

Initiate Recruitments - Creating a Job Card

Introduction

Initiating recruitments in CHRS Recruiting involves completing the Job Card and submitting for approval and posting. This process will occur for all Full- and Part-time Staff and MPP positions. This guide will outline the steps to complete the Job Card, including which fields are required, which are optional, etc. For more details on what fields are required, see the Job Card Field Requirements job aid.

General Information

Recruiting for a New Position

It is helpful, but not necessary to have a position number in order to complete a Job Card.

Search Committee

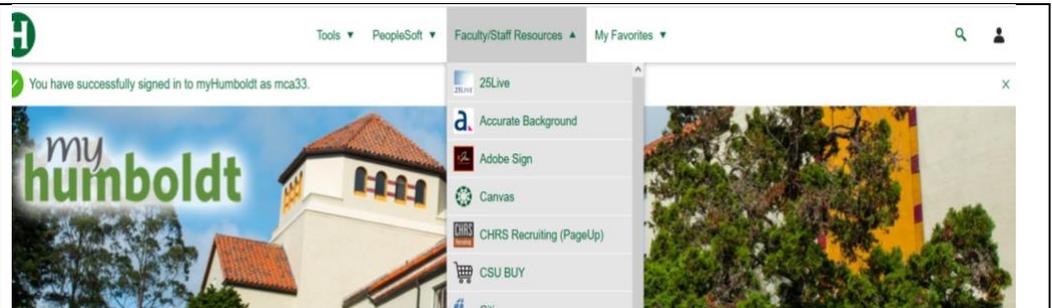
It is helpful to have your search committee identified prior to completing the Job Card. If the information is keyed upfront it will save time later in the process.

If one of your search committee members is not a current Cal Poly Humboldt employee (faculty, staff or student), please contact your Recruiter as they will have to be set up in PeopleSoft then migrated to CHRS Recruiting in the overnight process.

Complete the Job Card

Log into CHRS Recruiting

1. Navigate to myHumboldt
2. From the Faculty / Staff Resources dropdown, select CHRS Recruiting (PageUp)
3. Select Humboldt from the Select Login Choice dropdown menu. Click Login.

