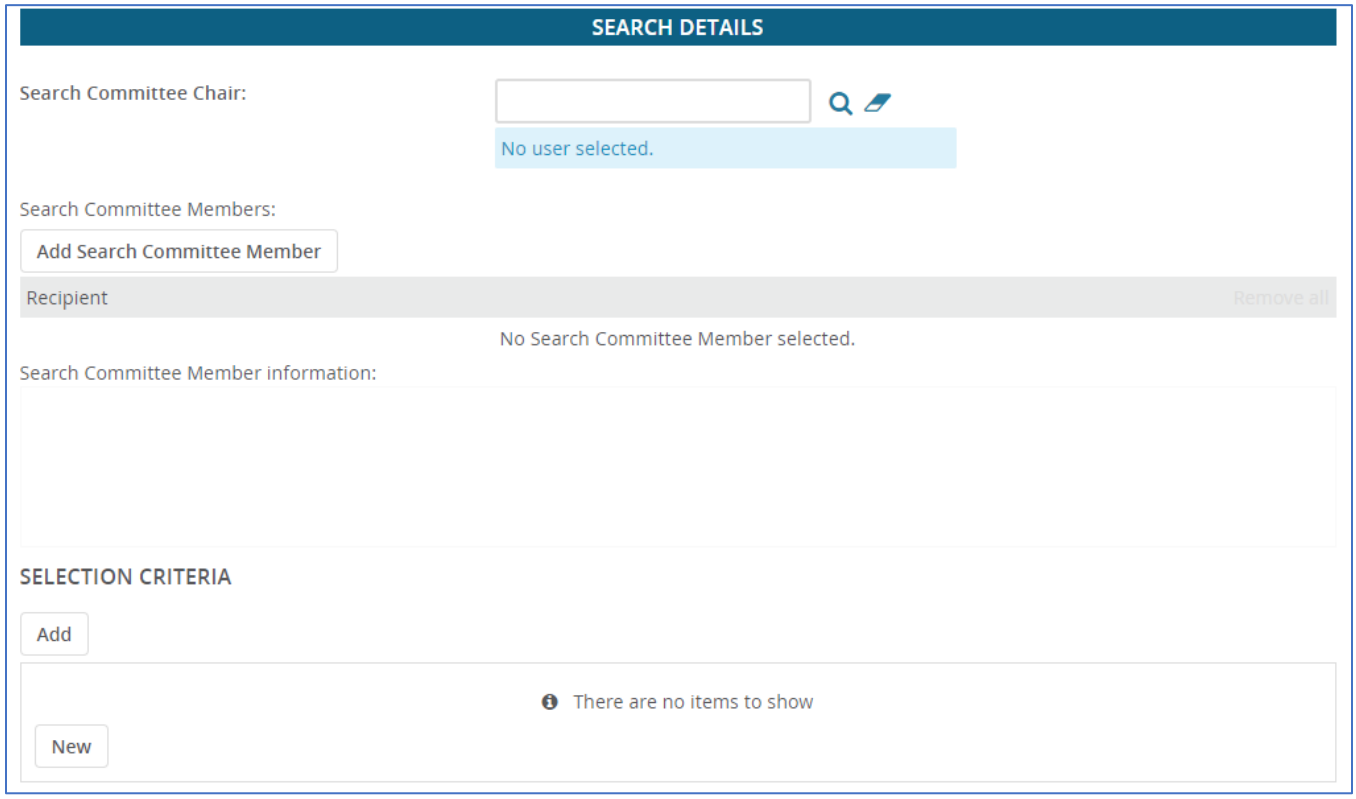
- If you plan to advertise externally indicate the advertising sources.
- Additional/Other Advertising Sources



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.

