Overview
The Request to Recruit process ends with a series of approvals. This guide demonstrates the various approval flows in MySJSU (PeopleSoft HSJPRD) and guides the user through the steps to complete an approval. Once the request is fully approved, the recruitment can be posted, and applicants can begin applying. Approvals must be done for all types of recruitments, including tenure track faculty positions. Approvals for non-tenure track positions always begin with Human Resources. Once HR has approved the request, a minimum of two additional approvals and a maximum of five additional approvals may be required depending on the type of recruitment and the division in which the position resides.

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Understanding Approval Flows

Approval flows differ, depending on the type of position/recruitment and the division in which the position resides. This section provides an overview of the various approval flows that may occur with the Request to Recruit process.

Tenure Track Faculty Recruitments

A Tenure Track Faculty Recruitment requires three approvals:

1. Position Approval Level 1: This is the reports-to for the position, the position’s primary supervisor.
2. Position Approval Level 2: This is the supervisor of the employee in Position Approval Level 1.
3. Faculty Affairs Approval: Several employees in Faculty Affairs have the access to complete the approval. They work with the committees and departments, as necessary, before completing the process.

Example:
- Tenure Track position reports to Department Chair, Department Chair reports to Dean.
- Department Chair is Approval 1, Dean is Approval 2, Faculty Affairs representative is Approval 3.

Staff (non-Management Personnel Program [non-MPP]) Recruitments

A minimum of two approvals and a maximum of three approvals are required after HR completes its initial approval:

1. Position Approval Level 1: This is the reports-to for the position; the position’s primary supervisor.
2. Position Approval Level 2: This is the supervisor of the employee in Position Approval Level 1.
3. Division-Level Approval: Several divisions require a division-level approval.

(Examples:
- Academic Affairs, Student Affairs, University Advancement, Athletics; Administration & Finance and The Office of the President do not require a division-level approval.)

Example (Academic Affairs /Advancement/Student Affairs/Athletics):
- Department Administrative position reports to Manager/Department Chair, Manager reports to Associate Vice President/Dean.
- Manager/Department Chair is Approval 1, AVP/Dean is Approval 2, Division representative is Approval 3 (several people could be assigned to this role; typically this is a high-level analyst or manager responsible for budget).

Example (Administration & Finance):
- Department Administrative position reports to Manager, Manager reports to Senior Manager.
- Manager is Approval 1, Senior Manager is Approval 2.

MPP Recruitments

A minimum of three approvals and a maximum of five approvals are required after HR completes its initial approval:

1. Position Approval Level 1: This is the reports-to for the position, the position’s primary supervisor.
2. Position Approval Level 2: This is the supervisor of the employee in Position Approval Level 1.
3. Division-Level Approval: Several divisions require a division-level approval.
(Academic Affairs, Student Affairs, University Advancement, Athletics; Administration & Finance and The Office of the President do not require a division-level approval.)

4. Vice President Approval: All MPP recruitments require an approval from the Vice President of the division. Athletics and The Office of the President do not require a VP approval.

5. President Approval: All recruitments for new MPP positions require approval from the President.

Example (Academic Affairs /Advancement/Student Affairs/Athletics):
- Department Manager/Associate Dean position reports to Director/Associate Dean, Director/Associate Dean reports to Associate Vice President/Dean.
- Director/Associate Dean is Approval 1, AVP/Dean is Approval 2. Division representative is Approval 3 (several people could be assigned to this role; typically this is a high level analyst or manager responsible for budget), Vice President is Approval 4 (the VP may also designate someone else to approve at this level).
- If new MPP is being created, President Approval is added at the end of each of these flows.

Example (Administration & Finance):
- Department Manager position reports to Director, Director reports to Associate Vice President.
- Director is Approval 1, AVP is Approval 2, Vice President is Approval 3 (the VP may also designate someone else to approve at this level).
- If new MPP is being created, President Approval is added at the end of each of these flows.
Pending Approvals — No Online Review

This section demonstrates how to view pending approvals without online review. Once a request to recruit has been submitted for an approval, an email notification is sent to begin the approval process. When the first approver has approved, the second approver gets an email notification, and so forth. A link in the email message takes the approver to the proper page in MySJSU (PeopleSoft HSJPRD) for approval. (Login to the database is required before the page appears.)