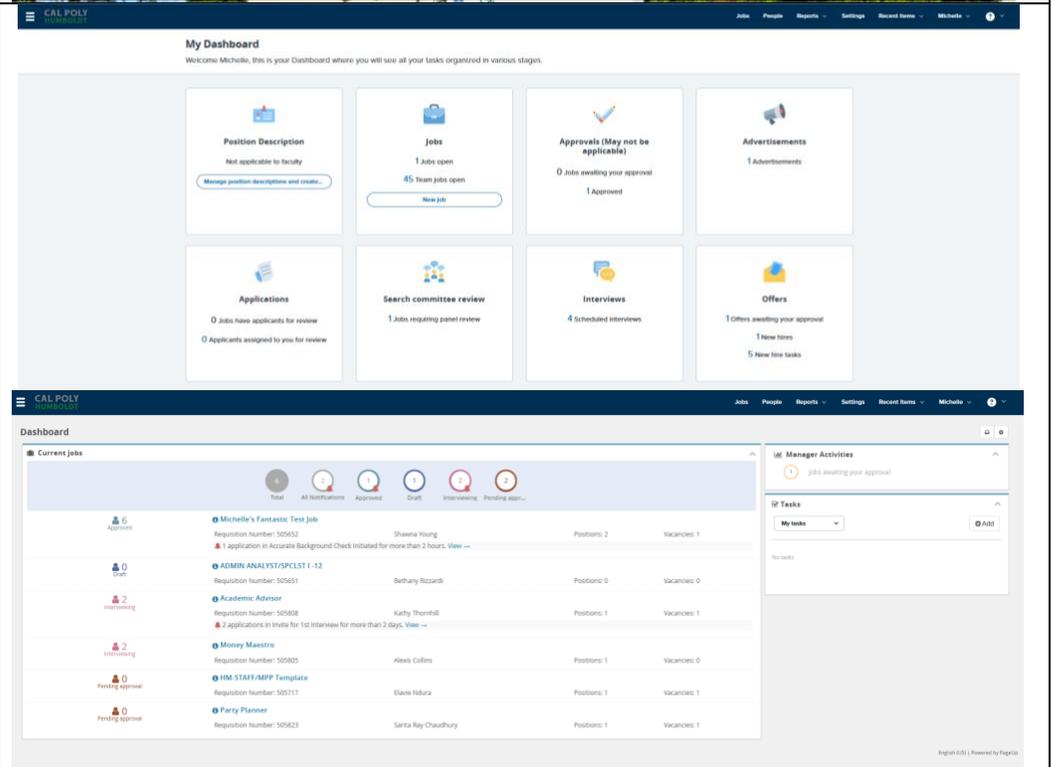


The Dashboard is displayed

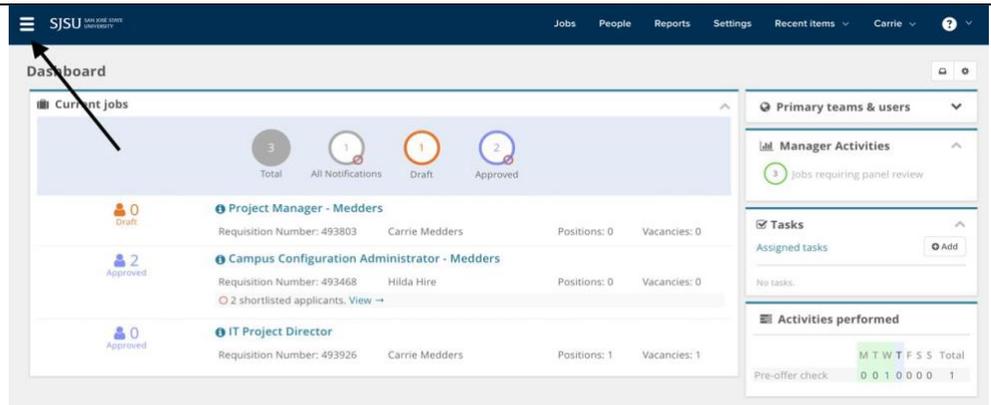
Please note, depending on your role the dashboard will look different. Two versions are shown here.

From the tiled dashboard, click New Job from the Jobs tile.

From the list dashboard, use the menu (shown in next step).



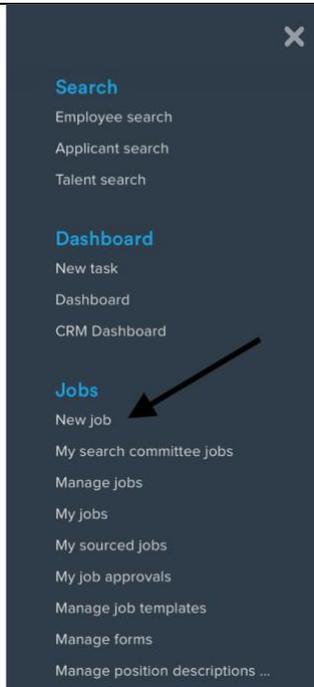
From your Dashboard, click the hamburger icon to open the main menu



The screenshot shows the SJSU Jobs Dashboard. At the top left, there is a hamburger menu icon (three horizontal lines) which is highlighted by a black arrow. The dashboard header includes navigation links for Jobs, People, Reports, Settings, Recent Items, and a user profile for Carrie. The main content area is titled 'Dashboard' and features a 'Current jobs' section with four circular progress indicators: Total (3), All Notifications (1), Draft (1), and Approved (2). Below this, there are three job listings: 'Project Manager - Medders' (Draft, 0 positions, 0 vacancies), 'Campus Configuration Administrator - Medders' (Approved, 2 positions, 0 vacancies), and 'IT Project Director' (Approved, 1 position, 1 vacancy). On the right side, there are three panels: 'Primary teams & users', 'Manager Activities' (showing 3 jobs requiring panel review), and 'Tasks' (showing no tasks). At the bottom right, there is an 'Activities performed' table with a weekly summary for 'Pre-offer check'.

