

# Emergency Hire - Creating a Job Card

## Introduction

Initiating an emergency hire process in CHRS Recruiting involves completing the Job Card and submitting for approval and posting. This process will occur for all emergency hire 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 Emergency Hire Position

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

### Search Committee

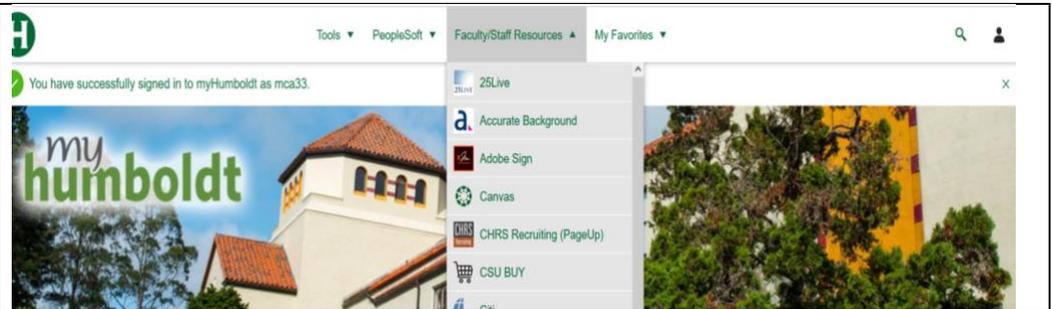
It is optional to have a search committee for an emergency hire process. Nevertheless, if a candidate has not already been selected prior to initiating the process and new applicants will be considered, a search committee will be necessary.

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.

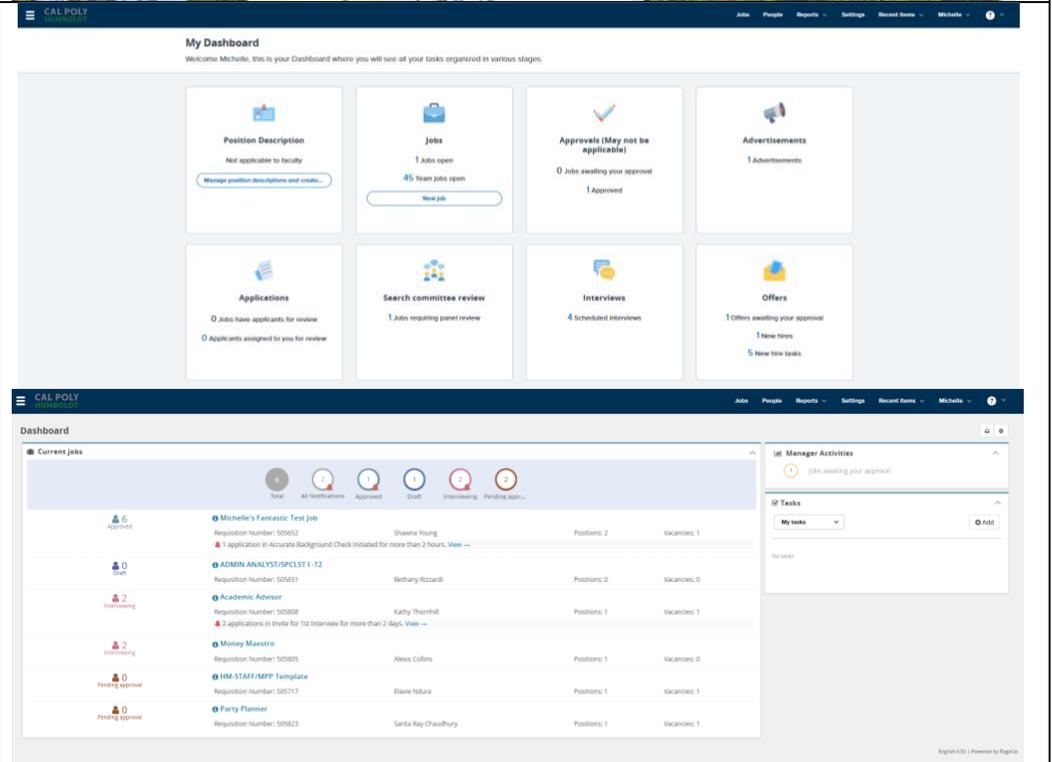


### The Dashboard is displayed

*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 Jobsite.com dashboard. At the top left, there is a hamburger menu icon (three horizontal lines) next to the SJSU logo. An arrow points from the text on the left to this icon. 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 are three job listings: 'Project Manager - Medders' (Draft, 0 positions, 0 vacancies), 'Campus Configuration Administrator - Medders' (Approved, 2 positions, 0 vacancies, with 2 shortlisted applicants), and 'IT Project Director' (Approved, 1 position, 1 vacancy). On the right side, there are sections for 'Primary teams & users', 'Manager Activities' (3 jobs requiring panel review), 'Tasks' (No tasks), and 'Activities performed' (Pre-offer check table).

