Overview
This user guide demonstrates how to complete a Request to Recruit for the following scenarios:

- Replace an existing position with no changes to duties
- Replace an existing position with changes to duties
- Request a new position
- Request a new tenure track faculty position

Before creating the recruitment request in MySJSU (PeopleSoft HSJPRD), the requesting department continues their normal internal process and approval. When the request is submitted in the system, it triggers an email notification to HR. Once HR completes the approval, approvers in your area are notified. The approvers in your area should already be aware of this recruitment based on discussions and permission given to you to begin this process.

This process is used for all recruitment requests, with the exception of Temporary Faculty Lecturers. Tenure Track recruitments are requested using this process, but they do not have online job postings and Human Resources is not involved in the process. When the Tenure Track recruitment request is submitted, the position’s approver is notified. This is explained in greater detail later in this guide.

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Replace an Existing Position with NO Changes to Duties

Note: A change to the reports-to information, working title or funding is permitted with this request.

1. Navigate to the Request to Recruit page: **Main Menu > SJSU Human Resources > Recruiting > Request to Recruit.**

   The Request to Recruit search page displays.

2. Click the **Add a New Value** tab.

   Request to Recruit

   Enter any information you have and click Search. Leave fields blank for a list of all values.
3. Department: Enter or select the Department ID
   
   Note: The Division name will display.

4. Effective Date: Defaults to current date and should not be changed.

The completed section might look like this.
5. **I would like to:** Select the appropriate option.

*Note: This example shows how to replace an existing position/employee with no changes to duties. The same steps would be followed to replace an existing position with changes to duties.*

6. **Is this an MPP Position?**
Select Yes or No

7. **Is this a Conflict of Interest Position?** Select Yes or No

8. **Is this an Emergency Operations position?**
Select Yes or No

9. **Emplid or Position Number:** Enter the ID of the employee you are replacing or the position number

*Note: The Name of the prior employee will display, if the position was filled at some point.*

### Field Description List: Recruitment Types

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Existing position with NO Changes to Duties</td>
<td>Select this option if you are not changing anything about the position or position description. Reports to, working title and funding changes are okay.</td>
</tr>
<tr>
<td>Replace Existing Position with Changes to Duties</td>
<td>Select this option if the position is changing. The former and new position descriptions should be attached.</td>
</tr>
<tr>
<td>Request a New Position</td>
<td>Select this option if the position is new and does not currently exist in your department</td>
</tr>
<tr>
<td>Request a Tenure Track Faculty Position</td>
<td>Select this option if you are going to recruit for a Tenure Track Faculty Position.</td>
</tr>
</tbody>
</table>
The Contact Information for Recruitment section displays.

10. **Contact Type:** Select one of the following from the dropdown:
   - **Primary Contact** is required.
   - **Hiring Manager** is optional, but recommended.

11. Complete the remaining fields:
   - **Name**
   - **Telephone**
   - **Extended Zip**
   - **Email Address**

12. Click the **Add [+]** button to add additional rows and, as needed.

13. Click the **Save for Later** button at any time while completing the request to ensure your work is saved.

*Note: If you click Save for Later, a Job Opening Requisition ID is assigned. This is not the same number as the Job Opening ID.*

14. Click the **Continue** button to move to the next section of the request.
15. Review and verify the position data
   Note: With the exception of the Title, you should not change this data if you have selected Replace Existing Position/Employee with NO Changes to Duties.

16. Click the **CSU Position Data** hyperlink to review/update funding information

**The CSU Position Data page displays.**

17. Verify the funding data and change it if needed.

18. Click the **Return to Position Information** button.
The Position Information page displays.

19. Click the Continue button or the Search Plans hyperlink.

The Search Plans page displays.

20. Click the Lookup (magnifying glass) icon to see a list of advertising options.

Note: In the future, if you are using only the standard SJSU HR advertising, skip this step.
The Look Up Marketing ID window displays.

21. Select the appropriate Job Opening Marketing ID number.

Select Other to specify another advertising location not already listed.

