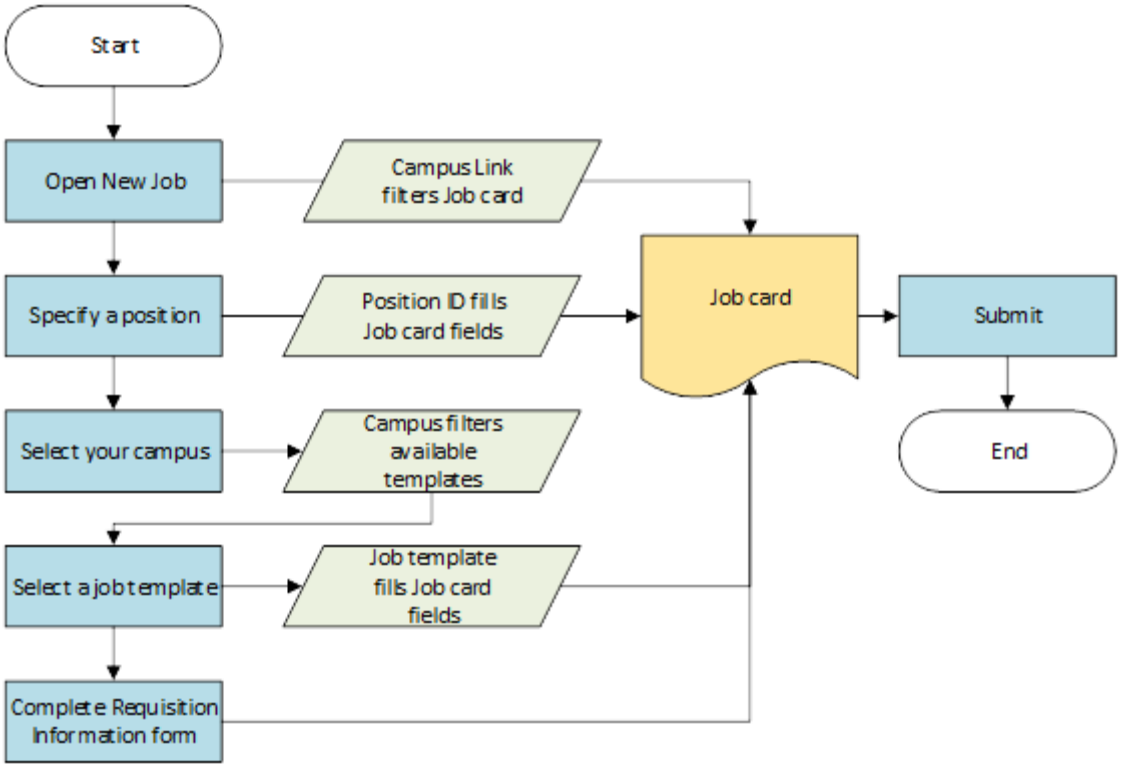
CREATE A JOB REQUISITION

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 ID on this page, the requisition tab can be completed much more quickly because some fields will be pre-filled.

PROCESS DIAGRAM

The following diagram shows the process that is described in this guide.



1. Start by clicking the New Job link. The Select a job template page opens.
2. On the Select a job template page the Campus Link is displayed. The Campus Link filters the job card. You complete the following fields:
3. Position: Position ID pre-fills some job card fields.
4. Campus: Campus filters the job templates that you can choose.
5. Job template: Job template fills job card fields.
6. You can then go to the job card, where you complete the Requisition Information form.
7. After you complete the job card, you can submit the job for approval.

WHAT YOU WILL DO

1. Create a job requisition
    a. Open New Job
    b. Select a job template
    c. Complete a Requisition Information form
    d. Start the requisition approval process

DEFINITIONS

TERM	DEFINITION
Job card	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 facilities central information collection and tracking. The j card also associates users to the requisition by their roles in the recruitment process, such as the Hiri Manager, HR/FA Representative (Recruiter), Search Committee Chair and other key team members. A common job card is shared for the CSU system. However, each campus can specify which fields to display on the New Job page. Job card is sometimes used to refer to the New Job page or the Requisition Information form.
Job template	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.
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: FL-00027198. (FL is the campus code for Fullerton)
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

OPEN A NEW JOB

Depending on your campus and your role, there are several ways to get to the New Job page. Create a New Job to begin the process of recruiting for a position.