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

In the Jobs section, click New job

The screenshot shows a dark-themed sidebar menu for the 'Jobs' section. 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 ...). An arrow points from the text on the left to the 'New job' option.

### Select a job template

1. Select the Team link (department) where the position resides (A)
2. Leave the position number blank (B)
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

2. Position Number  
[Blank field] [Clear] [Refresh]

No position selected

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  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy  
Monterey Bay

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  
HM-Instructional Student Assistant Template  
HM-Staff Emergency Hire  
HM-STAFF/MPP Template  
HM-Temporary Faculty Pool in DEPARTMENT (Academic Year 22/23)  
HM-TESTING-Faculty-Tenure Track Template

Preview  
**This is an emergency hire position and will not be posted to the public.**  
**\*\*\*HR RECRUITED TO**

Red arrows point to: A (Team link), B (Position Number field), C (Campus list), D (Template list), and E (Preview field).

### 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:

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 Appropriate Recruitment Process

This is a required field:

- HM-Emergency Hire

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

[View Job Card User Guides](#)

Internal Team:

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:\*

Department:\*

Select

- Accurate Background Testing (do not use)
- BK-Faculty Temporary Recruitment
- BK-Faculty TT Recruitment
- CO-Special Consultant/MPP-Staff Emergency Hire
- EB-Faculty Counselors
- EB-Faculty MATH Tenure-Track
- EB-Teaching Assistants (TA)
- ✓ HM-Emergency Hire **A**
- HM-Faculty-Coach
- HM-Faculty-SSP/AR
- HM-Faculty-Temp Pool Recruitment Process
- HM-Faculty-Tenure Track Recruitment Process
- HM-Faculty-VF/FTT Recruitment Process
- HM-Inst. Student Assistant Recruitment Process
- HM-Staff Recruitment Process
- MA- Student Employment (SA/ISA)
- Pilot
- PO-MPP III & IVs
- PO-Staff/MPP I & II
- SA-Faculty Assistant Coach Pool
- SA-Faculty Coach
- SA-Faculty Counselor (SSP-AR)
- SA-Retired Annuitant Recruitment Process
- SB-FAD- Chair (External Search) Recruit Process
- SD - Police Cadet Process
- SL - Faculty Reappointment Process
- SM-Faculty Lecturer (short)
- SM-Staff/MPP
- SM-Unit 11-ISA
- ST-Academic Student Employee DO NOT USE

**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: HM-HUMAN RESOURCES - D30010

Recruitment Process:\* HM-Staff Recruitment Process

Application Form: HM-Staff Application

Job Code/Employee Classification:\*  
 FR-Faculty (LC) Application Form  
 FR-Faculty (Temp) Application Form  
 FR-Faculty (TT/Ten) App 2021 (L)  
 FR-Staff (Long) Application Form  
 HM-Academic Student Employee Application Form  
 HM-Faculty Coach Application Form (Temp)  
 HM-Faculty Counselor SSP/AR Application Form (Temp)  
 HM-Faculty Tenure Track (Librarian) Application Form  
 HM-Faculty Tenure Track Application Form  
 HM-Faculty-Temp Pool Application Form  
 HM-Faculty-VF Application Form (CONDENSED)  
 HM-Faculty-VF/PTT/FTT Application Form  
**HM-Staff Application**

Salary Range/Grade:\*  
 HM-Staff Application  
 HM-Staff Application - with Supporting Doc Requirements  
 LA-BaseApp-Faculty Application For Tenure Track Position  
 LA-BaseApp-Faculty Application For Tenure Track Position NEW  
 LA-BaseApp-Staff (Short) Application  
 LA-BaseApp-Staff Application

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: HM-HUMAN RESOURCES - D30010

Recruitment Process:\* HM-Staff Recruitment Process

Application Form: HM-Staff Application

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"/>	-	-

3 New:  Replacement:

**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. Entering the Previous/Current Incumbent is optional
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. Emergency hires are Temporary hiring types.*

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

**7 – Select Emergency Hire as the job status from the list of available options**

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

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:**  
 Yes  No

Is this a Sensitive position?:  
 Yes  No

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 if advertising
7. The HR Partner will use the vacancy announcement submitted to complete the Advertisement text if posting the position.

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:

CSU Careers  Chronicle of Higher Ed  
 Inside Higher Ed  LinkedIn  
 CalJobs  JobElephant

Additional/Other Advertising Sources:

Advertising Summary:\*

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

Advertisement text:\*

B I U Formats - A -

# CAL POLY HUMBOLDT



**1 – Select the Posting Type**

- Direct appointment will not be used
- Select Open recruitment
- If a candidate has been pre-selected, they will be provided a direct link to apply; the posting will not be visible unless posting to attract candidates (candidates may be pre-selected for Emergency Hire, Rehired Annuitants and Intermittent Hourly positions only).

