

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.

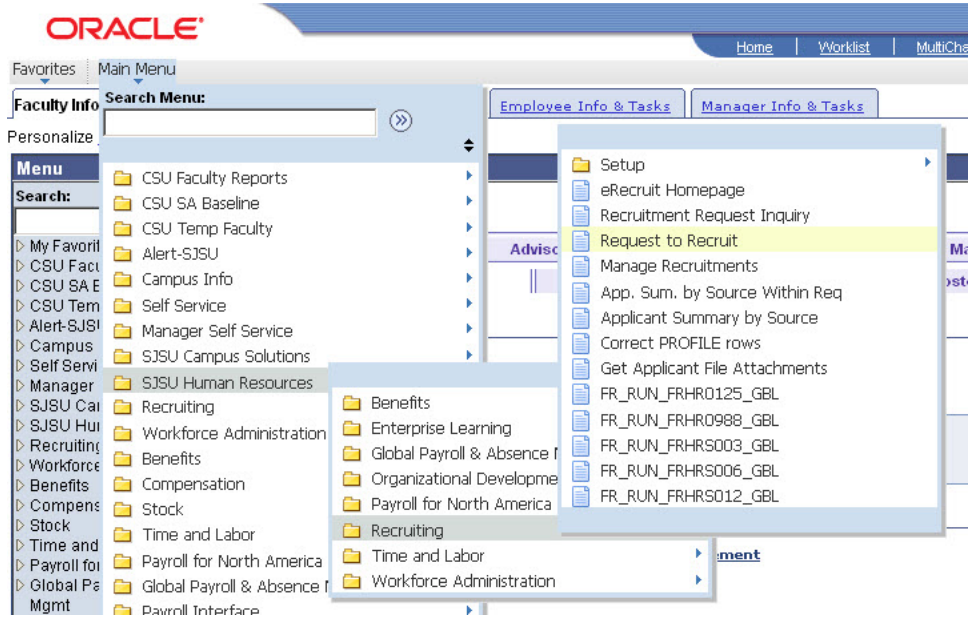
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Replace an Existing Position with NO Changes to Duties

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.



The Job Opening Recruit page displays.

- 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.

The screenshot shows the Oracle Job Opening Recruit page. At the top, the Oracle logo is visible, along with navigation links for Home, Worklist, and MultiChannel. The breadcrumb trail reads: Favorites > Main Menu > SJSU Human Resources > Recruiting > Request to Recruit. A 'New' link is located in the top right corner.

The main content area displays the 'Job Opening Requisition ID' as 9999999999999999. A yellow 'Print Recruitment Request' button and a blue 'Help' link are positioned to the right of the ID.

Below this, a row of navigation links includes: Basic Recruit Info, Position Information, Search Plans, Posting Information, Applicant Attachments, and Attachments.

The 'Job Opening Recruit' section contains the following fields and options:

- Department:** An empty text input field with a search icon.
- Effective Date:** A date picker set to 05/31/2012.
- Division:** A label with no associated input field.
- I would like to...** A section with four radio button options:
 - Replace Existing Position/Employee with NO Changes to Duties
 - Replace Existing Position with Changes to Duties
 - Request a New Position
 - Request a Tenure Track Faculty Position

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.

The screenshot shows a web form titled "I would like to...". It contains four radio button options: "Replace Existing Position/Employee with NO Changes to Duties" (selected), "Replace Existing Position with Changes to Duties", "Request a New Position", and "Request a Tenure Track Faculty Position". Below these are three questions with "Yes" and "No" radio buttons: "Is this an MPP Position?" (Yes selected), "Is this a Conflict of Interest position?" (No selected), and "Is this an Emergency Operations position?" (No selected). At the bottom is a table with columns "Empl ID", "Name", and "Position Number". The table contains one row: "1", "000012455", "Medders, Carrie M", and "00004921".

Field Description List: Recruitment Types

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

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.

Contact Information for Recruitment					
*Contact Type	Name	Telephone	Extended Zip	Email Address	
1					+ -

Contact Information for Recruitment					
*Contact Type	Name	Telephone	Extended Zip	Email Address	
1	Primary Contact	RC Recruiter	x1111	0001	rc.recruiter@sjsu.edu

Job Opening Requisition ID	337	<input type="button" value="Print Recruitment Request"/>
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The Position Information page displays.