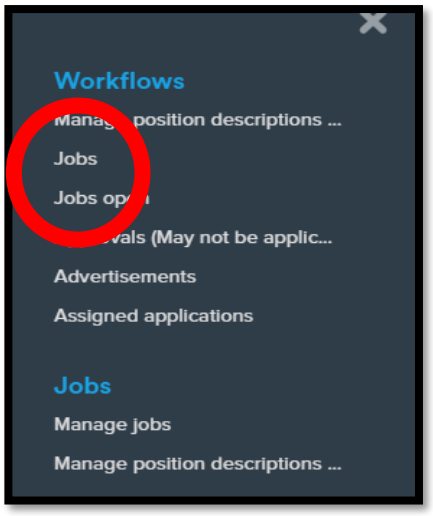
- Hiring managers can use the New Job button on the Jobs tile on the Dashboard.
- Recruiters can use the New Job link on the Jobs page.
- Anyone who has the ability to create a new job can access it through the side menu.

PREREQUISITES AND ASSUMPTIONS

- Your user role is permitted to create new jobs. If you cannot access New Job in the side menu, then you might not have permission to create a job.
- You know the Position ID of the job you need to create. The Position ID is the best way to quickly find and select the position.

OPEN A NEW JOB

Side menu links depend on your job role and campus permissions.

1. Click on the hamburger menu, to open the **side menu** by clicking the menu icon.	
2. Click on Jobs. The **Select a job template** page opens.	

The job templates are created by your campus administrators to simplify the process of completing the job card, and are usually created for jobs that are frequently recruited for.

Job templates provide:

- Values for some job card fields
- Recruitment process
- Advertisement text
- Approval process

Select a job template when

1. You are creating a new job.
2. An applicable template is available.

PREREQUISITES AND ASSUMPTIONS

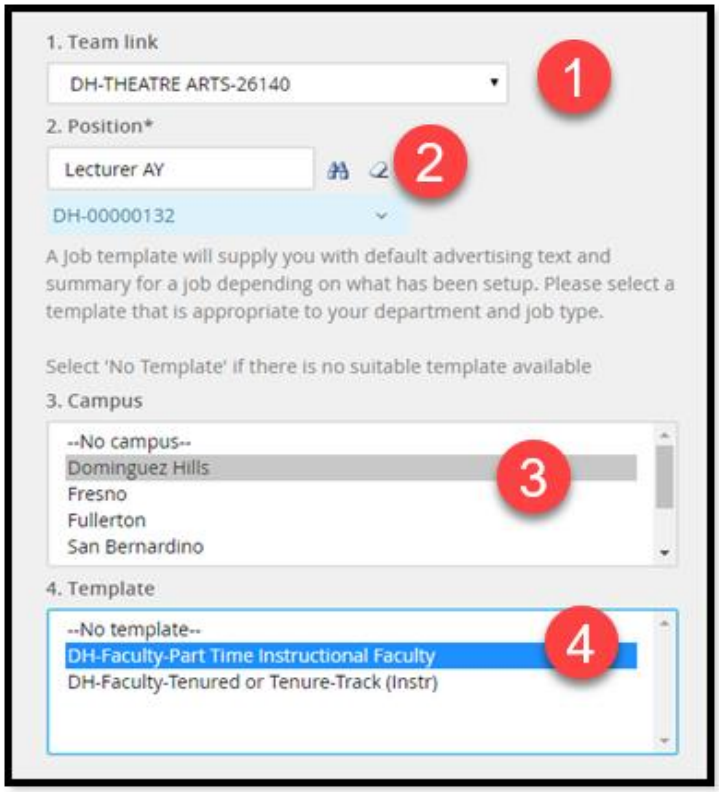
- The Position ID must exist in the system.

SELECT A JOB TEMPLATE

1. Select department number in Team Link.
2. Enter the Position ID into the Position field or use the Binocular search button to search for the position.
3. Select your campus. Campus links filter the available templates.
4. Select the Template. Click Next.

IMPORTANT:

- If you are starting from a Position Description, the Select a template page is skipped.
- In the Campus field, if you select --No *campus--, all job templates display.
- If you click Next without completing the fields on the Select a template page, the job card opens with no template and no Position ID.
- If you complete the Position* field on the Select a template page, some fields are pre-filled on the job card.
- The Position* field values are provided by CHRS Recruiting system and are not editable.
- The Position* field displays the Position title after you select a value.
- If you paste the Position ID into the field, you must click the Binoculars or press Enter to ensure that the Position ID is entered properly.
- Confirm that the position is properly entered by checking that the blue box beneath the field displays the Position ID.

