

CHRS Recruiting

Approving a Job Card or Offer Card

Faculty, Staff, MPP

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Approval Requests

Users will be sent a notification email when a job card or offer card is ready for approval. Examples of these notifications are shown below:

Tenure Track Faculty Job

Communication

Sent via Jul 15, 2021, 7:48pm

From: "Job or PD approval" <jobapproval.mkqkqv.yph.hvrhpq@m.d4.pageuppeople.com> To: kurtz@csus.edu
Subject: Job Requisition Approval

Hi Matthew,

A requisition for position Athletic Equipment Attendant I - Job Number: 501009 has been routed to you for approval. You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter before approving. You can also decline the job if this requisition is not approved.

Quick Reference Job Details:
Job Title: Athletic Equipment Attendant I
Job Number: 501009
Classification Title: Athletic Equipment Attendant I
Department: Athletics
Manager: Tasheena Bettencourt, Athletics Admin Analyst/Spclst
Hiring Type: Probationary
Position Type: Staff
FTE: 1.000000
Pay Plan:
Salary Range: 1514-RANGE A-Grade-1

To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login:

[View requisition](#)

Regards,
California State University, Sacramento - Employment Services

Staff or MPP Job

Communication

Sent via Jul 19, 2021, 12:04pm

From: "Job or PD approval" <jobapproval.mkkxvp.yph.hvplpr@m.d4.pageuppeople.com> To: gaulke@csus.edu
Subject: Job Requisition Approval

Hi Justin,

A requisition for position Assistant Professor-Strategy & Entrepreneurship - Job Number: 500997 has been routed to you for approval. You can approve the requisition as is, or make any necessary adjustments after discussing them with the Office of Faculty Advancement before approving. You can also decline the job if this requisition is not approved.

Quick Reference Job Details:
Job Title: Assistant Professor-Strategy & Entrepreneurship
Job Number: 500997
Classification Title: Instr Fac AY
Department: Academic Affairs
Manager: Casey Valdez, Personnel Analyst
Hiring Type: Probationary
Position Type: Instructional Faculty – Tenured/Tenure-Track
FTE: 1.000000
Pay Plan: AY
Salary Range: 2360-ASSISTANT PROFESSOR-Grade-3

To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login:

[View requisition](#)

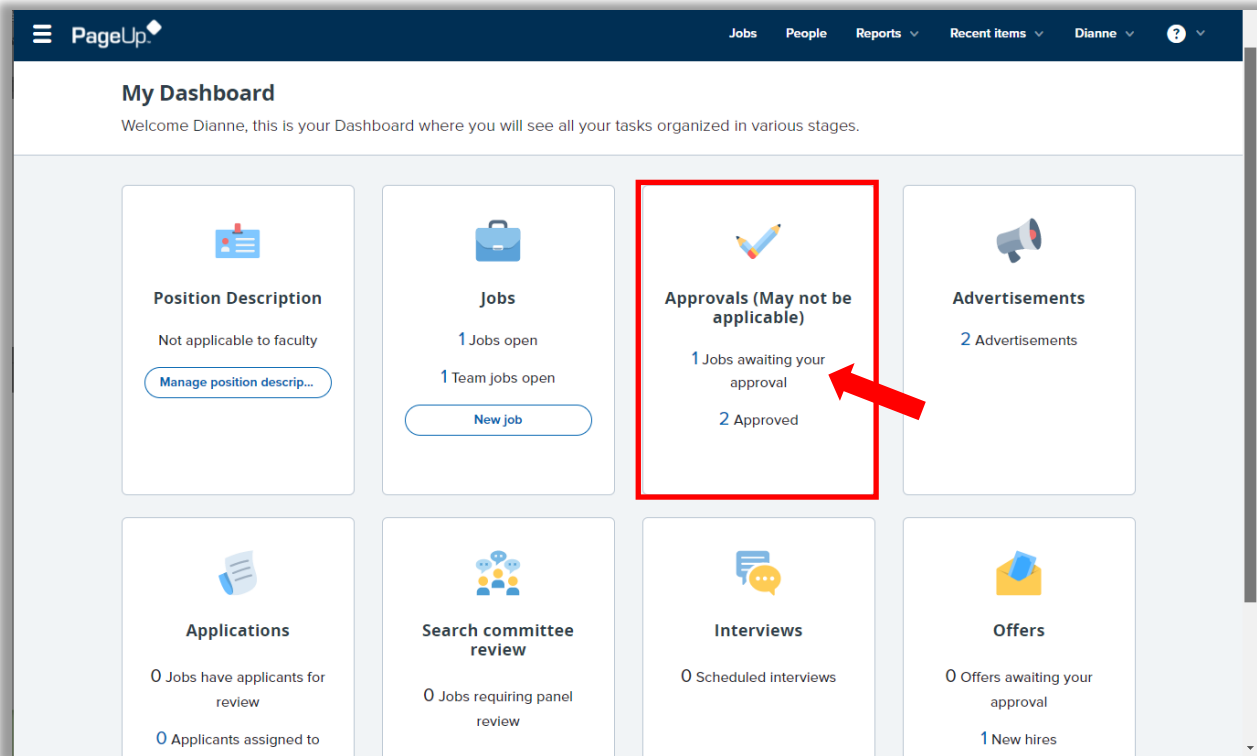
Regards,
Office of Faculty Advancement

Clicking on the **View requisition** link will take you into CHRS Recruiting and to the job or offer you need to approve.

