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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 Faculty positions and all Staff and MPP positions. This guide will outline the steps to complete the Job Card, including which fields are required, which are optional, etc.

General Information
Recruiting for a New Position
You must have a position number in order to complete a Job Card. If you are recruiting for a new position you must obtain the position number before starting this process.

- New Faculty Positions: Submit a Position Management Action Form to request a new position number. Once the position is created in PeopleSoft it will be migrated to CHRS Recruiting through an overnight process. You will be able to use it the next day.
- New Staff/MPP Positions: Submit the Position Description to your Recruiter via the New Position Request google form. Your Recruiter will provide the link to the form. The Recruiter will classify the position and create the position number in PeopleSoft. After the position is migrated from PeopleSoft to CHRS Recruiting in the overnight process, the Recruiter will let you know that you can submit your Job Card.

Modifying an Existing Position Prior to Recruitment
If you would like to modify a current position prior to recruitment, please make sure the changes are completed in PeopleSoft before starting the Job Card process in CHRS Recruiting.

- Changes to Faculty Positions: Submit a Position Management Action Form to request the changes. Once made, you will be able to use the updated position the new day in CHRS Recruiting.
- Changes to Staff/MPP Positions
  - Classification, Reporting Structure or Department Change: Submit the Position Description to your Recruiter via the New Position Request google form. Your Recruiter will provide the link to the form. The Recruiter will classify the position and update the position number in PeopleSoft. After the position is migrated from PeopleSoft to CHRS Recruiting in the overnight process, the Recruiter will let you know that you can submit your Job Card.
Funding Change: Submit a Position Management Action Form to change the funding on the PeopleSoft position. This does not have to be done prior to completing the Job Card but should be done prior to making a job offer.

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 SJSU 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.
Log into CHRS Recruiting
1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile
3. User your SJSUOne ID and password to log in

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

In the Jobs section, click New job
Select a job template
1. Select the Team link (department) where the position resides (A)
2. Enter the position number; remember, all position numbers begin with “SJ-” (B); this is a required field
3. Select San José State University 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.

B – View Position Details
1. Click the carrot on the right side of the field
2. Validate the position information; if anything is not correct do not move forward; either change the position number or get the updates made in PeopleSoft
3. Click the carrot again to close the box
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

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

A - Select the Recruitment Process

This is a required field.

SJSU has four (4) recruitment processes:
- SJ-Faculty Part-Time
- SJ-Faculty TT/Full-Time
- SJ-Staff/MPP
- SJ-UPD

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

B - Select the Application Form

This field is required even though it does not have an * by it.
SJSU has four (4) application forms:
- SJ-Custodian Application Form
- SJ-Part-Time Faculty
- SJ-Staff/MPP
- SJ-TT/FT Faculty

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

Enter the Position(s) you wish to recruit for

1. The position populates based on your selection on the first page (A)
2. Select New or Replacement (B)
3. Use the New or Replacement boxes to add more than one position (C)

Please note:
- Most Staff/MPP and Tenure-Track and Full-Time Temporary Faculty recruitments will only have one position associated with them.
- Part-time Temporary Faculty recruitments may have more than one position associated with them.
<table>
<thead>
<tr>
<th>Enter the Requisition Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the Reason for opening the recruitment (A)</td>
</tr>
<tr>
<td>2. Enter the Justification for Position (B)</td>
</tr>
<tr>
<td>3. Entering the Previous/Current Incumbent is optional (C)</td>
</tr>
<tr>
<td>4. Select the Work Type (D)</td>
</tr>
<tr>
<td>5. Select the Hiring Type (E)</td>
</tr>
<tr>
<td>6. Verify the Job Status; change if necessary (F)</td>
</tr>
<tr>
<td>7. Verify the Time Basis; change if necessary (G)</td>
</tr>
<tr>
<td>8. Verify the FTE and ensure it has two decimal places (1.00) (H)</td>
</tr>
<tr>
<td>9. Verify the Hours per week (I)</td>
</tr>
<tr>
<td>10. Enter the FLSA Status if you know it (J)</td>
</tr>
<tr>
<td>11. The Position Location is not used (K)</td>
</tr>
</tbody>
</table>