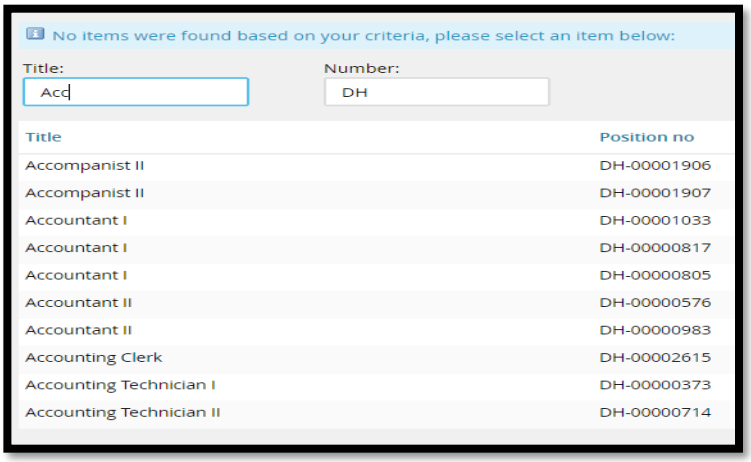


POSITION SEARCH GUIDELINES

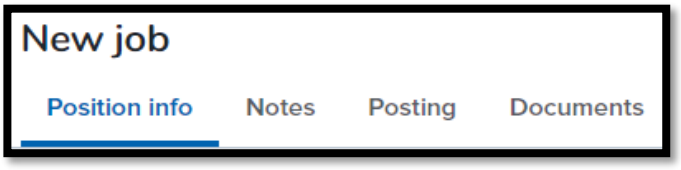
1. You should know your Position number before you select a template. However, if not, you can search for it.

   All Position numbers start with your campus code Dominguez Hills campus code is **DH**.

   Use your campus code to filter positions limited to your campus. For example, if you are trying to find Accounting Technician positions, you might search for positions that start with *Acc*, and the Position ID beginning with *DH*.



2. After you click Next, you are on the Position Info tab of the job card. The Requisition Information form is open.



COMPLETE THE REQUISITION INFORMATION FORM

The job card contains four tabs that store vital job information.

- **Position info** – This tab displays the Requisition Information form. This page also includes the Approval process.
- **Notes** – This tab is for saving and recording information about the job as it progresses through the recruitment process.
- **Posting** – This tab shows where the job is posted or advertised to attract applicants. *ONLY AVAILABLE TO FACULTY AFFAIRS CCA*
- **Documents** – This tab is used to store documents that are related to this job, such as position descriptions or other notes and files.

WHEN TO COMPLETE THE REQUISITION INFORMATION FORM

- After you select the job template.
- When you need to create a job without a template.
- After you recruit for a position description.

PREREQUISITES AND ASSUMPTIONS

- You entered a Position ID on the Select a template page.
- You selected a Job Template.
- You have the Position Info tab of the job card open.

If you did not select a template or provide a Position ID, you can continue, but you must manually enter data for all fields.

CAMPUS LINK FILTERS THE JOB CARD

- The fields that are available on the Requisition Information form are shared across all CSU campuses.
- No campus can add fields, but each campus can hide unnecessary fields.
- Mandatory fields cannot be hidden by campuses. These fields are marked with asterisks.
- Your Requisition Information form might have a different set of fields.

COMPLETE THE REQUISITION INFORMATION FORM

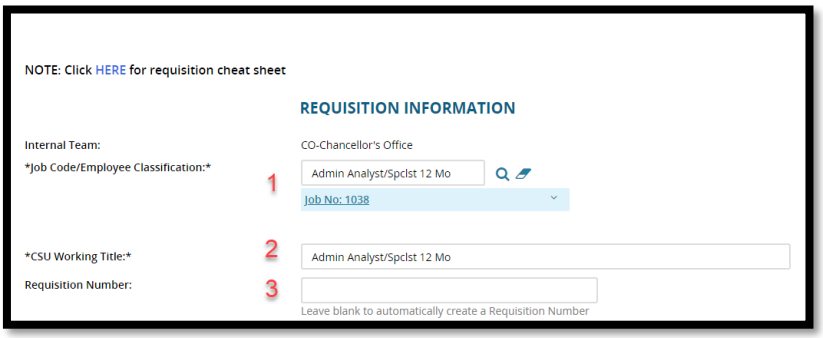
1. The screen captures and instructions in this guide represent a typical user experience. Your job card may be configured differently by your campus. Complete the fields on the Requisition Information form by using the following screen captures and data tables.

REQUISITION INFORMATION – TOP

1. Job Code/Employee Classification:*

This field is based on the Position ID that you selected on the Select a template page.

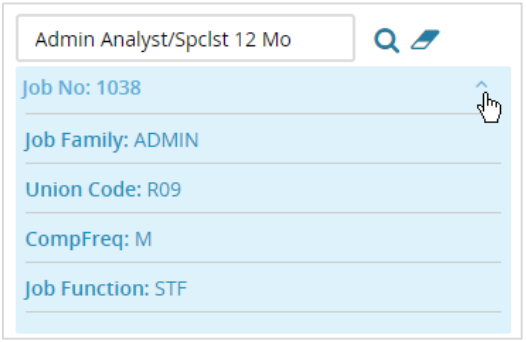
You can expand the blue box to view the information about this job code.