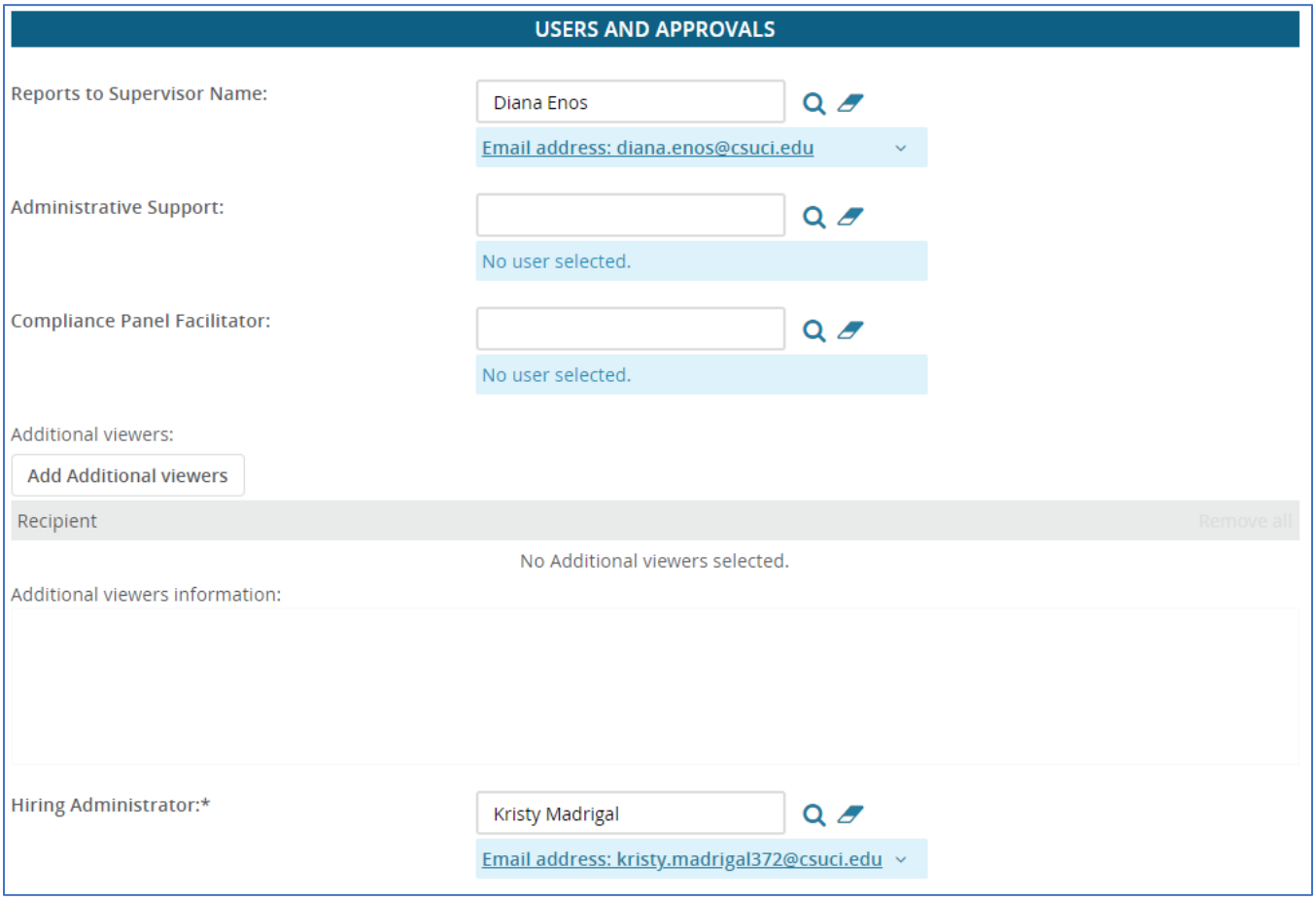
The **** Click HERE for the Standard Posting Template *** *** Click HERE for the Marketing Posting Template **** buttons should not be used. The CSUCI Position Description template should be used.