	M	T	W	T	F	S	S	Total
Pre-offer check	0	0	1	0	0	0	1	1

In the Jobs section, click New job



The screenshot shows the Jobs main menu, which is a dark blue sidebar with a close button (X) at the top right. The menu items are: Search (Employee search, Applicant search, Talent search), Dashboard (New task, Dashboard, CRM Dashboard), and Jobs (New job, My search committee jobs, Manage jobs, My jobs, My sourced jobs, My job approvals, Manage job templates, Manage forms, Manage position descriptions ...). The 'New job' item is highlighted in blue and has a black arrow pointing to it.

Select a job template

1. Select the Team link (department) where the position resides (A)
2. Do not enter the position number in this field
3. Select Humboldt from the Campus list (C); this is a required field even though it does not have an *
4. Select a Template if applicable (D)
5. Click Next

Please note, the Preview field (E) will only display if a template has been selected

1. Team link

HM-HUMAN RESOURCES - D30010

A

2. Position Number

No position selected

B

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values.

3. Campus

Dominguez Hills
East Bay
Fresno
Fullerton
Humboldt

C

Select a job template:

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

4. Template

--No template--
HM-Faculty-Tenure Track Template
HM-STAFF/MPP Template
HM-Temporary Faculty Pool

D

Preview
CAL POLY HUI

E

Next >

Cancel

Complete the Requisition Information

Numerous values will default from the selected position

1. Select the Recruitment Process (A); this is a required field
2. Select the Application Form (B); this is a required field even though it does not have an * by it

If any of the other information is incorrect you should stop the process; make sure you used the correct position number; if changes need to be made, have that done prior to beginning this process

Please note, the Requisition number will populate upon Submit. Leave this blank. (C)

[View Job Card User Guides](#)

REQUISITION INFORMATION

Internal Team: HM-HUMAN RESOURCES - D30010

Recruitment Process:* A

Application Form: B

Job Code/Employee Classification:*
No job code/employee classification selected.

Salary Range/Grade:*
No salary range/grade selected.

Classification Title:

CSU Working Title:*

MPP Job Code:

Campus:*

Division:*

College/Program:*

Department:*

Requisition Number: C
Leave blank to automatically create a Requisition Number

A - Select the Recruitment Process

This is a required field. Humboldt has recruitment processes The recruitment process is prefaced by HM- (example: HM-Staff Recruitment Process). @

Please note, each process is similar but not exactly the same. Make sure you choose the correct process for your recruitment. HM-Staff also includes MPP recruitments.

Recruitment Process:*

Application Form:

Job Code/Employee Classification:*

Salary Range/Grade:*

Classification Title:

CSU Working Title:*

MPP Job Code:

Campus:*

[View Job Card User Guides](#)

REQUISITION INFORMATION

Internal Team: HM-HUMAN RESOURCES - D30010

Recruitment Process:* A

Application Form:

Job Code/Employee Classification:*

Salary Range/Grade:*

Classification Title:

CSU Working Title:*

MPP Job Code:

Classification of Instructional Program (CIP) Code:

Campus:*

Division:*

College/Program:*

B - Select the Application Form

This field is required even though it does not have an * by it.

Humboldt has eleven (11) application forms prefaced by HM. Use HM-Staff Application for staff or MPP recruitments

- HM-Staff Application

Please note, each application is similar but not exactly the same. Make sure you choose the correct application form for your recruitment.

[View Job Card User Guides](#)

REQUISITION INFORMATION

Internal Team:

Recruitment Process:*

Application Form:

Job Code/Employee Classification:*

Salary Range/Grade:*

Classification Title:

CSU Working Title:*

MPP Job Code:

Classification of Instructional Program (CIP) Code:

Campus:*

Division:*

College/Program:*

Department:*

Requisition Number:

Enter the Position details:

1. Enter the job code in the Job Code/Employee Classification field. If you are unsure of the job code, use the search tool on the right.
2. To enter the salary range in the Salary Range field use the search tool and enter the job code in the number field. This will pull up ranges to select from.
3. Enter the working title for the position.
4. Select Humboldt as the campus if it is not already entered.
5. Select the appropriate division from the dropdown menu.
6. Select the college/program from the dropdown menu.
7. Select the Department from the dropdown menu.

