

CSU Channel Islands CHRS Recruiting Guide Series- Pre-Recruitment Overview

Pre-Recruitment Overview

Introduction

The CSU Channel Islands Recruitment team is committed to the recruitment of highly qualified and diverse staff. The recruitment process incorporates all federal and state regulations, CSU collective bargaining agreements, CSU system policies and university policies.

Below are the corresponding responsibilities for a successful recruitment.

Responsibilities of the Hiring Department

- Establish the need for the recruitment
 - Will you be replacing a separating incumbent? Recruiting for a new position?
 - Establish a salary range and hiring range.
- Identify the position number.
 - Will an existing position number be used?
 - If so, will any modifications need to be made? Ensure all items are accurate to the recruitment: Time Base/FTE, MPP reports to, Working Title
 - A PMAF will need to be submitted to the Budget office and processed in order to move forward with the recruitment.
 - The hiring department will need to ensure the completion of any updates/changes before beginning the process of creating/routing a job card.
 - Should any changes need to be made after a job card draft has been created, once a PMAF has been processed by the Budget office, CHRS Recruiting/PageUp will refresh after one business day.
 - Will a new position number be created?
 - A PMAF will need to be submitted and processed. A position number must be issued before a job card is created.
 - Link to Budget forms: <https://www.csuci.edu/financial-services/forms-tutorials.htm#budget> . Use the appropriate PMAF depending on division.
- Create a Position Description or complete modifications to an existing Position Description
 - The Position Description will need to be reviewed by the appropriate Classification & Compensation staff member. A Service Now ticket (https://www.csuci.edu/hr/hr_staff.htm; <https://ci.teamdynamix.com/TDClient/2977/Portal/Home/>) will need to be sent to have this reviewed.
 - Once approved by HR, the Position Description should be routed for department/division signatures and sent to HR.
- Identify any supplemental questions that would be included on the application process. All questions must be vetted through the Recruiter.

Responsibilities of Human Resources

- The appropriate Classification & Compensation staff member will need to review Position description and work with the Hiring Manager in developing or making any changes.
 - Provide classification review and make classification determination
 - Ensure Position Description is to CSU Classification Standard and includes all required language.
 - Provide Hiring department with the following items
 - FLSA status
 - Mandated Reporter status
 - Once complete, the Classification & Compensation staff member will approve the Position Description and will allow department to begin the Job Card process.
- The Recruiter will be responsible for reviewing and approving any supplemental questions that will be added to the application for the specific job posting.