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**
- 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 if it will be posted to attract candidates.

The **Advertisement text (7)**:

- Please complete the necessary fields in the vacancy announcement template only if it will be posted to attract candidates.

**Complete the Search Details information if a search committee will be utilized**

1. Enter or Select the Search Committee Chair

2. Add Search Committee Members

*Please note, while this information is not required at this time, entering it up front makes the recruitment process flow more smoothly. 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**

[Email address: ac3599@humboldt.edu](mailto:ac3599@humboldt.edu)

Search Committee Members:

**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 (A)
2. Click Search
3. Highlight the name of the person (B) – the User information will appear below
4. Click Okay (C)

*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	<a href="#">Add</a>

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. Enter the name of the employee who will manage the recruitment
3. Do not complete Compliance Panel Facilitator
4. Add additional viewers if applicable

*Please note, if the Reports to Supervisor Name is incorrect or blank you may update it here to complete your Job Card, but you must also update the position in PeopleSoft.*

**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. The 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
3. Verify the approval information to confirm you've selected the correct process; you may need to scroll to see all values

Hiring Administrator:\* **1**     
Email address: [ac3599@humboldt.edu](mailto:ac3599@humboldt.edu)

Approval process:\* **2**

1. HR Partner: **3**     
[tnh7@humboldt.edu](mailto:tnh7@humboldt.edu)

2. Hiring Authority:     
[mca33@humboldt.edu](mailto:mca33@humboldt.edu)

3. Budget Analyst:     
[mca33@humboldt.edu](mailto:mca33@humboldt.edu)

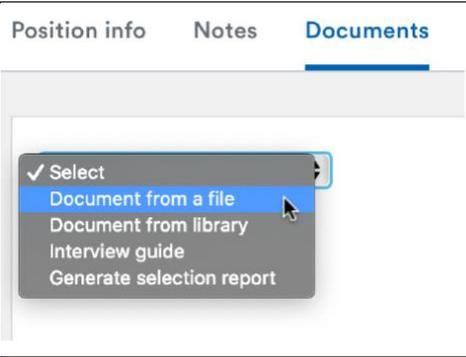
HR/Faculty Affairs Representative:\*     
Email address: [tnh7@humboldt.edu](mailto:tnh7@humboldt.edu)

### 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.*

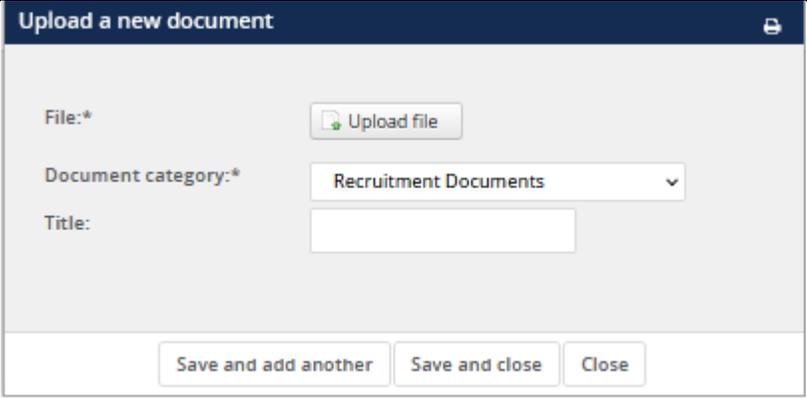
Recruitment Status:\*

**Navigate to the Documents page**  
 1. Select Document from a file



**Upload the File**  
 2. Click Upload file and select the file you wish to upload  
 3. Change the Document category to Recruitment Documents  
 4. Give your file a Title  
 5. Click Save and add another to attach additional documents OR click Save and close

*Please note, ALL documents uploaded must be in the Recruitment Documents category. Do NOT select Position Description.*



**Required Documents**

**Emergency Hires – New & Existing Position**

- Attach the position description and organization chart
- Attach the vacancy announcement to be used in Word format

**Save or Submit**  
 Whether you save a draft or submit the Job Card for approval, a requisition number will be assigned.

**Save a draft**  
 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.

**Submit**  
 Clicking submit will save and submit the document for approval. The Job Card will remain open.

**Submit & Exit**  
 Clicking submit & exit will save and submit the document for approval. It will also close the Job Card.

**Job Card Approval**

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. 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.

**After Approval**

**Emergency Hires**  
 The Job Card will be reviewed and updated if necessary. The Recruiter will add the Screening Criteria then post the job.  
*Please note, once the Recruiter posts the job, it may take 15-20 minutes for it to appear on the career portals.*