REQUISITION INFORMATION

Internal Team:

Recruitment Process:*

Application Form:

Job Code/Employee Classification:* **1**
No job code/employee classification selected

Salary Range/Grade:* **2**
No salary range/grade selected.

Classification Title:

CSU Working Title:* **3**

MPP Job Code:

Campus:* **4**

Division:* **5**

College/Program:* **6**

Department:* **7**

Requisition Number:
 Leave blank to automatically create a Requisition Number

Enter the Position(s) you wish to recruit for

1. The position number is a mandatory field, however if creating a new position, an existing/incorrect position number will need to be used until University Budget can create a new position number. The position number is prefaced by HM-(example: HM-00022205)
2. Select New or Replacement
3. Use the New or Replacement boxes to add positions

Please note:

- Most Staff/MPP recruitments will only have 1 pos. # associated with them.

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no	Type:*	Applicant	Application status
1 <input type="text" value=""/>	2 <input type="text" value="Select"/>	-	- Cancel
No position selected			

3 New: Replacement: [Add more](#)

Enter the Requisition Details

1. Select No for Auxiliary Recruitment
2. Select the Reason for opening the recruitment
3. Enter the Justification for Position
4. Enter the Previous/Current Incumbent
5. Select the Work Type
6. Select the Hiring Type
7. Verify the Job Status; change if necessary
8. Verify the Time Basis; change if necessary
9. Verify the FTE and ensure it has two decimal places (1.00)
10. Verify the Hours per week
11. Enter the FLSA Status if you know it
12. Select Cal Poly Humboldt for CSU Campus (Integration for 3rd Party Solutions); this is used for integration and is required

Please note, the FTE and Hours fields are not connected. Make sure both are correct. The FTE and Hours per week do not need to be changed for part-time temporary faculty. The WTU and fraction will be entered during the offer process.

REQUISITION DETAILS

1 Auxiliary Recruitment:* Yes No

2 Reason:*

3 Justification for Recruitment:*

4 Previous/Current Incumbent:

5 Work Type:*

6 Hiring Type:*

7 Job Status:*

8 Time Basis:*

9 FTE:

10 Hours Per Week:

11 FLSA Status:

12 CSU Campus (Integration for 3rd Party Solutions):*
City: Arcata

2 – Select the reason from the list of available options

- Select
- Re-Organization
- Retirement
- Transfer
- Death
- New Position
- ✓ Resignation
- Termination
- Leave Coverage
- Multiple Positions
- End of Temporary Assignment

5 – Select the work type from the list of available options

Please note, only the following work types will be used for staff recruitments:

- Management (MPP)
- Staff

- Select
- Management (MPP)
- ✓ Staff
- Extended Education Instructor
- Instructional Faculty – Tenured/Tenure-Track
- Instructional Faculty - Temporary / Lecturer
- Non-Instructional Faculty (Coach/Counselor/Librarian)
- Research Fellows
- Visiting Faculty
- Student Assistant
- Student Assistant - Federal Work Study
- Graduate Assistant
- Instructional Student Assistant
- Instructional Student Assistant - Federal Work Study
- Teaching Associate

6 – Select the hiring type from the list of available options

Please note, At-Will should only be used for MPPs.

- Probationary
- Select
- At-will
- Probationary
- Temporary
- Tenured

7 – Select the job status from the list of available options

- Select
- Per Diem
- Temporary
- ✓ Regular
- Emergency hire

The Job Details section can be left blank

JOB DETAILS

Job Summary/Basic Function:

Minimum Qualifications:

Required Qualifications:

Preferred Qualifications:

Special Conditions:

License / Certifications:

Physical Requirements:

Complete the Job Duties Section

1. The duties/responsibilities section is not required
2. Indicate whether or not this position will supervise employees; this is required.
3. It is optional to enter the position titles supervised by this position

Please note, only select Yes if the position supervises Faculty, Staff or MPP employees; not students.