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

ORACLE Home Worklist MultiChannel

Favorites | Main Menu > SJSU Human Resources > Recruiting > Request to Recruit

[Basic Recruit Info](#) Position Information [Search Plans](#) [Posting Information](#) [Applicant Attachments](#) [Attachments](#)

Position Information Find | View All First 1 of 1 Last

Position Number 00004921 Effective Date 05/31/2012

Job Information

Job Code 3312 Administrator II FLSA Status Exempt

Regular/Temporary Regular Ending Date of Appointment

Grade 1 Step Full/Part Time Full-Time

Standard Hours 40.00 (per week) Union Code M80 MPP

Title Mgr, Training & Support/HR PM FTE 1.000000

Short Title ADMN 2

[CSU Position Data](#)

Work Location

Department 1207 Location Code 0042

Reports To 00005748 Carrie Medders

The CSU Position Data page displays.

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

Department Budget Chartfields Find | View All First 1 of 1 Last

Fund Code GFND

Department 1207 Administrative Applications

Class Field 00000

Budget Level

Position Pool

Position Pool ID 100

18. Click the Return to Position Information button.

[Return to Position Information](#)

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.

Job Opening Requisition ID 9999999999999999

Basic Recruit Info Position Information

Click to View Standard Advertising

Other Advertising Options

Marketing ID	Description
1	Q

Please provide your proposed list of advertising source. Alternatively, to ensure a broad outreach Opportunity & Workforce Planning Analyst. Feedback you see fit.

Back Continue Return

Basic Recruit Info Position Information

Look Up

Look Up Marketing ID

Search by: Job Opening Marketing ID =

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-26 of 26 Last

Job Opening Marketing ID	Description
1	OTHER
2	Craigslist.com
3	Careerbuilder.com
4	Hotjobs.com
5	San Jose Mercury News
6	OpportunityKnocks.org
7	Dice.com
8	BayareaJobs.com
9	Indeed.com

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.

Other Advertising Options

View All | First 1-2 of 2 Last

Marketing ID	Description		
1	5 Q San Jose Mercury News	+	-
2	2 Q Craigslist.com	+	-

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.

Recruitment Request Attachments

Attachment Type:

Attachment Purpose:

- Classified Ad Proposal
- Interview Questions
- Organizational Chart
- Other
- Position Description
- Screening Criteria
- Search Committee Members
- Supplemental Questionnaire
- TTR-Announcement of Position Availability
- TTR-Dean's Cover Memo
- TTR-Five-Year Plan
- TTR-Position Management Action Form

Save & Return

File Name	Attachment Type	Uploaded		
Vacant_00004921_2012-04-12.docx	Position Description	05/31/2012 7:54AM	Edit Attachment	
RG_Admin_Apps_Staff_2012-04-17_00004921_recruitment.pdf	Organizational Chart	05/31/2012 7:55AM	Edit Attachment	

[+ Add Attachment](#)

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.

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.

Print Recruitment Request

The screenshot shows a Microsoft Word document titled "RecruitRequest_930.doc (Read-Only) - Microsoft Word". The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins, Acrobat, Design, and Layout. The document content is as follows:

Recruitment Request Summary Recruitment Request: 930 - Asst Director, Administrative Applications

Position Information	
Department ID	Department Name
1207	Administrative Applications

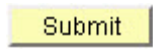
Replace Existing Position/Employee with NO Changes to Duties

MPP Position:	Yes
Conflict of Interest Position:	No
Emergency Operations Position:	No
Employee ID:	000012455
Name:	Carrie Medders
Position Number:	00004921

Contact Type	Name	Telephone	Extended Zip	Email Address
Primary Contact:	RC Recruiter	x1111	0001	rc.recruiter@sjsu

Type Of Appointment			
Jobcode:	3312	FLSA Status:	Exempt
Regular/Temporary:	Regular	Ending Date Of Appt:	
Grade:	1	Full/Part Time:	Full-Time