Search Details

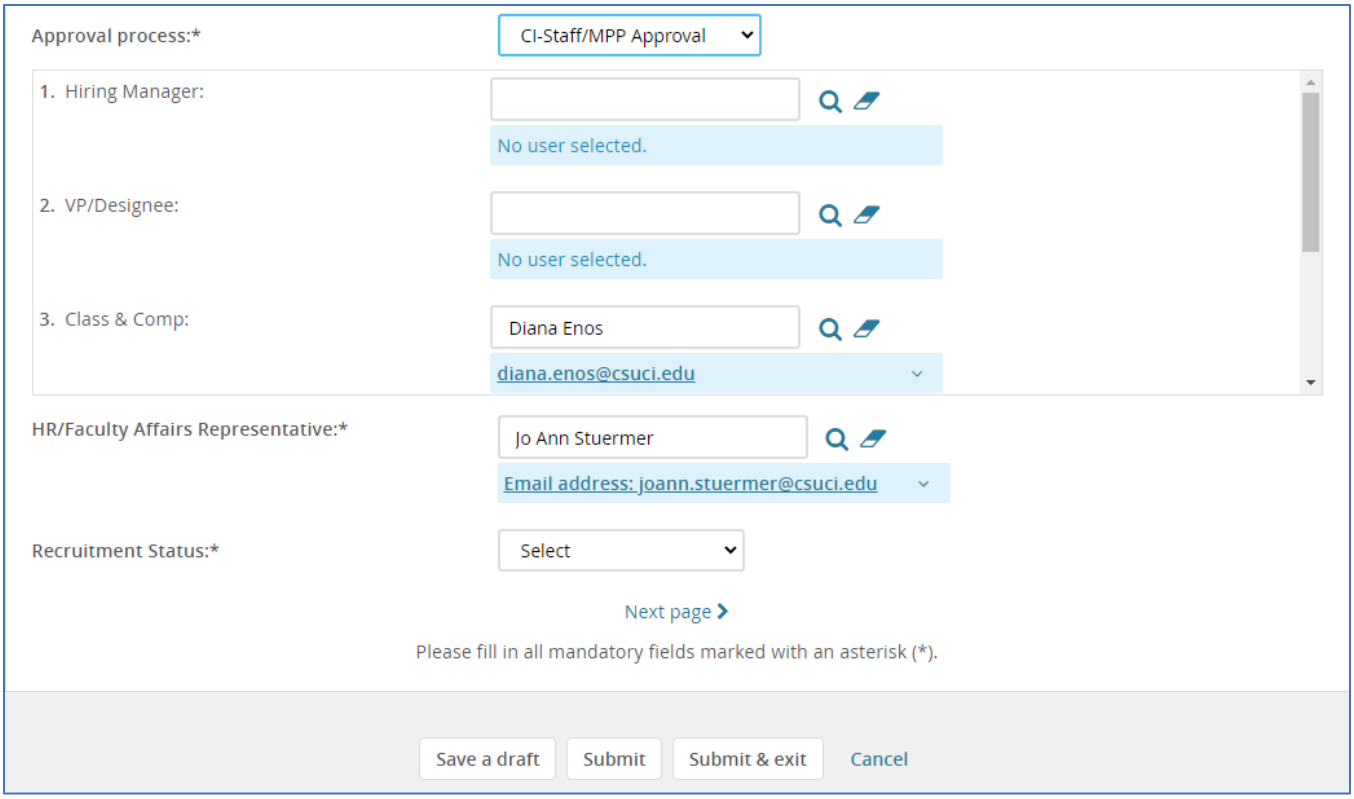


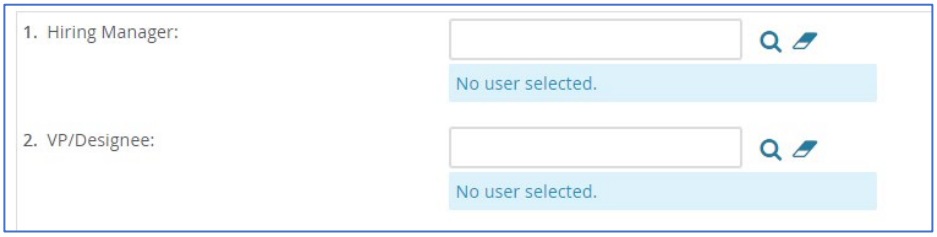
Field	Information
Search Committee Chair	Not required. Search for and select a user who will be the Search Committee Chair. Changes can be made at a later time.
Search Committee Members	Not required. Click Add Search Committee Member to search for and add search committee members. Changes can be made 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

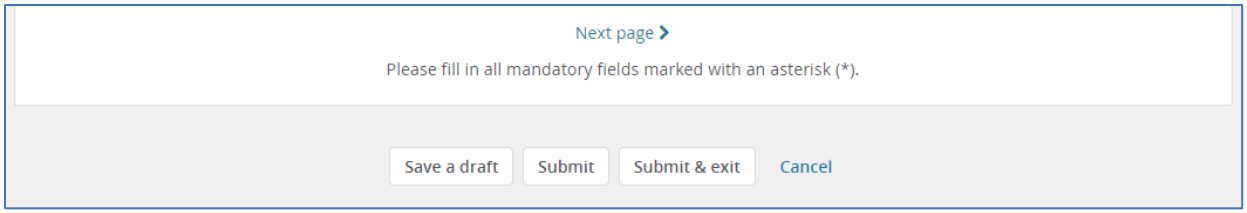


Field	Information
Reports to Supervisor Name	Name is pre-populated. The person is typically responsible for supervision of the position.
Administrative Support:	A person who can assist or fill in for the recruiter or hiring manager as needed. The Department Admin needs to be able to see this job and 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



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.**  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



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