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 (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
Here we go!
Thank you for attending today’s training!