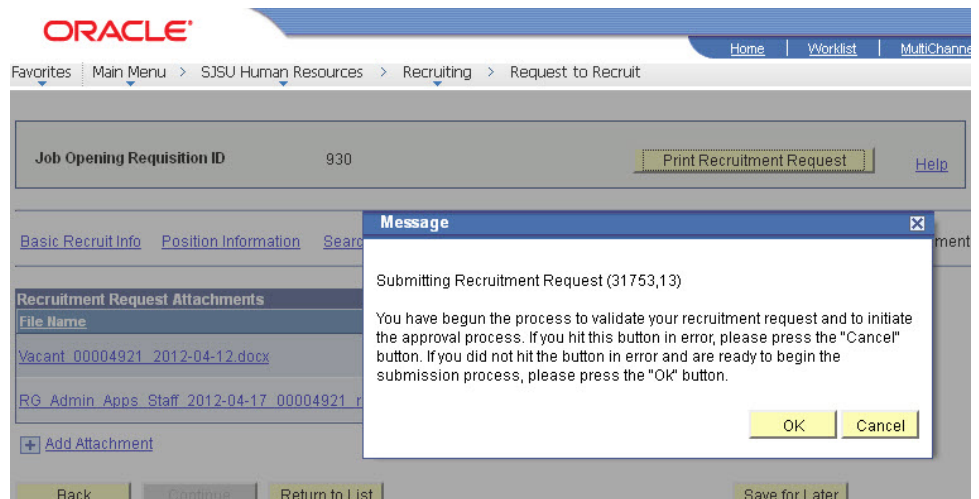
37. When finished with the data entry for the request, and after confirming that all decision makers for the request have reviewed the submission, click the **Submit** button.



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**.

Job Opening Recruit

Department Administrative Applications Effective Date

Division Administration & Finance

I would like to...

Replace Existing Position/Employee with NO Changes to Duties

Replace Existing Position with Changes to Duties

Request a New Position

Request a Tenure Track Faculty Position

Is this an MPP Position? Yes No

Is this a Conflict of Interest position? Yes No

Is this an Emergency Operations position? Yes No

Contact Information for Recruitment

*Contact Type	Name	Telephone	Extended Zip	Email Address
1 Primary Contact	RC Recruiter	x1111	0001	rc.recruiter@sjsu.edu

The Position Information page displays.

Note: The fields will be blank.

6. Enter the **Job Code**.

Position Information Find | View All First 1 of 1 Last

Position Number NEW POSN Effective Date

Job Information

Job Code

Regular/Temporary

Grade Step

Standard Hours (per week)

Title

FLSA Status

Ending Date of Appointment

Full/Part Time

Union Code

FTE

Short Title

[CSU Position Data](#)

Work Location

Department 1207 Location Code 0042

Reports To

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**.

Job Opening Recruit

Department: 1111 History Effective Date: 05/31/2012

Division: Academic Affairs

I would like to...

Replace Existing Position/Employee with NO Changes to Duties
 Replace Existing Position with Changes to Duties
 Request a New Position
 Request a Tenure Track Faculty Position

Is this an MPP Position? Yes No
 Is this a Conflict of Interest position? Yes No
 Is this an Emergency Operations position? Yes No

Contact Information for Recruitment					
	*Contact Type	Name	Telephone	Extended Zip	Email Address
1	Primary Contact	RC Recruiter	x1111	0001	rc.recruiter@sjsu.edu

The Position Information page displays.

Note: The fields will be blank.

6. Enter the **Job Code**.

Position Information Find | View All First 1 of 1 Last

Position Number: NEW POSN Effective Date: 05/31/2012

Job Information

Job Code: FLSA Status:
 Regular/Temporary: Ending Date of Appointment:
 Grade: Step: Full/Part Time:
 Standard Hours: (per week) Union Code:
 Title: FTE:
 Short Title: [CSU Position Data](#)

Work Location

Department: 1111 Location Code: 0117

Reports To:

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

Attachments

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

ORACLE

Favorites Main Menu > SJSU Human Resources > Recruiting > Request

Recruitment Request Attachments

*Attachment Type: [Dropdown]

Attachment Purpose: [Dropdown]

Classified Ad Proposal
Interview Questions
Organizational Chart
Other
Position Description
Screening Criteria
Search Committee Members
Supplemental Questionnaire
TTR-Announcement of Position Availability
TTR-Dean's Cover Memo
TTR-Five-Year Plan
TTR-Position Management Action Form

