

CHRS

Recruiting
Built in PageUp



Initiate Recruitments

Presented by
CHRS Recruiting Project Team
University Personnel



General Information

- Cloud-based System
 - Updates pushed automatically from the vendor (PageUp)
 - Some updates pushed by the CO
- Shared System for the CSU
 - At times you will see data from other campuses
 - SJSU data will always be prefaced with SJ
- Pop-up Windows
 - Important to disable pop-up blockers



General Information

- Terminology to Remember
 - Team: PageUp's term for a department/department ID
 - Card: PageUp's term for a process: Job Card, Offer Card, etc.
- Not everything is in the system
 - Certain pieces of the recruitment process are managed outside of the system
- It's new for everyone – we are here to help!



CHRS Recruiting Webpage

- Two ways to find the page on the [UP Website](https://sjsu.edu/up) (sjsu.edu/up)
 - Quick Links: found on the home page and under Resources
 - Process Toolkit: found in the Recruit section
- Find
 - Documentation
 - Training and Help Information
 - System demos
 - FAQs



Support

- Dedicated support staff in University Personnel
 - Email hr-info-systems@sjsu.edu for system help
 - Email chrs@sjsu.edu for general questions
- Open Labs
 - Tuesdays from 9-11; Thursdays from 2-4
 - Link to information in the Help section of CHRS Recruiting webpage
- User Group (Google Group)
 - Dedicated user group for updates to documentations, reminders on processes, etc.
- Security
 - Granted 1-2 days after training – no need to request access



Before You Begin

- Pre-Approval
 - Faculty – Tenure-track must be approved by the Provost
 - Staff & MPP – Submit the Rationale to Recruit; once fully approved you may begin the process
- Position Management
 - Ensure you have an active and updated position from PeopleSoft HR before starting



Who Creates the Job Card?

- Department
 - Department Admin, Resource Manager/Analyst
 - Department Chair or Hiring Manager

Who Posts the Job for Recruitment?

- University Personnel



Who Approves the Job Card?

- Faculty
 - Position data reporting structure – Levels 1 and 2/standard
 - *Division/Student Affairs only*
 - *Interim Vice Provost, Faculty Success/tenured, tenure-track, full-time temp only*
 - Senior Director, Faculty Affairs
- Staff/MPP
 - Position data reporting structure – Levels 1 and 2/standard
 - *Division/varies by division*
 - *VP/varies by division*

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Here we go!

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Q & A

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***Thank you for attending
today's training!***