

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.

(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.

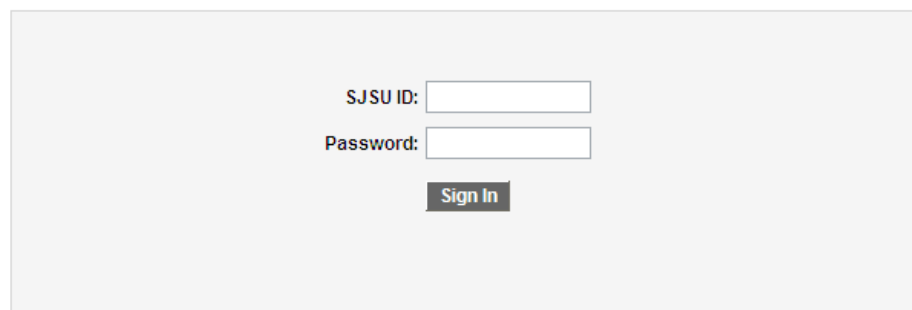
1. Click the link in the email notification.

The Login page for MySJSU (PeopleSoft HSJPRD) displays.

2. Enter your **SJSU ID** and **Password**.
3. Click the **Sign In** button.



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PEOPLESOFT ENTERPRISE

A screenshot of the login page for MySJSU. It features the Oracle PeopleSoft Enterprise logo at the top. Below the logo, there are two input fields: "SJSU ID:" followed by a text box, and "Password:" followed by a text box. Below these fields is a "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).



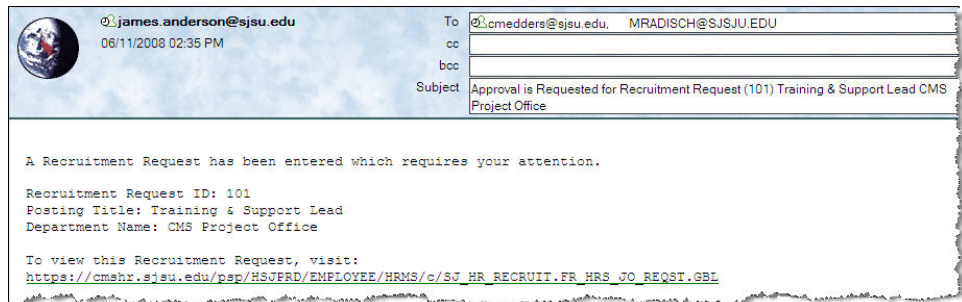
Pending Approvals


Pending Approvals

There are no Pending Approvals at this time

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.



 @james.anderson@sjsu.edu
06/11/2008 02:35 PM

To: @cmedders@sjsu.edu, MRADISCH@SJSU.EDU
cc: [Redacted]
bcc: [Redacted]
Subject: Approval is Requested for Recruitment Request (101) Training & Support Lead CMS Project Office

A Recruitment Request has been entered which requires your attention.

Recruitment Request ID: 101
Posting Title: Training & Support Lead
Department Name: CMS Project Office

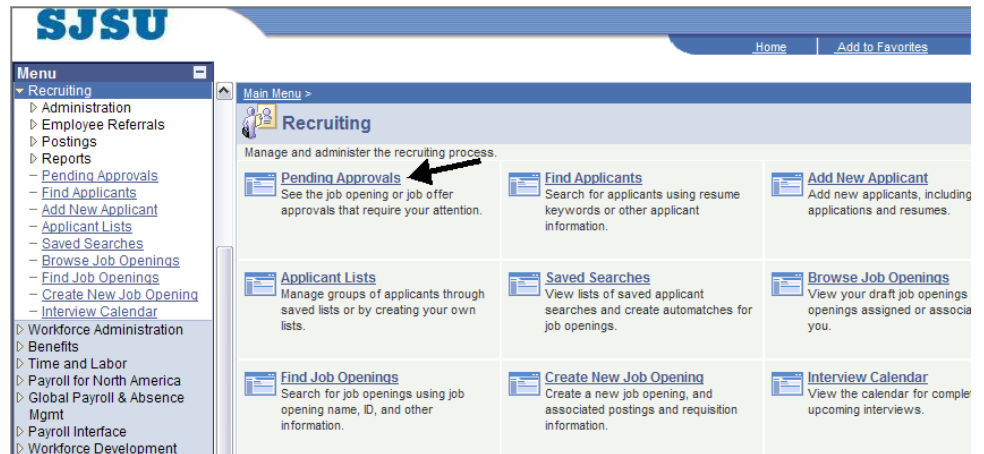
To view this Recruitment Request, visit:
https://cmshr.sjsu.edu/psp/HSJFRD/EMPLOYEE/HRMS/c/SJ_HR_RECRUIT.FR_HRS_JO_REQST.GBL

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**.



