

CSU Channel Islands CHRS Recruiting Guide Series- Job Creation Overview

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Job Creation Overview

Introduction

This guide provides an overview of job creation but does not go into the step-by-step procedures for creating a job (included in other guides). The purpose of this guide is to establish terminology and prerequisite knowledge.

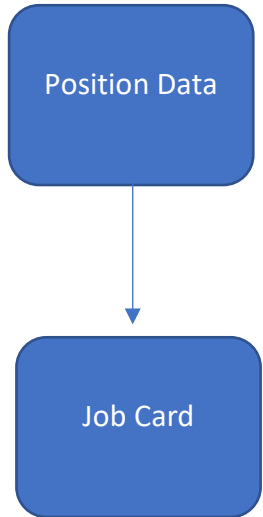
You must create a job before you can consider applicants for it. The process for creating a job has different starting points, depending on your campus and on the type of job that you are hiring for. This guide provides a high-level overview of the starting points and the overall process for creating a job.

Definitions

Term	Definition
Job Card	<p>The job card initiates a requisition with specific and relevant details of the job, posting language and requirements, and includes 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>
Job Template – Unavailable at this time for Staff/MPP Recruitments	<p>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.</p>

	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

Position Data origin

Position Data	Position data is provided by PeopleSoft HCM and informs the job card <ul style="list-style-type: none"> • HRIS/HRMS data • Position Management • Source of truth/system of record • Links other imported data/files 	 <pre> graph TD A[Position Data] --> B[Job Card] </pre>
Job Card	The job card facilitates the online collection of information relating to the job requisition <ul style="list-style-type: none"> • Fields utilized to collect specific and relevant details of the job • A unique ID allows tracking of specific jobs/requisitions • Includes an approval process with notifications and alerts to approvers • Contains key individuals in the recruitment process <ul style="list-style-type: none"> ○ Hiring Manager ○ Recruiter ○ Search Panel Members and other key team members 	

Job Creation starting point

The main starting point for creating a job is from a **New Job** link. When you click **New Job**, you will select no template and then proceed to the New Job page.

Job Creation process

The process below describes the steps for creating a job card

- Start with a New Job
 - Go to New Job page

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- The job template pre-populates field values on the Requisition form – Not available at this time for Staff/MPP Recruitments
- Complete the requisition form
- Submit the requisition for approval