Save & Return Submit

Tenure Track Attachment Types

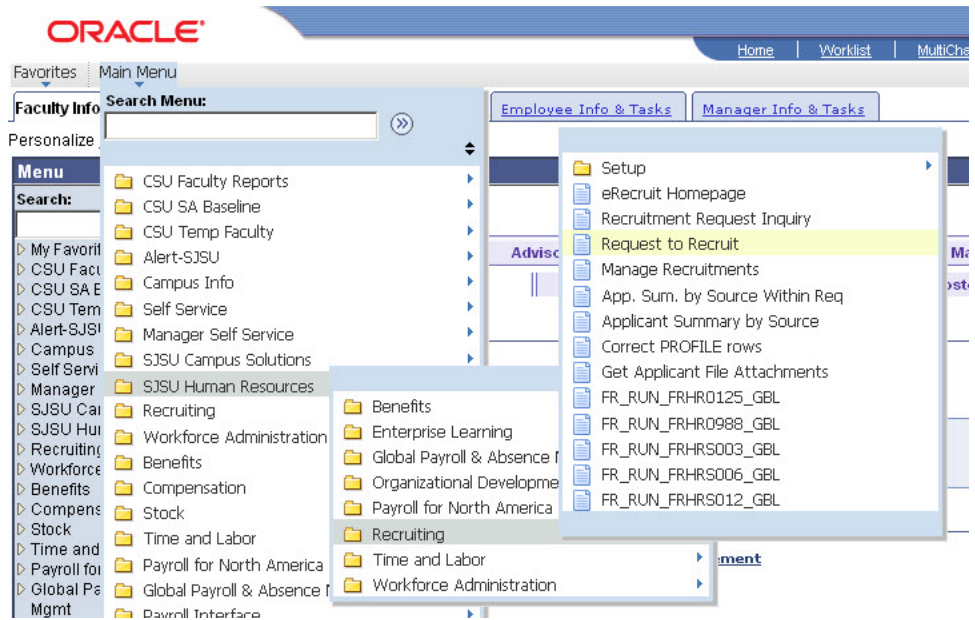
Note: Tenure Track attachments begin with TTR.

- 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

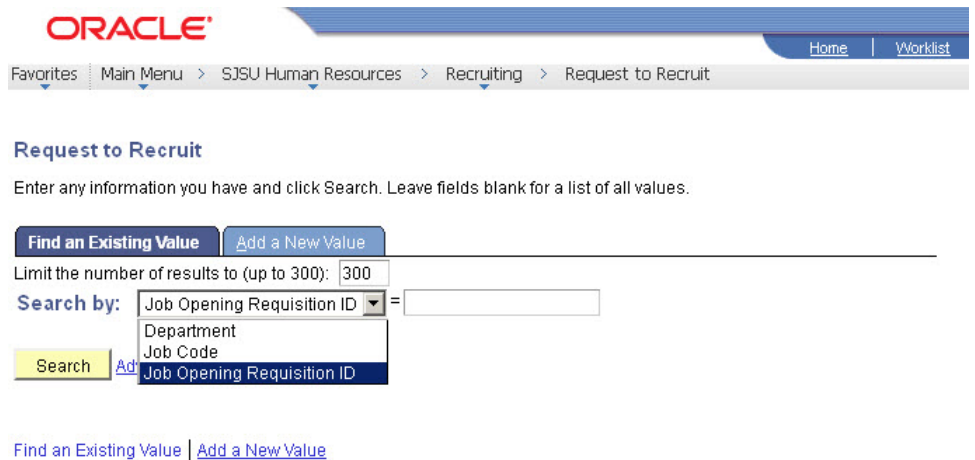
This section demonstrates how to view existing recruitment requests using the Request to Recruit search page and the Recruitment Request Inquiry page.

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



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.