The Job Opening Basic Recruit Info page displays.

3. Review recruitment information. (See **Field Descriptions**, below.)
4. Click the **Position Information** link.

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

Field Name	Description
Department	Department number and name where the position resides.
I would like to...	Action for the recruitment.
Is this an MPP Position?	MPP position information.
In one of the following Divisions	Division information.
EmpID, Name, Position Number	Position being filled and employee being replaced, if applicable.
Contact information for Recruitment	Person to contact regarding this recruitment.

The Position Information page displays.

5. Review recruitment information. (See **Field Descriptions**, below.)
6. Click **CSU Position Data**.

Field Description List: Position Information Page (above)

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

The CSU Position Data page displays.

- Click the **Return to Position Information** button.

CSU Position Data Find | View All First 1 of 1 Last

Primary Fund	GFND	General Fund
Department	1207	CMS Project Office
Class	00000	

Budget Level

Position Pool
Position Pool ID 100

Return to Position Information

The Position Information page displays.

- Click **Advertising Plans**.

Job Opening Requisition ID 101 [Print Recruitment Request](#)

[Basic Recruit Info](#) [Position Information](#) [Advertising Plans](#) [Posting Information](#) [Attachments](#) [Approvals](#)

Position Information Find | View All First 1 of 1 Last

Position Number 00007234 Effective Date 06/11/2008

Job Information

Job Code	1038	Admin Analyst/Splcst 12 Mo	FLSA Status	Exempt
Regular/Temporary	Regular		Ending Date of Appointment	
Grade	3	Step	Full/Part Time	Full-Time
Standard Hours	40.00	(per week)	Union Code	R09 CSUEUTech
Title	Training & Support Lead		FTE	1.000000
			Short Title	AA/S EII

[CSU Position Data](#)

Work Location

Department	1207	CMS Project Office	Location Code	0042
Reports To	00004921	Carrie Medders		
Dot-Line				

Back Continue Return to List [Save for Later](#) Submit

The Advertising Plans page displays.

9. Review advertising information:

- **Click to View Standard Advertising.**
- **Other Advertising Options:** Lists any ads paid for by the department.

10. Click **Posting Information.**

Advertising Plans

Job Opening Requisition ID 101 [Print Recruitment Request](#)

[Basic Recruit Info](#) [Position Information](#) [Advertising Plans](#) [Posting Information](#) [Attachments](#) [Approvals](#)

[Click to View Standard Advertising](#)

Other Advertising Options - Cost paid by hiring department [View All](#) First 1 of 1 Last

Marketing ID	Description
1	2 Craigslist.com

[Click to View Classified Ad Requisition](#)

If you are ready to place a paid ad, complete the Classified Ad Requisition and submit it as an attachment.

[Back](#) [Continue](#) [Return to List](#) [Save for Later](#) [Submit](#)

The Posting Information page displays.

11. Click Attachments.

Job Opening Requisition ID 101 [Print Recruitment Request](#)

[Basic Recruit Info](#) [Position Information](#) [Advertising Plans](#) [Posting Information](#) [Attachments](#) [Approvals](#)

Posting Title Training & Support Lead (★ = Required Field)

Job Descriptions [Find](#) First 1-4 of 4 Last

Description Type About the Position ★ [Help](#)

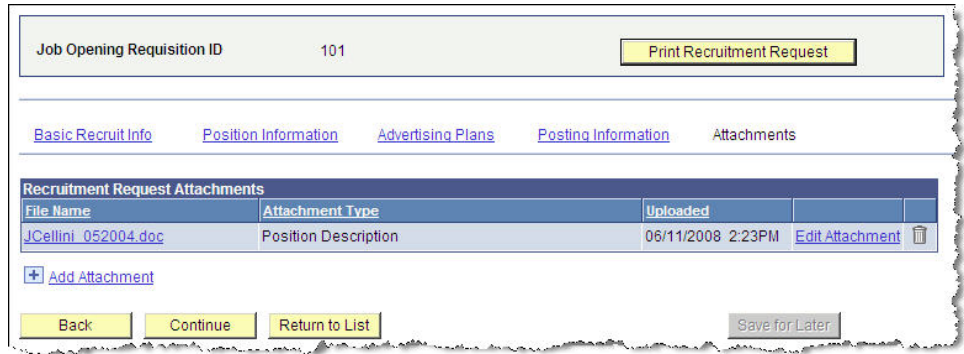
Description This is a test position.