2. ***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.



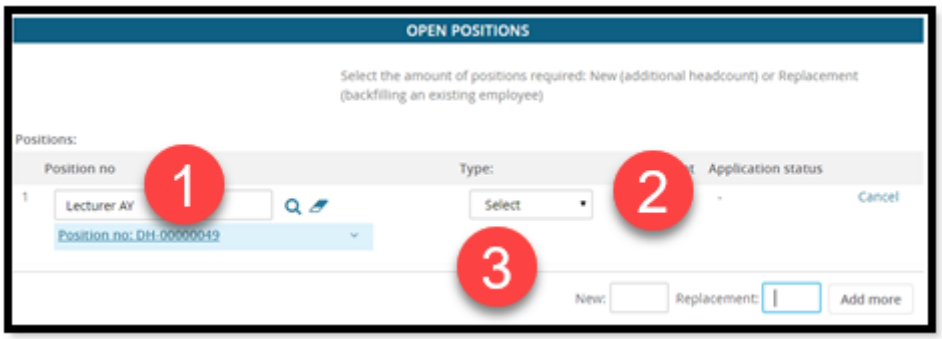
3. **Requisition Number**
Leave this field blank. A requisition number is generated automatically

NUMBER OF OPEN POSITIONS

1. **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.
2. **Type**
   New or Replacement
3. **New/Replacement** - Enter a number into the New or Replacement field and then click Add More to create multiple positions.



REQUISTION DETAILS

1. ***Reason:***
   Select a reason for the requisition from the menu.
2. ***Justification for Position:***
   Include additional details about the reason. This field is used in reporting.
3. **Previous/Current Incumbent**
   Enter the name of the person who is being replaced for the benefit of the approver.
4. ***Hiring Type:***
   This field maps to Empl_Class field in PeopleSoft via integration. Values to select are: Select: At will, Emergency Hire, Immediate Pay, Intermittent, Probationary, Student, Temporary, Tenured
5. ***Job Stats:***
   Select: Emergency hire, per diem, temporary
6. ***Time Basis:***
   Select: Full time or Part time
7. ***Position Type:***
   Select the type of position.
8. ***Campus***

   Division:
   ***College/Program:**
9. ***Department:**

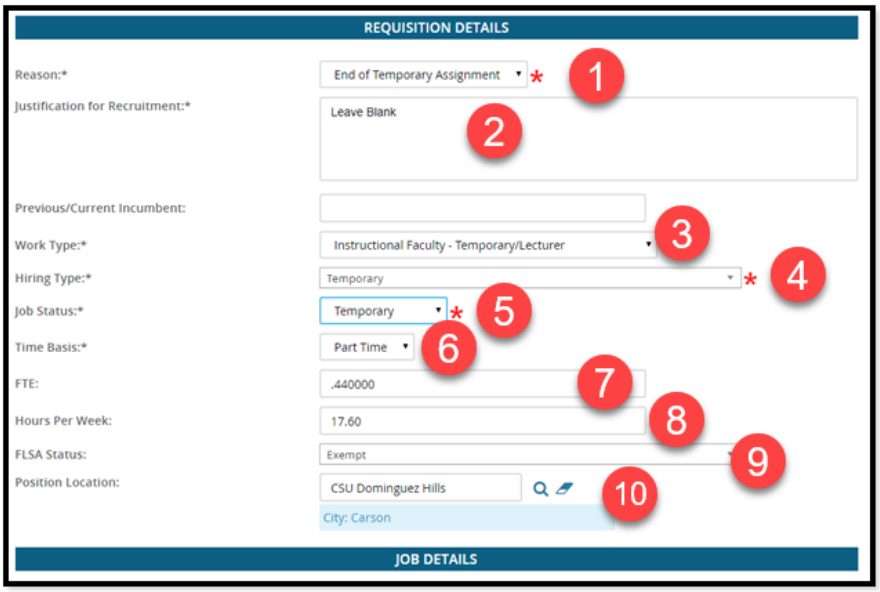
Department Hierarchy is determined by each campus. These fields can be automatically completed by the Position ID (on the previous page) or by the job template.

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.

10. **Campus Location:**
    This field is automatically completed by selecting the Position ID (on the previous page). It is not mandatory. The data come from PeopleSoft, Location field on Position Management.