Please note, the FTE and Hours fields are not connected. Changing one will not change the other. 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.
| A – 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 |
| --- | --- |
| D – Select the work type from the list of available options | 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 |
| **Please note, only the following work types will be used:** |  
• Management (MPP)  
• **Staff**  
• Instructional Faculty – Tenured/Tenure-Track  
• Instruction Faculty – Temporary/Lecturer  
• Non-Instructional Faculty (Coach/Counselor/Librarian) |
| E – Select the hiring type from the list of available options | Probationary  
Select  
At-will  
**Probationary**  
Temporary  
Tenured |
| **Please note, At-Will should only be used for MPPs.** |  |
| F – Select the job status from the list of available options | Select  
Per Diem  
**Temporary**  
**Regular**  
Emergency hire |
| **Please note, Emergency hire will not be used.** |  |
The Job Details section can be left blank

<table>
<thead>
<tr>
<th>JOB DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Summary/Basic Function:</td>
</tr>
<tr>
<td>Minimum Qualifications:</td>
</tr>
<tr>
<td>Required Qualifications:</td>
</tr>
<tr>
<td>Preferred Qualifications:</td>
</tr>
<tr>
<td>Special Conditions:</td>
</tr>
<tr>
<td>License / Certifications:</td>
</tr>
<tr>
<td>Physical Requirements:</td>
</tr>
</tbody>
</table>

Complete the Job Duties Section

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

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

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

A – Select the General Mandated Reporter Type

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

B – 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.
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) (A)
2. The chartfield information is not needed; updates to funding should be made in PeopleSoft (B)
3. Select the Pay Plan (C)
4. For 10/12 and 11/12 pay plans, enter the Months Off (D)

*Please note, there is no benefits functionality in this system. All benefits processes for SJSU are handled in PeopleSoft.*

C – Select the Pay Plan

*Please note, most Staff and MPP positions will be 12 months. Most Faculty positions will be AY.*
Complete the Posting Details information

1. Select the Posting Type (A)
2. Enter the Date fields if appropriate (B)
3. Select the Posting Location (C)
4. If you wish to advertise with LinkedIn, check the box; the other boxes are not necessary (D)
5. Enter Additional Advertising Sources (E)
6. Enter the Advertising summary (F)
7. Complete the Advertisement text section as indicated in the screen shot (G)

A – Select the Posting Type

- Direct appointment will not be used
- Select Internal recruitment if you wish for your job to only be posted to current SJSU employees (SJSU Only)
- Select Open recruitment to post your job to the public; SJSU employees will also be able to see the posting

B – Enter the Applicable Dates

- Faculty Recruitments – Enter the date you plan to begin reviewing applications
- Staff/MPP Recruitments – This value will be entered by the Recruiter

Anticipated Start Date
- Faculty Recruitments – Enter the start date of the term

Staff/MPP Recruitments: You may enter “See PD” or something similar. This will be built by the Recruiter.

Faculty Recruitments: You may enter “See Template” or something similar. You will attach the standard posting template to the Job Card.
**Staff/MPP Recruitments** – This value should not be entered

**Anticipated End Date**
- All Temporary Recruitments – This date must be entered

### C – Select San Jose as the Posting Location

- 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 Jose**
- Sonoma
- Southern California
  - Bakersfield
  - Chancellor's Office
  - Channel Islands
  - Dominguez Hills
  - Fullerton
  - Long Beach
  - Los Angeles
  - Northridge
  - Pomona
  - San Bernardino
  - San Bernardino - Palm Desert
  - San Diego
  - San Diego - Imperial Valley
  - San Marcos

### Additional Advertising Information

All faculty and staff recruitments will be posted on the standard advertising sites, including CSU Careers, Inside Higher Ed, Caljobs and Chronicle of Higher Ed. You do not need to check the boxes.

Job Elephant is not used by SJSU

The **Advertising summary (F)** will be handled in two ways:
- Faculty – Enter “See Template” and attach the appropriate posting template for the type of recruitment to the Job Card
- Staff – Enter “See PD” and attach the Position Description (PD) to the Job Card

The **Advertisement text (G)** will be handled in two ways:
- Faculty – Enter “See Template” and attach the appropriate posting template for the type of recruitment to the Job Card
- Staff – Enter “See PD” and attach the Position Description (PD) to the Job Card
Complete the Search Details information

1. Enter or Select the Search Committee Chair (A)
2. Add Search Committee Members (B)

Please note, while this information is not required at this time, entering it upfront 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.