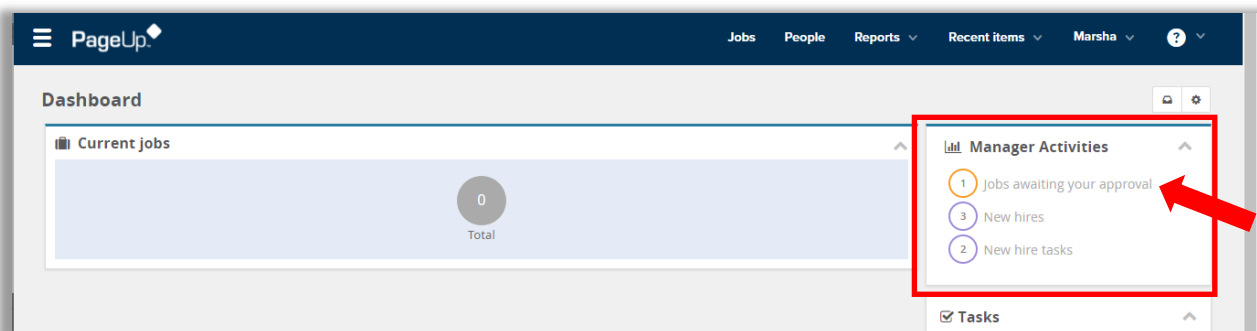
Approving the Job Card

If you are not taken directly to the job card from the link in the email, you will need to navigate to the job card from your home page.

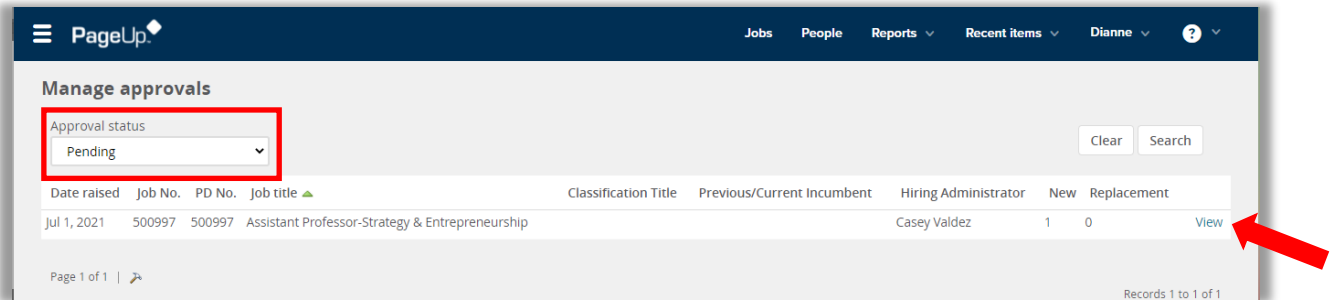
Hiring Managers will navigate to pending approvals by selecting the **Jobs awaiting your approval** link in the Approvals tile.



Other users will navigate to pending approvals by selecting the **Jobs awaiting your approval** link in the Manager Activities box.



On the **Manage Approvals** page, a list of all jobs pending your approval will be displayed. Click **View** on the right to see the details of that job. (If you wish to see a history of the jobs you have previously approved, you can select Approved from the Approval status drop down menu.)



Manage approvals

Approval status: Pending

Date raised	Job No.	PD No.	Job title	Classification Title	Previous/Current Incumbent	Hiring Administrator	New	Replacement	
Jul 1, 2021	500997	500997	Assistant Professor-Strategy & Entrepreneurship			Casey Valdez	1	0	View

Page 1 of 1 | [↔](#) Records 1 to 1 of 1

Job details are under the Position Info tab. To view the attached documents, click the **Documents** tab, and click **View** next to the document you'd like to review. The document will download or open in a new window, depending on the document type.