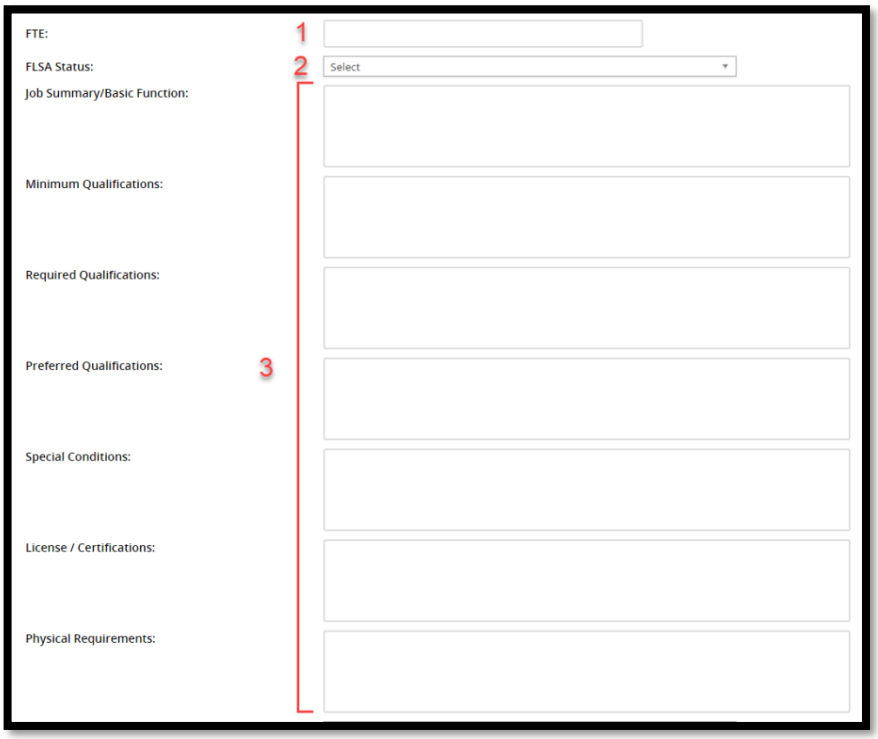
POSITION DETAILS 3

NOT USED CSUDH FOR PART-TIME RECRUITMENT

1. **FTE**
   Full-time equivalence: Enter a decimal value from 0 to 1. Example: 20 hours/week is 0.5 FTE.
2. **FLSA Status**
   Select: Exempt, non-exempt, other
3. **Job Summary/Basic Function**

   Qualifications, Special conditions License/Certifications, Physical Requirements:
   These fields can be populated by the job template. If not, then you can manually enter the data.

   These fields are used in the job posting.



POSITION DETAILS 4

NOT USED CSUDH FOR PART-TIME RECRUITMENT

1. **Mandated Reporter:**

General, Limited, May Be Considered, and None.

2. **NCAA**

If Yes, then campuses would need to provide language in Offer Letters via Offer Template for applicable NCAA appointments.

3. **Sensitive Position:**

This information is used in determining the appropriate type of background checks and new hire trainings.

Use campus business process to synchronize this value with PeopleSoft.

4. **Conflict of Interest:**

Designates whether the applicant must complete a Conflict of Interests form.

5. Supervises Employees

List titles
Indicates whether this position supervises employees. If so, list the titles that are supervised.

6. ***Recruitment Process:***

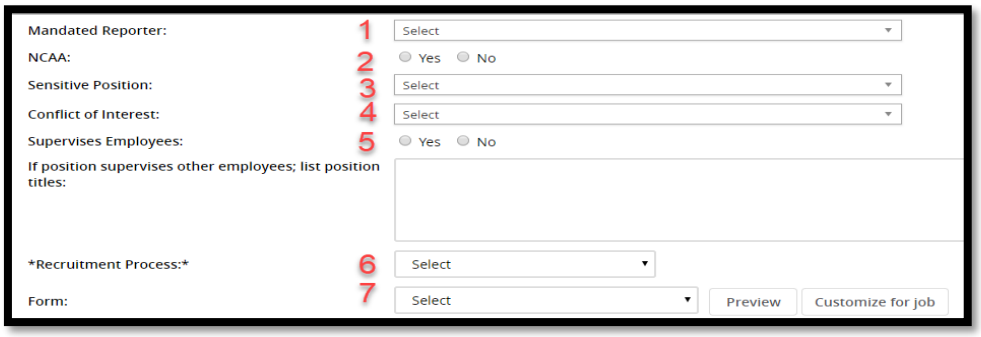
This is the recruitment process that the applicant goes through. Each campus has its own recruitment process.

Job template pre-selects the recruitment process.

If this field is empty, select the applicable recruitment process.

7. **Form:**

Select the application form that applicants will see when they apply for this position.

