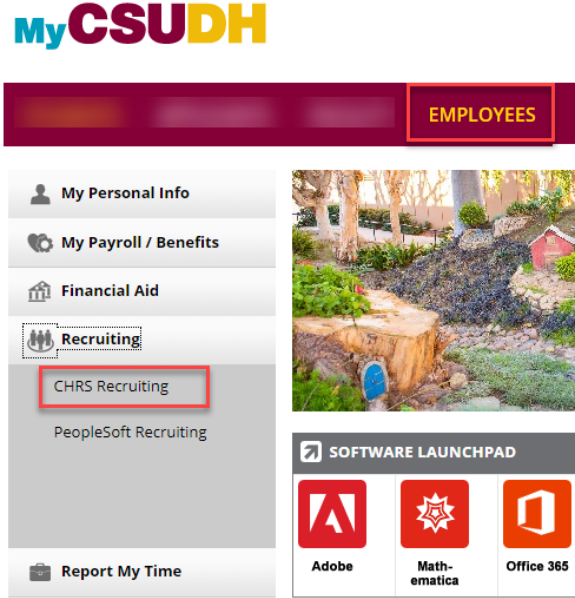
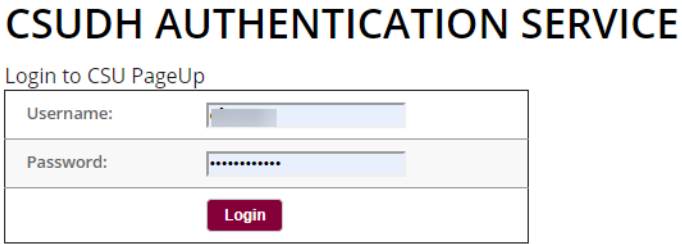


POSITION DESCRIPTION TEMPLATE APPROVAL PROCESS

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

<p>A. In the MyCSUDH dashboard, click on Recruiting>CHRS Recruiting.</p>	 <p>The screenshot shows the MyCSUDH dashboard. At the top, there is a navigation bar with the MyCSUDH logo and an EMPLOYEES button. Below this is a menu with several options: My Personal Info, My Payroll / Benefits, Financial Aid, Recruiting, CHRS Recruiting (highlighted with a red box), and Report My Time. To the right of the menu is a landscape image. Below the image is a SOFTWARE LAUNCHPAD section with icons for Adobe, Mathematica, and Office 365.</p>
<p>Authenticate using your campus username and password.</p>	 <p>The screenshot shows the CSUDH AUTHENTICATION SERVICE login page. It has the heading 'CSUDH AUTHENTICATION SERVICE' and 'Login to CSU PageUp'. Below this is a form with two input fields: 'Username:' and 'Password:'. The password field contains several dots. A 'Login' button is located below the password field.</p>

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.

The dashboard contains the following tiles:

- Position Description:** Not applicable to faculty. Button: Manage position descriptions an...
- Jobs:** 3 Jobs open. Button: New Job
- Approvals (May not be applicable):** 2 Jobs awaiting your approval, 1 Approved. (Highlighted with a red box)
- Advertisements:** 1 Advertisements
- Applications:** 0 Jobs have applicants for review, 0 Applicants assigned to you for review
- Search committee review:** 0 Jobs requiring panel review
- Interviews:** 0 Scheduled interviews
- Offers:** 0 Offers awaiting your approval, 1 New hires, 2 New hire tasks

2. Click **View** to approve appropriate position description template

Manage approvals

Approval status: Pending Clear Search

Date raised	Job No.	PD No.	Job title	Hiring Administrator	New	Replacement	
Jan 17, 2020	454876	PD-1062	Human Resources Support Assistant	Monica Ponice			View
Jan 28, 2020	494904	PD-1068	Test - Recruitment Analyst	Monica Ponice			View

Page 1 of 1 | Records 1 to 2 of 2 | English (US) | Powered by PageUp

3. Review the position description template in its entirety

Type of Action Requested:*

Internal Team:*

Job Code/Employee Classification:*

Classification Title:

MPP Job Code:

Position Number:

CSU Working Title:*

Salary Range/Grade:
 Minimum \$ 3,288.00
 Maximum \$ 6,347.00

Reports to Supervisor:*

Reports To:
 No position selected.

Campus:*

Division:*

College/Program:*

Department:*

FLSA Status:*

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:*
 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

HR/Faculty Affairs Representative:* Latisha Thomas

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Please fill in all mandatory fields marked with an asterisk (*).