A – 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.
B – Select the Search Committee Members

Please note, the search fields are small and will not show all data keyed. This cannot be changed.

You may search by name or Team (DeptID).

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

Add Selection Criteria

Faculty Recruitments: Enter the Required and Preferred Qualifications

Staff/MPP Recruitments: Required and Preferred Qualifications will be entered by your Recruiter

1. To add requirements from the Library, click the top Add button (A)
2. To add requirements not in the Library, click New (B)
A – Add Required Qualifications from the Library

1. Select SJ-1 Required Qualifications from the Group list (A)
2. Select SJ-Required Education or Experience from the list of Levels (B)
3. Click Search (C)
4. Click Add next to each criterion you wish to add (D)
5. Repeat this process to add the Preferred Qualifications
   a. Group: SJ-2 Preferred Qualifications
   b. Level: SJ-Faculty Preferred Experience
6. Click Done when you’ve added all criteria (E)

Criteria Groups

Only the Required and Preferred Qualifications are added when creating the Job Card. Others are added at other times during the recruitment process.
Criteria Group Levels

Using the Level will help you narrow down the criteria for the recruitment.

Enter Required or Preferred Qualifications Manually

1. Click the New button under Selection Criteria
2. Select SJ-1 Required Qualifications or SJ-2 Preferred Qualifications from the dropdown list (A)
3. Enter the criteria in the text box (B)
4. Click Add

A – Select the appropriate SJ value
Complete the Users and Approvals information

1. Verify the Reports to Supervisor Name (defaults from Position Data); update if necessary (A)
2. Enter the name of the employee who will manage the recruitment (not required) (B)
3. Add additional viewers if applicable (C)

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.

Continue completing the Users and Approvals information

1. Verify the Hiring Administrator - MPP (defaults from Position Data); update if necessary (A)
2. Select the Approval process (B)
3. Verify the approval information to confirm you’ve selected the correct process; you may need to scroll to see all values
4. Enter the HR/Faculty Affairs Representative – this will be your recruiter (D)

Please note, the Hiring Administrator and the Reports to Supervisor may be the same person.
**B – Select the Approval Process**

All approval processes are different so please choose carefully.

The first two steps of every recruitment process are the same and the data is pulled from the position structure:
1. Reports to 1
2. Reports to 2

All staff/MPP recruitments go to the Budget Office for approval.

All New MPP recruitments go to the Senior AVP for University Personnel and the President for approval.

**For all faculty recruitments**, enter Remie Bontrager

**For staff/MPP recruitments**, enter the Recruiter for your department. Search [UP Representatives](#) if you do not know your Recruiter’s name.

**Set the Recruitment Status to Pending Approval (A)**

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

**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 (A)
3. Change the Document category to Recruitment Documents (B)
4. Give your file a Title (C)
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

Please note, until further notice, no Staff or MPP recruitments should be submitted without first obtaining approval from the President. No Part-time Temporary Faculty recruitments should be submitted without approval from the Senior AVP for University Personnel.

<table>
<thead>
<tr>
<th>Tenured/Tenure-Track Faculty Recruitments</th>
<th>Full- and Part-Time Temporary Faculty Recruitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attach the posting template and Outreach/Diversity plan</td>
<td>• Attach the posting template</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Recruitments – New Position</th>
<th>MPP Recruitments – New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attach the position description and organization chart</td>
<td>• Attach the position description, organization chart, and the signed Rationale to Create &amp; Recruit New MPP Position form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff and MPP Recruitments – Existing Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attach the old and new position descriptions and the organization chart</td>
<td></td>
</tr>
</tbody>
</table>

### Save or Submit

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

<table>
<thead>
<tr>
<th>Save a draft</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Clicking submit will save and submit the document for approval. The Job Card will remain open.</td>
</tr>
</tbody>
</table>

| 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

**Faculty Recruitments**
The Job Card will be reviewed and updated if necessary; then the Recruiter will post the job.

**Staff/MPP Recruitments**
The Job Card will be reviewed and updated if necessary. The Recruiter will add the Required and Preferred Screening Criteria then post the job.

*Please note, once the Recruiter posts the job, it make take 15-20 minutes for it to appear on the career portals.*