JOB DUTIES

% of time

Duties / Responsibilities

1

Essential / Marginal

There are no items to show

New

Supervises Employees:*

Yes No

2

If position supervises other employees; list position titles:

3

Complete the Position Designation information

1. Select the General Mandated Reporter Type
2. Select None for Conflict of Interest
3. If applicable (Athletics), select NCAA
4. All other fields are not used

POSITION DESIGNATION

Mandated Reporter:

Conflict of Interest:

NCAA:
 Yes No

Is this a Sensitive position?:
 Yes No

[View Sensitive Position criteria](#) and select from below where relevant.

Care of People (incl. minors) Animals and Property:

Authority to commit financial resources:

Access/control over cash cards and expenditure:

Access/possession of master/sub-master keys:

Access to controlled or hazardous substances:

Access/responsibility to personal info:

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

Is this a Campus Security Administrator (CSA): Yes No

Serves as security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

1 – Select the Mandated Reporter Type

Please note, this information will be reviewed by the faculty or staff recruiter and updated if necessary.

Mandated Reporter:*

Conflict of Interest:*

NCAA:

Is this a Sensitive position?:

Care of People (incl. minors) Animals and Property:

Authority to commit financial resources:

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Not mandated

2 – Select None for Conflict of Interest

Please note, this information will be reviewed by the faculty or staff recruiter and forwarded to the Conflict of Interest Officer for review if necessary

A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Complete the Budget Details information

- All fields in this section are optional. However, completing the noted fields may speed the recruitment and hiring process along.
1. Provide an Anticipated Hiring Range (primarily staff positions)
 2. Provide the chartfield/account string information.
 3. Select the Pay Plan
 4. For 10/12 and 11/12 pay plans, enter the Months Off

BUDGET DETAILS

Benefit Eligible?: Yes No

Anticipated Hiring Range:

Budget/Chart field/Account string:

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center:

Pay Plan:

Pay Plan Months Off:

Please note, there is no benefits functionality in this system. All benefits processes for Cal Poly Humboldt are handled in PeopleSoft.

Complete the Posting Details information

1. Select the Posting Type
2. Enter the Date fields if appropriate; the Anticipated End Date is required for temporary positions
3. Select the Posting Location
4. Do not check the advertising sources boxes.
5. Enter Additional Advertising Sources
6. Enter the Advertising summary
7. The HR Partner will use the vacancy announcement submitted to complete the advertising text.

POSTING DETAILS

Posting Type:*

Review Begin Date:

Anticipated Start Date:

Anticipated End Date:

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:*

If you plan to advertise externally indicate the advertising sources:

<input checked="" type="checkbox"/> CSU Careers	<input type="checkbox"/> Chronicle of Higher Ed
<input checked="" type="checkbox"/> Inside Higher Ed	<input type="checkbox"/> LinkedIn
<input checked="" type="checkbox"/> CalJobs	<input checked="" type="checkbox"/> JobElephant

Additional/Other Advertising Sources:

Advertising Summary:*

*** [Standard Posting Template](#) ***

*** [Marketing Posting Template](#) ***

Advertisement text:*

B I U

CAL POLY HUMBOLDT



1 – Select the Posting Type

- Direct appointment will only be used for Emergency, Retired Annuitant, and Intermittent Hourly appointments.
- Select Internal recruitment if you wish your job to be posted for current Cal Poly Humboldt employees only.
- Select Open recruitment to post your job to the public; Cal Poly Humboldt employees will also be able to see the posting

Open recruitment

Select

Direct appointment

Internal recruitment

Open recruitment

2 – Enter the Applicable Dates

- Review Begin Date**
- Staff/MPP Recruitments – This value will be entered by the Recruiter
- Anticipated Start Date**
- Staff/MPP Recruitments – This value should not be entered
 - Emergency, Ret. Annuitants, Int. Hourly - This start date may be entered. ***Note:** Start date is "anticipated" and may change as necessitated by completion of the required background check and pre-employment contingencies.
- Anticipated End Date**
- All Temporary Recruitments – This date must be entered

3 – Select the Posting Location

Humboldt

Select

Central California

- Fresno
- Monterey Bay
- San Luis Obispo
- San Luis Obispo - Downtown
- San Luis Obispo - Swanton Pacific Ranch
- Stanislaus - Stockton
- Stanislaus - Turlock

Northern California

- Chico
- East Bay
- Humboldt**
- Maritime Academy
- Sacramento
- San Francisco
- San José
- San José - Moss Landing Marine Lab

Additional Advertising Information

All faculty and staff recruitments will be posted on the standard advertising sites. You do not need to check the boxes.