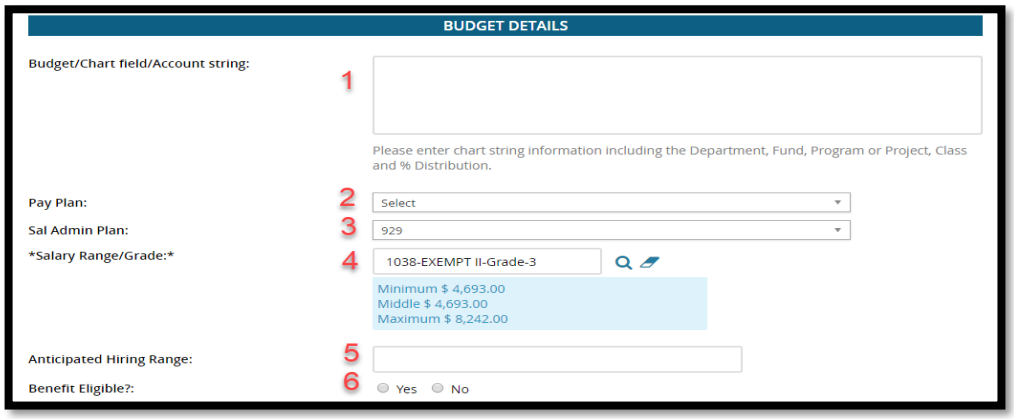


Application forms begin with campus code. You can preview the form. The Customize for Job button opens a window for adding job-specific questions to the application form. **IMPORTANT**: DO **NOT** CLICK **PREVIEW** IN THE PRODUCTION ENVIRONMENT. THIS BUTTON CAN POTENTIALLY CREATE A TEST JOB. ONLY CLICK **PREVIEW** IN THE UAT ENVIRONMENT.	

BUDGET DETAILS

NOT USED CSUDH FOR PART-TIME RECRUITMENT

1. **Budget/Chart/Account string:**
   Help text below this field indicates what is needed.
2. **Pay Plan:**
   Select the applicable Pay Plan. Example: 10/10 months.
3. **Sal Admin Plan:**
   The values for this field are filled from the Position ID.
4. ***Salary Range/Grade:***
   The values for this field are filled from the Position ID. The range indicated is a system-wide range; campus ranges can be different.
5. **Anticipated Hiring Range**
   Use this field to specify the campus-specific salary range.
6. **Benefit Eligible**
   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 Officer (HBO).

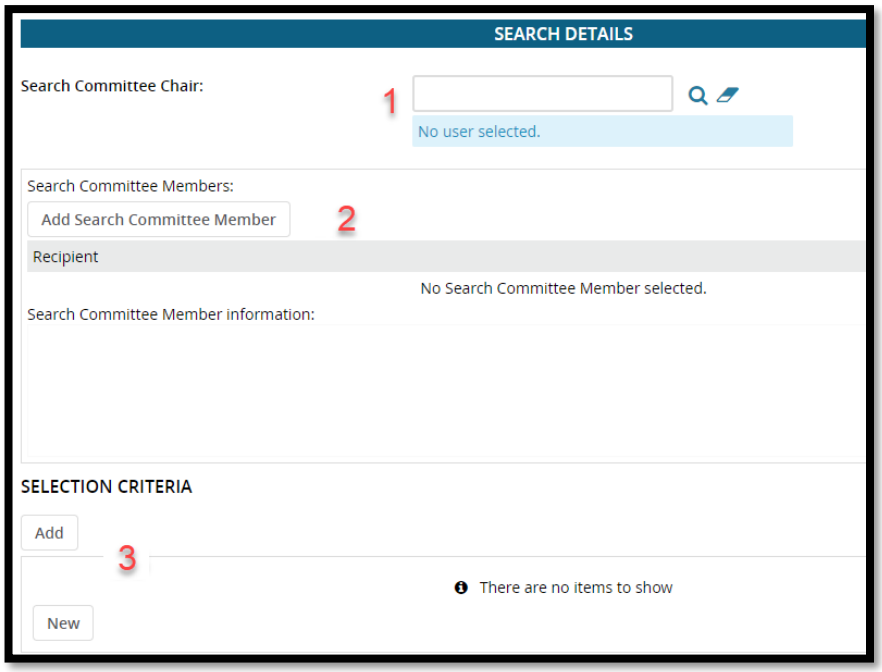


SEARCH DETAILS

NOT USED CSUDH FOR PART-TIME RECRUITMENT

1. **Search Committee Chair**
   Search for and select a user who will be the Search Committee Chair.
2. **Search Committee Members**
   Click **Add Search Committee Member** to search for and add search committee members.
3. **Selection Criteria**
   Committee chair members assess candidates based on these criteria. Selection criteria are filled by the Position ID and cannot be removed

Search committees and selection criteria are not covered in this guide.