The Other Advertising Options section displays.

22. Click the Add [+ ] icon to add advertising options if needed.

23. Click the Continue button or the Posting Information hyperlink.
The Posting Information page displays.

24. Enter data in the Description fields.

- **Posting Title:** Change default if appropriate
- **About the Position**
- **Education and Experience**
- **Preferred Qualifications** (optional)
- **Knowledge, Skills and Abilities**

**Notes:** This text is used for the online job posting.

Enter posting information to the best of your ability. Your Workforce Planning Analyst will work closely with you to fine tune this information for eventual posting online. Additional standard items will be added before posting.

25. **Help:** Click the Help hyperlink for recommended content for each section

26. **Spell Check:** Click the dictionary icon to spell check your text

27. Click the **Continue** button or the **Applicant Attachments** hyperlink
The Applicant Attachments page displays.

Note: The Resume attachments type defaults to Required, but can be changed to Optional by unchecking the box or can be removed completely.

28. Insert a row to add additional requested attachments
29. Select the type of attachment from the dropdown menu.
30. Check the Required checkbox to make the attachment Required; leave unchecked to make it Optional.
31. Click the Continue button or the Attachments hyperlink.

The Attachments page displays.

32. Click the Add Attachment hyperlink to add attachments for the request.
The Recruitment Request Attachments section displays.

33. Select **Attachment Type** from the dropdown menu.

34. Click the **Add Attachment** hyperlink to browse for the document you want to attach.

35. Click **Save & Add More** to add additional documents; click **Save & Return** when you have finished.

Note: The types that begin with TTR are for Tenure Track Recruitments only. At a minimum, attach a position description. You can add more attachments later. Check with your Workforce Planning Analyst if you have questions about what attachments are required.

The Attachment page displays with the Attachments that you added.

Note: If you change your mind you can click the Trash can to remove them.
36. Click the **Print Recruitment Request** button to view all of the data you have entered for this request in one view.

**Note:** Depending on your computer settings, the Word document may open automatically or you may be prompted to Open or Save it.

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**The Recruit Request displays in Microsoft Word.**

**Note:** The purpose of this document is for distribution and review of the request and its content with the decision makers. It is critical that this document is distributed with the decision makers in your area before the request is submitted. Wait until the request is fully approved and discussed before submitting it in the system.
37. When finished with the data entry for the request, and after confirming that all decision makers for the request have reviewed the submission, click the **Submit** button.

**Note:** Clicking Submit triggers the approval process. An email will be sent to Workforce Planning for review. This may take a few moments to process. You can no longer edit any of the information. You will be able to add attachments only. Consult with your Workforce Planning Analyst if you need to add attachments after the request has been submitted.

**The Submitting Recruitment Request acknowledgement window displays.**

38. Click the **OK** button (or click the **Cancel** button if you are not ready to submit the recruit request).

**The Recruitment Request Approval chain displays.**

**Note:** The approval process starts with Workforce Planning for non-Faculty positions. Workforce Planning will review the Request and begin working with the Primary Contact to prepare the Recruitment.
Request a New Position

Note: This should not be used for Tenure Track Recruitments.

1. Enter the Department.
2. Select the Request a New Position radio button.
3. Answer the questions.
4. Add the Primary Contact information (and Hiring Manager if appropriate).
5. Click Continue.

The Position Information page displays.

Note: The fields will be blank.

6. Enter the Job Code.
Data associated with this job code automatically populates.

7. Update fields as appropriate:
   - Grade
   - Full/Part Time
   - Standard Hours
   - Title
   - Short Title
   - Reports To

8. Click the CSU Position Data hyperlink.

The CSU Position Data page displays.

9. Enter the funding data.
10. Click the Return to Position Information button.
11. Continue processing the request.
Request a Tenure Track Faculty Position

Note: The data entry for this request is similar to the other methods. However these requests are not posted in MySJSU (PeopleSoft HSJPRD) or on the Human Resources website. Before you begin this request in the system, make sure that appropriate internal discussions and approvals have occurred in your area. This process is supervised by Faculty Affairs, and any questions related to your recruitment request should be directed to them, not Human Resources.