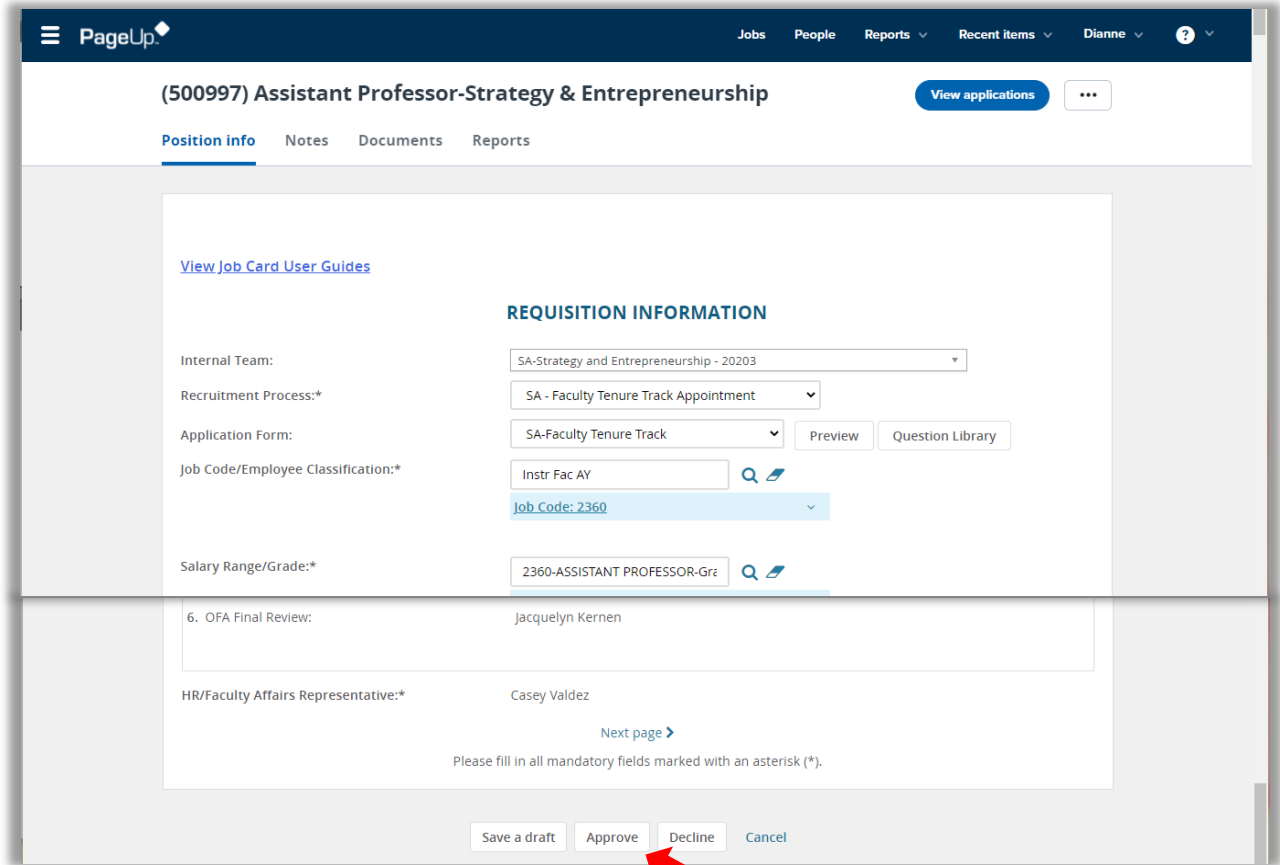
TEST Tenure Track Faculty - Criminal Justice [View applications](#) [...](#)

Position info | Notes | Posting | **Documents** | Reports

Select

Document	Date	Size	Category	
Test Screening Criteria	Jul 29, 2021	20Kb	Recruitment Documents	View Delete
Test Interview Questions	Jul 29, 2021	28Kb	Recruitment Documents	View Delete

When you are ready to approve the job, return to the Position Info tab (if necessary), scroll to the bottom and click **Approve**. The next approver on the list will be notified.