POSTING DETAILS

1. ***Posting type:***

Indicates what type of posting will be required. Direct = Emergency Hire Posting for a direct appointment; Internal = Internal Recruitment Only, Open = Open recruitment

CSUDH=Open recruitment

2. Review begin date:

Anticipated start date:

Anticipated end date: Click on the calendar to select applicable dates.

CSUDH= TBD

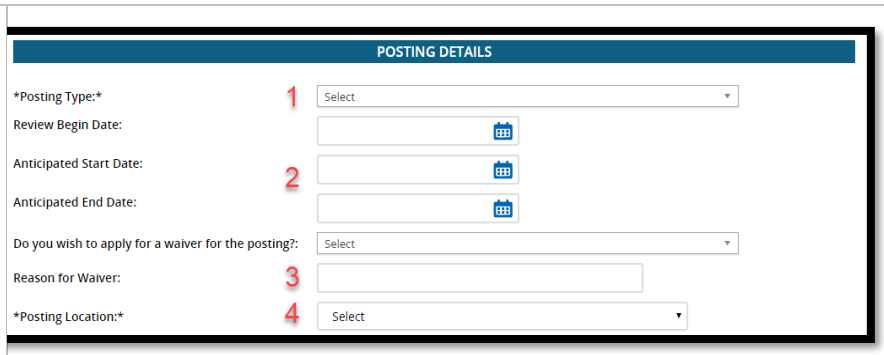
3. Apply for waiver

Reason for waiver
Do you wish to apply for a waiver for the posting? Select Yes or No. If you select Yes, then type a reason for the waiver.

CSUDH = No

4. ***Posting Location:***

Specifies the campus site where this job should be posted. Make sure to select the correct campus.



5. External advertising sources

Additional/Other Advertising sources
Select which external advertising sources to post the job to.

If you plan to advertise externally indicate the advertising sources.

You can write in additional/other advertising sources if the correct ones are not listed. **CSUDH = Default**

6. ***Advertising summary:***
   This field is used in the job posting. Use this field to provide a high-level summary of the position.

   CSUDH = This is a position in the temporary faculty pool for the

   Department of [department name] for the [XX-XX] academic year.

7. * Click HERE for the Standard Posting Template *****

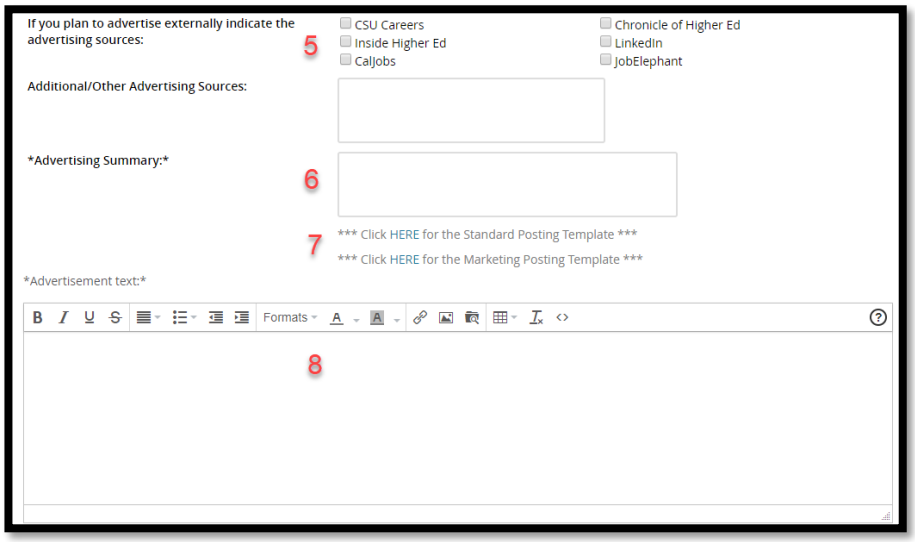
***** Click HERE for the Marketing Posting Template *****

When you click the HERE link, a Word document is downloaded to your workstation. The document provides standard posting or marketing posting templates.

You can edit the documents and then paste them into the *Advertising text:* field.

CSUDH = Do not use

8. ***Advertising text:***
   Enter the advertising text the way it should be presented in the job posting. Use the templates (above) to add structure to the text. If you edit and paste directly from the template documents, the table format is retained.
   CSUDH= Copy Position Template



USERS AND APPROVALS

1. **Reports to Supervisor**
   The person responsible for approving hire. **CSUDH = Dean**
2. **Administrative Support**
   The person responsible for managing the posting. **CSUDH = Academic Resource Manager or Fiscal Officer**
3. **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. **CSUDH = Department Chair or Program Coordinator**
4. **Approval Process:***
   Requisition approval process.