Description Type Education and Experience ★ [Help](#)

Description This is a test position.

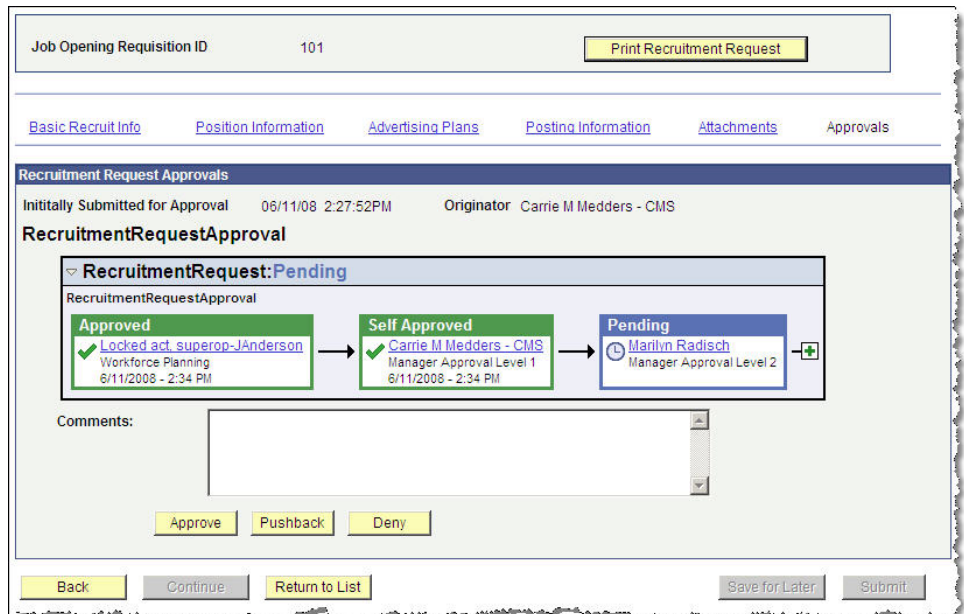
The Attachments page displays.

- 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.

Job Opening Requisition ID: 101 Print Recruitment Request

Basic Recruit Info | Position Information | Advertising Plans | Posting Information | Attachments | Approvals

Recruitment Request Approvals

Initially Submitted for Approval: 06/11/08 2:27:52PM | Originator: Carrie M Medders - CMS

RecruitmentRequestApproval

▼ **RecruitmentRequest: Approved**

RecruitmentRequestApproval

```

graph LR
    A[Approved  
✓ Locked act. superop-JAnderson  
Workforce Planning  
6/11/2008 - 2:34 PM] --> B[Self Approved  
✓ Carrie M Medders - CMS  
Manager Approval Level 1  
6/11/2008 - 2:34 PM]
    B --> C[Approved  
✓ Marilyn Radisch  
Manager Approval Level 2  
6/12/2008 - 9:34 AM]
  
```

Comments:

Back | Continue | Return to List | Save for Later | Submit

The Recruitment Request Summary report displays.

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

Recruitment Request Summary | Recruitment Request: 101 - Software Analyst / Trainer

Position Information

Department ID	Department Name
1207	CMS Project Office

Replace Existing Position/Employee with NO Changes to Duties

MPP Position: No
Employee ID: 000008607
Name: Kristina Luna
Position Number: 00000943

Contact Type

Name	Telephone	Extended Zip	Email Address
Primary Contact: ajfd	455	4	hdunkle
Hiring Manager: jka	405	4	hdunkle

Type of Appointment

Jobcode:	Regular/Temporary:	Grade:	Step:	Standard Hours:	Title:	Reports To:	Extended Zip:	FLSA Status:	Ending Date Of Appt:	Full/Part Time:	Union Code:	FTE:	Short Title:	Dotted Line:	Exempt
0420	Regular	2	0	40	Software Analyst / Trainer	00005748 Marilyn Radisch	0042					1	ITC C		

CSU Position Data

Funding for Position: 00000000