The screenshot shows the Oracle HR system interface for 'Request to Recruit'. The breadcrumb trail is 'SJSU Human Resources > Recruiting > Request to Recruit'. The search criteria are set to 'Department' with a value of '1207'. The search results table is as follows:

Department	Job Opening Requisition ID	Department Description	Job Code	Jobcode Description	Position/Description	Status
1207	101	Administrative Applications 1038	Admin Analyst/Spcst 12 Mo	00007234 - Training & Support Lead	Submitted	
1207	148	Administrative Applications 0420	Info Tech Consultant 12 Mo	00007234 - Finance Project Lead	Submitted	
1207	294	Administrative Applications 0420	Info Tech Consultant 12 Mo	00007772 - Software Analyst/ Trainer	Submitted	
1207	347	Administrative Applications 3312	Administrator II	00008362 - TEST - PLEASE IGNORE	Submitted	
1207	371	Administrative Applications 0420	Info Tech Consultant 12 Mo	00007233 - Sr. Software Analyst/ Trainer	Saved For Later	
1207	384	Administrative Applications 3312	Administrator II	00005748 - Dir of ERP Systems Support	Submitted	
1207	402	Administrative Applications 0420	Info Tech Consultant 12 Mo	00005605 - Software Support Specialist	Submitted	
1207	521	Administrative Applications 3306	Administrator III	00005748 - Director of CMS Project Office	Submitted	

The Approvals page of the selected request displays.

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

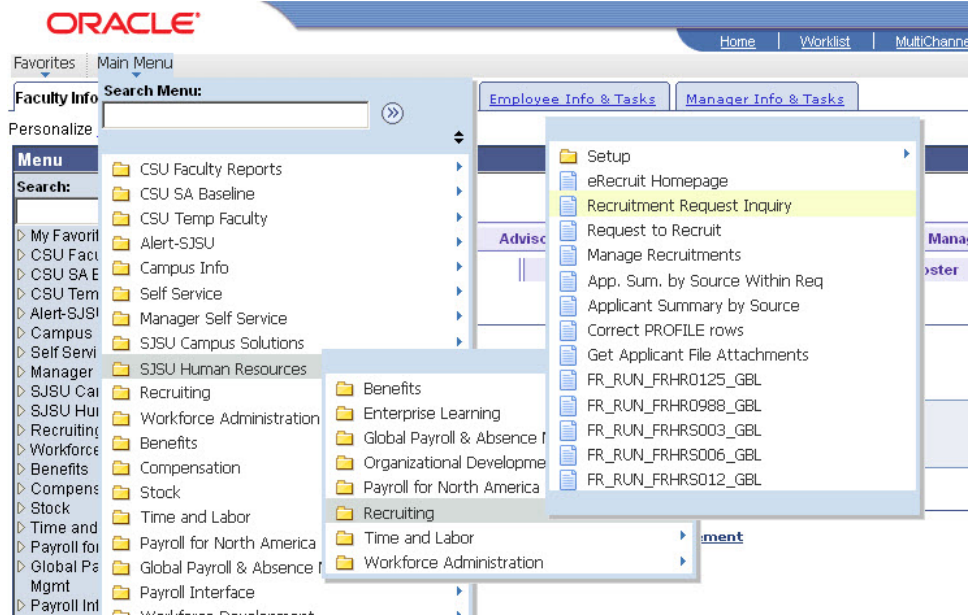
Note: If this is a saved request, you can edit it and submit it when ready. If it is a submitted request, it cannot be altered, but documents can still be attached.

The screenshot shows the 'Recruitment Request Approvals' page for Job Opening Requisition ID 927. The page includes a 'Print Recruitment Request' button and a 'Help' link. Below the main content, there are navigation links: 'Basic Recruit Info', 'Position Information', 'Search Plans', 'Posting Information', 'Applicant Attachments', 'Attachments', and 'Approvals'. The 'Recruitment Request Approvals' section shows the request was initially submitted for approval on 05/11/12 at 12:03:13 PM. A status box indicates 'RecruitmentRequest:Approved' for Job Opening ID 22337. At the bottom, there are buttons for 'Back', 'Continue', 'Return to List', 'Save for Later', and 'Submit'.