A sample email notification displays.

Note: The first email is sent from the requestor. In this example, the first approval is Human Resources, so multiple people receive this email notification.

1. Click the link in the email notification.

The Login page for MySJSU (PeopleSoft HSJPRD) displays.

2. Enter your SJSU ID and Password.
3. Click the Sign In button.
The Pending Approvals page displays.

Note: If there are multiple approvals requiring attention, they all display.

4. Select the checkbox next to the recruitment you want to approve.

5. Select Approve from the dropdown menu.

Note: The request cannot be used anymore if denied.

The Pending Approvals page displays, with Approve selected.

6. Click the Go button.
The Pending Approvals page displays with no Pending Approvals.

Note: All selected pending approvals are now approved. An email notification is sent to the next approver in the process (if applicable).

A sample email notification displays.

Note: The next approvers in the chain receive an email notification from the person who approved at the prior step.
Pending Approvals — Online Review

This section demonstrates how to view pending approvals with online review. An approver has access to review the request to recruit information prior to approval. The process begins in the same way, with receipt of the email notification, login and navigation to the Pending Approvals page. This portion of the document picks up the process there.

The Main Menu displays.

1. Navigate to Recruiting > Pending Approvals.

The Pending Approvals page displays.

Note: If there are multiple approvals requiring attention, they all display.

2. Click the link under Subject.
3. Review recruitment information. (See **Field Descriptions**, below.)

4. Click the **Position Information** link.

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**Field Description List: Job Opening Basic Recruit Info Page (above)**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Department number and name where the position resides.</td>
</tr>
<tr>
<td>I would like to...</td>
<td>Action for the recruitment.</td>
</tr>
<tr>
<td>Is this an MPP Position?</td>
<td>MPP position information.</td>
</tr>
<tr>
<td>In one of the following Divisions</td>
<td>Division information.</td>
</tr>
<tr>
<td>EmplID, Name, Position Number</td>
<td>Position being filled and employee being replaced, if applicable.</td>
</tr>
<tr>
<td>Contact information for Recruitment</td>
<td>Person to contact regarding this recruitment.</td>
</tr>
</tbody>
</table>
5. Review recruitment information. (See Field Descriptions, below.)

6. Click CSU Position Data.

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**Field Description List: Position Information Page (above)**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>The number of the position.</td>
</tr>
<tr>
<td>Job Code</td>
<td>The job code and job title.</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Indicates whether this position is exempt or non-exempt.</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Indicates whether position is regular (permanent) or temporary.</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade number displays, if applicable.</td>
</tr>
<tr>
<td>Step</td>
<td>Step number displays, if applicable.</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Indicates whether this position is full time or part time.</td>
</tr>
<tr>
<td>Union Code</td>
<td>Union code number and description.</td>
</tr>
<tr>
<td>Standard Hours/FTE</td>
<td>Number of work hours per week.</td>
</tr>
<tr>
<td>Work Location</td>
<td>Indicates department location and person this position reports to.</td>
</tr>
</tbody>
</table>
7. Click the **Return to Position Information** button.

8. Click **Advertising Plans**.
9. Review advertising information:
   - **Click to View Standard Advertising.**
   - **Other Advertising Options:** Lists any ads paid for by the department.

10. Click **Posting Information**.

**The Advertising Plans page displays.**

11. Click **Attachments**.

**The Posting Information page displays.**
The Attachments page displays.

12. Click the **File Name** link to view an attachment.

13. Click the **Continue** button to move to the next step, or click the **Approvals** link.

The Approvals page displays.

14. Click the **Approve** button.
A fully approved request displays.

Note: At any point in the process, you can click the Print Recruitment Request button to generate a Word document summarizing the recruitment.

15. Click the Print Recruitment Request button.

The Recruitment Request Summary report displays.

This document summarizes the recruitment information from the various pages in the online recruitment request.