The Advertising summary (6):

- Please enter an abbreviated advertising summary for the position here.

The Advertisement text (7):

- Please complete the necessary fields in the vacancy announcement template.

Complete the Search Details information

1. Enter/Select Search Committee Chair
2. Add Committee Members

*Note: While this information is not required at this time, entering it up front makes the recruitment process flow more smoothly and will help prevent delays. The initiator of the Job Card may update this information after the Job Card has been submitted for approval. It **must** be entered prior to the routing of applications.*

SEARCH DETAILS

Search Committee Chair:

1

Alfredo Somarriba Corral



Email address: ac3599@humboldt.edu

Search Committee Members:

Add Search Committee Member

2

Recipient

Remove all

HM-HUMAN RESOURCES - D30010:

Michelle Caisse

Remove

Search Committee Member information:

1 – Select the Search Committee Chair

1. Enter the First and Last name of the individual who will chair your committee
2. Click Search
3. Highlight the name of the person – the User information will appear below
4. Click Okay

Please note, searching for the primary or legal name will make your search more efficient.

Multiple users were found based on your criteria, please select a user below:

First name: Preferred name:

Last name: E-mail:

First name	Preferred name	Last name	E-mail
Alfredo		Somarriba Corral	ac3599@humboldt.edu

Page 1 of 1 Records 1 to 1 of 1

User information:

Email address: ac3599@humboldt.edu
Preferred name:
Team: HM-HUMAN RESOURCES - D30010
Position No: HM-00022355
Position Title: INFO TECH CONSULTANT
Secondary Campus ID:
Employee Number: 30012441894
[View employee card](#)

2 – Select the Search Committee Members

- You may search by name or Team (DeptID).
1. Enter the applicable search criteria (name or Team)
 2. Click Search
 3. Highlight the person's name to display their information at the bottom of the screen
 4. Click Add on their row
 5. Continue searching and adding names until all are added
 6. Click Done once all names are added

First name: Preferred name:

Last name: Team (internal team):

First name	Preferred name	Last name	Team (internal team)	
Michelle		Caisse	HM-HUMAN RESOURCES - D30010	<input type="button" value="Add"/>

Page 1 of 1 Records 1 to 1 of 1

Search committee member information:

No search committee member selected.

Selection Criteria

This section can be left blank. Recruitment team will complete.

SELECTION CRITERIA

There are no items to show

Complete the Users and Approvals information

1. Verify the Reports to Supervisor Name (defaults from Position Data); update if necessary
2. Administrative Support: Employee who will manage the recruitment
3. Do not complete Compliance Panel Facilitator
4. Add additional viewers if applicable

USERS AND APPROVALS

Reports to Supervisor Name:  
No user selected.

Administrative Support:  
No user selected.

Compliance Panel Facilitator:  
No user selected.

Additional viewers:

Continue completing the Users and Approvals information

1. Hiring Administrator defaults to your name; change, if applicable.
2. Select the Approval process from one of the following options:

- HM-Emerg, Re Annt, Int Hrly Approvals Acad Aff
- HM-Emerg, Re Annt, Int Hrly Approvals Admin Fin
- HM-Emerg, Re Annt, Int Hrly Approvals Advancement
- HM-Emerg, Re Annt, Int Hrly Approvals Athletics
- HM-Emerg, Re Annt, Int Hrly Approvals EM
- HM-Staff Approval Academic Affairs
- HM-Staff Approval Admin & Finance
- HM-Staff Approval Advancement
- HM-Staff Approval Athletics
- HM-Staff Approval Enrollment Management
- HM-Staff Approval President's Office