1. Enter the Department.
2. Select the Request a Tenure Track Faculty Position radio button.
3. Answer the two questions.
   Note: The MPP question grays out.
4. Enter the Primary Contact Information.
5. Click Continue.

The Position Information page displays.

Note: The fields will be blank.

6. Enter the Job Code.
7. Update fields, as appropriate:
   - Grade
   - Full/Part Time
   - Standard Hours
   - Title
   - Short Title
   - Reports To

8. Click the **CSU Position Data** hyperlink

*The CSU Position Data page displays.*

9. Enter the funding data
10. Click the **Return to Position Information** button
11. Continue processing the request
**Attachments**

You must attach the Tenure Track specific documents before you click the Submit button, which begins the approval process.

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**Tenure Track Attachment Types**

Note: Tenure Track attachments begin with TTR.

- Announcement of Position Availability.
- Dean’s Cover Memo.
- Five Year Plan.
- Position Management Action Form.
- Other: Select if you need to attach a document that does not match a TTR description.
View Existing Requests
This section demonstrates how to view existing recruitment requests using the Request to Recruit search page and the Recruitment Request Inquiry page.

1. Navigate to the Request to Recruit: Main Menu > SJSU Human Resources > Recruiting > Request to Recruit.

The Request to Recruit search page displays.

2. Choose how you wish to search:
   - By Department
   - By Job Code
   - By Job Opening Requisition ID

Request to Recruit
Enter any information you have and click Search. Leave fields blank for a list of all values.
3. Click the **Job Opening Requisition ID** number to view a request.

**Note:** In this example we searched by Department.

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**The Request to Recruit search results display.**

3. Click the **Job Opening Requisition ID** number to view a request.

**Note:** In this example we searched by Department.

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**The Approvals page of the selected request displays.**

4. Navigate throughout the request, as needed by clicking on the hyperlinks.

**Note:** If this is a saved request, you can edit it and submit it when ready. If it is a submitted request, it cannot be altered, but documents can still be attached.
Recruitment Request Inquiry

Note: This inquiry page displays saved or submitted requests. Use it to see a snapshot of the status of a request, without having to navigate into the request. This search method displays the status of the Request. If it is open in an approval state, the name of the pending approver displays.

1. Navigate to the Recruitment Request Inquiry: Main Menu > SJSU Human Resources > Recruiting > Recruitment Request Inquiry.

The Recruitment Request Inquiry search page displays.

2. Enter the criteria you wish to use for searching:
   - Department
   - Job Code
   - Job Opening ID
   - Recruitment Request Status

3. Click Refresh Data
The search results display.

4. View request to recruit information. (See column descriptions below.)

5. Scroll across and down to see the rest of the data

The rest of the search results display.

6. Click Details to view the request in a new window
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Req ID</td>
<td>Number for the request.</td>
</tr>
<tr>
<td>Department</td>
<td>Dept ID.</td>
</tr>
<tr>
<td>Dept Descr</td>
<td>Name of department.</td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Position number</td>
<td>If the position hasn’t been created, the req ID displays.</td>
</tr>
<tr>
<td>Posn Descr</td>
<td>Position title or blank for new position request.</td>
</tr>
<tr>
<td>Reports to Position Number</td>
<td></td>
</tr>
<tr>
<td>Reports To Name</td>
<td></td>
</tr>
<tr>
<td>Approval Level</td>
<td>Point where the approval process is.</td>
</tr>
<tr>
<td>Approvers</td>
<td>Pending Approver.</td>
</tr>
<tr>
<td>Job Opening ID</td>
<td>Number for the job opening, if it has been created.</td>
</tr>
<tr>
<td>Recruitment Request Status</td>
<td>Stage the request is currently in.</td>
</tr>
<tr>
<td>Details</td>
<td>Clicking the button takes you into the request pages.</td>
</tr>
</tbody>
</table>