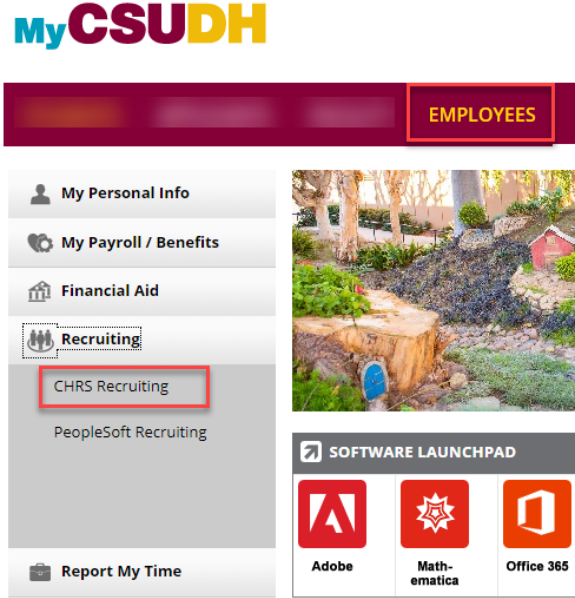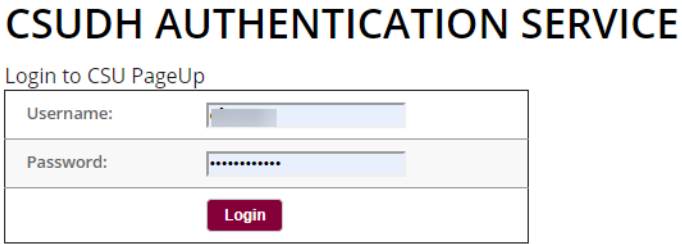# POSITION DESCRIPTION TEMPLATE APPROVAL PROCESS

The Approver will receive an email notification that the position description has been classified, and a job is awaiting approval.

A. In the MyCSUDH dashboard, click on **Recruiting>CHRS Recruiting**.	
Authenticate using your campus username and password.	

MY DASHBOARD 1. In **Approvals** tile, select **Jobs awaiting your approval** Dashboards vary by permission role	**My Dashboard** Welcome Monica, this is your Dashboard where you will see all your tasks organized in various stages.
2. Click **View** to approve appropriate position description template	

3. Review the position description template in its entirety	**Type of Action Requested:*** New (Create a new Position Description) ▼ **Internal Team:*** DH-H R - RECRUITMENT - 38100 ▼ **Job Code/Employee Classification:*** Admin Support Assistant 12 Mo 🔍 ✐ Job Code: 1032 ⌄ **Classification Title:** Administrative Analyst/Specialist **MPP Job Code:** **Position Number:** Recruitment Analyst 🔍 ✐ Position no: DH-00003312 ⌄ **CSU Working Title:*** Test - Recruitment Analyst **Salary Range/Grade:** 1038-NON-EXEMPT-Grade-1 🔍 ✐ Minimum $ 3,288.00 Maximum $ 6,347.00 **Reports to Supervisor:*** Wayne Nishioka **Reports To:** 🔍 ✐ No position selected. **Campus:*** Dominguez Hills ⌄ **Division:*** Administration and Finance ⌄ **College/Program:*** Administration & Finance ⌄ **Department:*** VP ADMINISTRATION & FINANCE - 30000 ⌄ **FLSA Status:*** Other ▼
A. ***If you are not ready to approve, do not decline or save draft. Press cancel and communicate with the classifier.*** B. Once an agreement has been reached, click **Approve**. The Recruiter will receive an email that the job is ready for posting.	**USERS AND APPROVALS** **Justification for Position:** **Hiring Administrator:*** Monica Ponce 🔍 ✐ Email address: *mponce@csudh.edu ⌄ **Approval process:*** DH - Staff/MPP_Approval Process - New 1. Division Liaison: Julio Arevalo ✔ Approved Jan 28, 2020 2. Classification Team: Tanisha Dean ✔ Approved Jan 28, 2020 3. Hiring Manager: Monica Ponce ⓘ You are here Resend email to approver Update PD Cancel **HR/Faculty Affairs Representative:*** Latisha Thomas Next page ❯ Please fill in all mandatory fields marked with an asterisk (*). Save a draft Approve ~~Decline~~ Cancel