Recruitment Request Inquiry

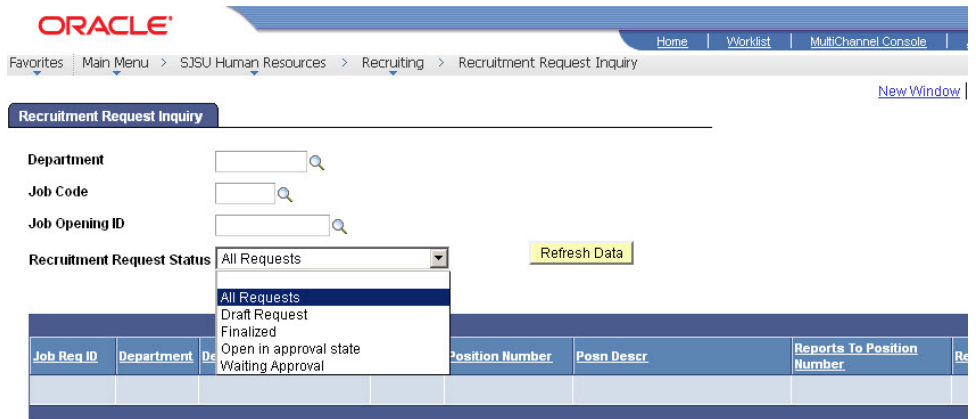
Note: This inquiry page displays saved or submitted requests. Use it to see a snapshot of the status of a request, without having to navigate into the request. This search method displays the status of the Request. If it is open in an approval state, the name of the pending approver displays.

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.

- View request to recruit information. (See column descriptions below.)
- Scroll across and down to see the rest of the data

The screenshot shows the Oracle HR system interface for a Recruitment Request Inquiry. At the top, there is a navigation bar with 'ORACLE' logo and links for Home, Worklist, MultiChannel Console, and Add to Favorites. Below this is a breadcrumb trail: 'Favorites | Main Menu > SJSU Human Resources > Recruiting > Recruitment Request Inquiry'. On the right, there are links for 'New Window', 'Help', and 'Customize Page'. The main search area includes fields for 'Department' (1207), 'Job Code', and 'Job Opening ID', with a dropdown for 'Recruitment Request Status' set to 'Open in approval state' and a 'Refresh Data' button. Below the search area is a table with the following data:

Job Req ID	Department	Dept Descr	Job Code	Position Number	Posn Descr	Reports To Position Number	Reports To Name
402	1207	Administrative Applications	0420	00005605	Software Support Specialist	00004486	Michael Dunefsky
912	1207	Administrative Applications	3312	00004921	Mgr, Training & Support/HR PM	00005748	Carrie Medders
913	1207	Administrative Applications	0420	00000943	Sr Business Systems Analyst	00005748	Carrie Medders
914	1207	Administrative Applications	0420	00000552	Sr Business Systems Analyst	00005748	Carrie Medders
924	1207	Administrative Applications	0420	00007235	Software Support Specialist	00005748	Carrie Medders

The rest of the search results display.

- Click Details to view the request in a new window

00005748	Carrie Medders	Route to HR for Approval	Brenda Lohry, Marcela Bolanos, Magdalena Carrera, Amanda Frank, Rosalina Calderon, Lisi Warren, Laura Black	0	Open in approval state	Details
00005748	Carrie Medders	Route to HR for Approval	Brenda Lohry, Marcela Bolanos, Magdalena Carrera, Amanda Frank, Rosalina Calderon, Lisi Warren, Laura Black	0	Open in approval state	Details
00005748	Carrie Medders	Route to HR for Approval	Brenda Lohry, Marcela Bolanos, Magdalena Carrera, Amanda Frank, Rosalina Calderon, Lisi Warren, Laura Black	0	Open in approval state	Details
00005748	Carrie Medders	Route to HR for Approval	Brenda Lohry, Marcela Bolanos, Magdalena Carrera, Amanda Frank, Rosalina Calderon, Lisi Warren, Laura Black	0	Open in approval state	Details
00005748	Carrie Medders	Route to HR for Approval	Brenda Lohry, Marcela Bolanos, Magdalena Carrera, Amanda Frank, Rosalina Calderon, Lisi Warren, Laura Black	0	Open in approval state	Details
00004486	Michael Dunefsky	Route to HR for Approval	Brenda Lohry, Marcela Bolanos, Magdalena Carrera, Amanda Frank, Rosalina Calderon, Lisi Warren, Laura Black	0	Open in approval state	Details

Field Description List: Column Descriptions (above)

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