Approval processes have been configured by your campus administrators. You need only to select the appropriate approval process.

This process can be pre-selected by the Position ID or job template. You must specify users in each step of the 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.

CSUDH= DH - Faculty Part-time Pool

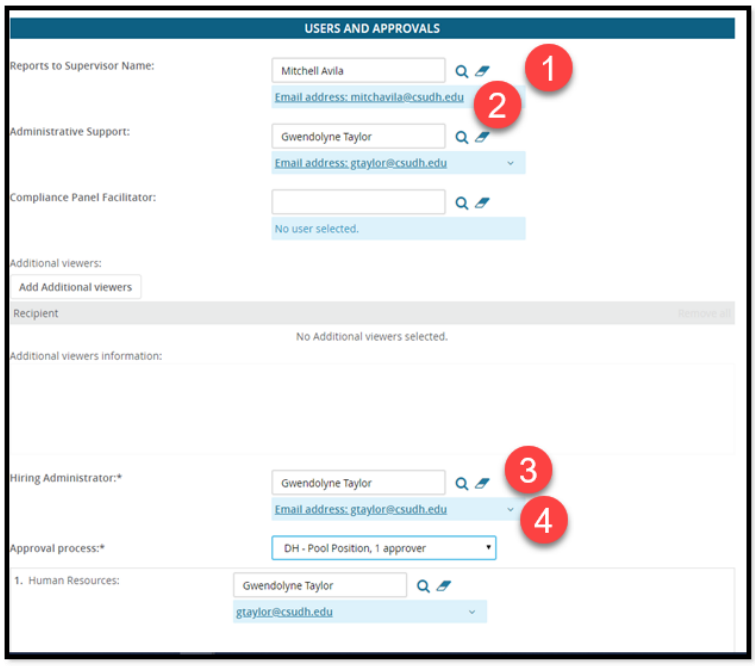
Approval Process- Human Resources The person responsible for approving posting

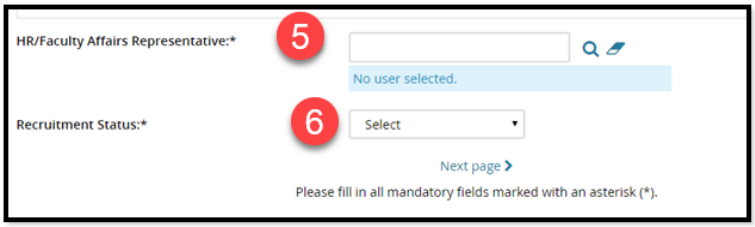
CSUDH = Faculty Affairs Confidential

5. **HR/Faculty Affairs Representative:***
   Person providing services to support the recruitment. This is the recruiter.

CSUDH = Academic Resource Manager or Fiscal Officer

6. **Recruitment Status:***
   Indicates the current status of the Requisition: 'Draft' = Not ready for approval 'Pending Approval' = Requisition has been submitted.





SAVING A DRAFT

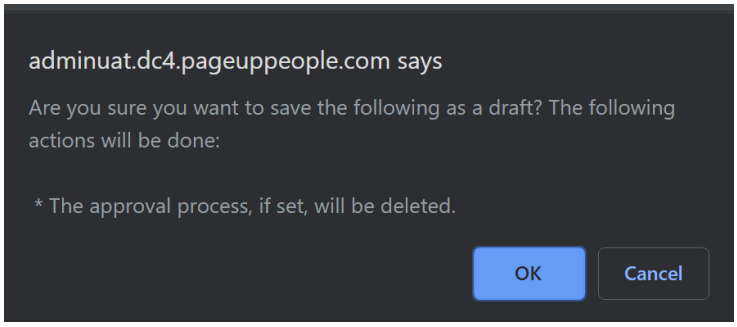
To save a requisition as a draft.

1. Click **Submit & Exit**.
2. The requisition approval process is launched.
3. If approved, you can then post the requisition.
4. If the requisition is not approved, you can make the requested changes (or accept the changes made by the approvers) and then restart the requisition approval process.

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 so that the approver list is current when you submit for approval.

5. When you save as draft, you must click **OK** to acknowledge that the approval process is deleted.

   The job requisition is saved as a draft. You can find the position description by searching for job requisitions with the **Status** of **Draft**.



RELATED DOCUMENTS

Creating a job

Job specific questions

REVISION HISTORY

Last modified on	Author	Reason
1/24/2019	CHRS Recruiting Training team	Initial publication
5/6/2019	CHRS Recruiting Training team	Minor updates, Save a Draft behavior described.
6/4/2020	Stephanie Shibata	Formatting and consistency