Hiring Administrator:* **1**  
Email address: mca33@humboldt.edu

Approval process:* **2**

3

1. Hiring Authority:  
ac3599@humboldt.edu

2. HR Recruitment Manager:  
mca33@humboldt.edu

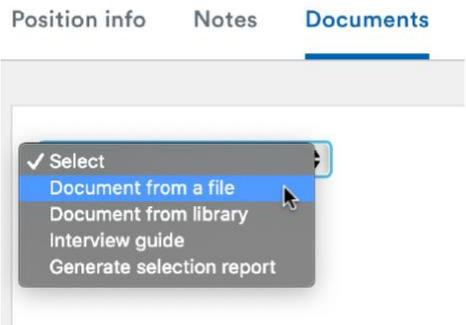
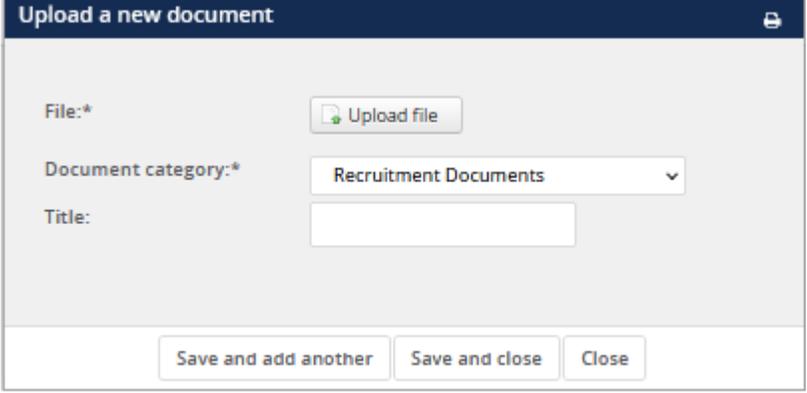
3. HR Comp & Class:  
mca33@humboldt.edu

HR/Faculty Affairs Representative:*  
Email address: mca33@humboldt.edu

Set the Recruitment Status to Pending Approval

Please note, not all users can see the Recruitment Status field. It is displayed based on the role you are in.

Recruitment Status:*

<p>Navigate to the Documents page</p> <p>1. Select Document from a file</p>	
<p>Upload the File</p> <p>2. Click Upload file and select the file you wish to upload</p> <p>3. Change the Document category to Recruitment Documents</p> <p>4. Give your file a Title</p> <p>5. Click Save and add another to attach additional documents OR click Save and close</p> <p><i>Please note, ALL documents uploaded must be in the Recruitment Documents category. Do NOT select Position Description.</i></p>	
<p>Required Documents</p>	<p>Staff & MPP Recruitments – New & Existing Position</p> <ul style="list-style-type: none"> • Attach the position description and organization chart (use current position description template) • Attach the Vacancy Announcement in Word format (current announcement on website)
<p>Save or Submit</p> <p>Whether you save a draft or submit the Job Card for approval, a requisition number will be assigned.</p>	<p>Save a draft</p> <p>Clicking save a draft will save your progress with one exception. If you already selected an Approval Process it will not be saved in a draft state. When you return to the Job Card you must select it again.</p> <p>Submit</p> <p>Clicking submit will save and submit the document for approval. The Job Card will remain open.</p> <p>Submit & Exit</p> <p>Clicking submit & exit will save and submit the document for approval. It will also close the Job Card.</p>
<p>Job Card Approval</p>	<p>When the Job Card is submitted, an email notification will be sent to the first approver. After each person approves a notice will be sent to the next approver.</p> <p>If anyone in the approval chain declines, a notification will be sent to the person who initiated the recruitment, the hiring manager and the recruiter.</p>
<p>After Approval</p>	<p>Staff/MPP Recruitments</p> <p>The Job Card will be reviewed and updated if necessary. The Recruiter will ensure all required documents have been received, add the Screening Criteria, and then post the job.</p> <p><i>Please note, once the Recruiter posts the job, it make take 15-20 minutes for it to appear on the career portals.</i></p>