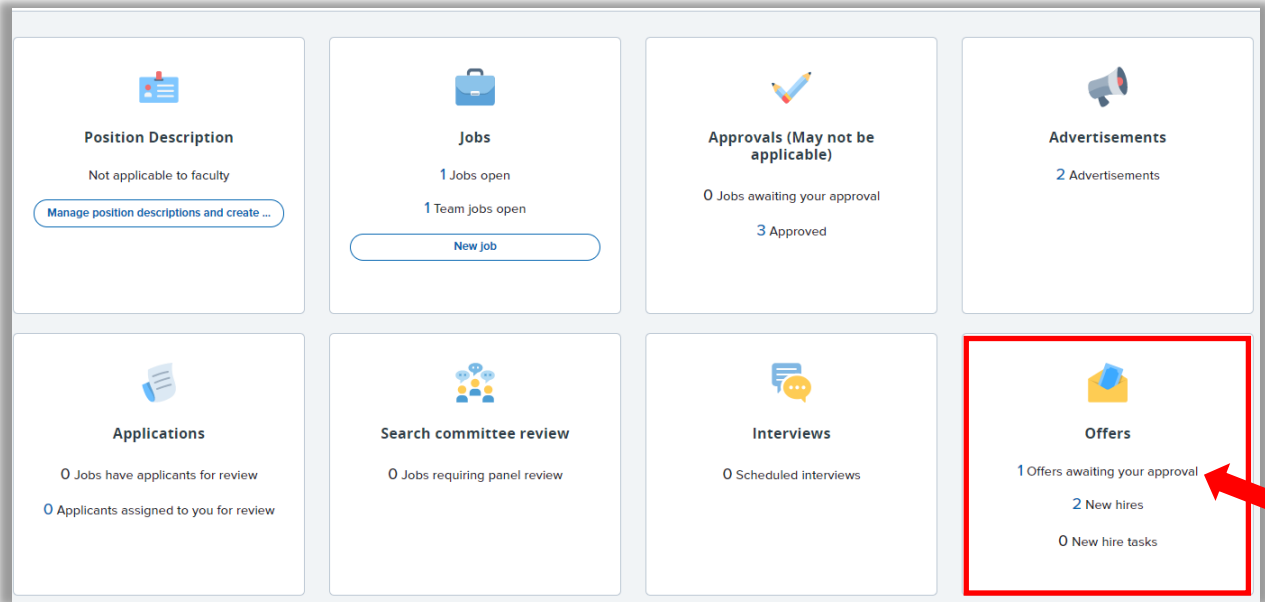
The screenshot displays the 'PageUp' interface for a job requisition. The top navigation bar includes 'Jobs', 'People', 'Reports', 'Recent Items', and 'Dianne'. The main header shows '(500997) Assistant Professor-Strategy & Entrepreneurship' with a 'View applications' button. Below this, the 'Position info' tab is active, with sub-tabs for 'Notes', 'Documents', and 'Reports'. A link for 'View Job Card User Guides' is present. The 'REQUISITION INFORMATION' section contains several dropdown menus and text boxes: 'Internal Team' (SA-Strategy and Entrepreneurship - 20203), 'Recruitment Process:*' (SA - Faculty Tenure Track Appointment), 'Application Form:' (SA-Faculty Tenure Track) with 'Preview' and 'Question Library' buttons, 'Job Code/Employee Classification:*' (Instr Fac AY) with a search icon and a dropdown for 'Job Code: 2360', and 'Salary Range/Grade:*' (2360-ASSISTANT PROFESSOR-Grz) with a search icon. Below this, a table shows '6. OFA Final Review:' by Jacquelyn Kernen and 'HR/Faculty Affairs Representative:*' by Casey Valdez. A 'Next page >' link and a note 'Please fill in all mandatory fields marked with an asterisk (*).' are also visible. At the bottom, buttons for 'Save a draft', 'Approve', 'Decline', and 'Cancel' are shown, with a red arrow pointing to the 'Approve' button.

Note: Declining the job card approval will return the job card to the initiator. It is advised not to Decline a job card. Reach out to Employment Services or Faculty Advancement if changes are needed.

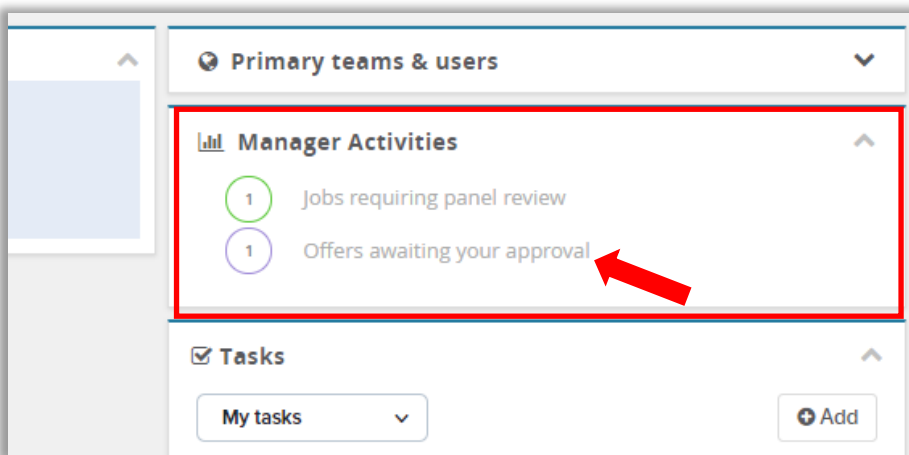
Approving the Offer Card

If you are not taken directly to the offer card from the link in the email, you will need to navigate to the offer card from your home page.

Hiring Managers will navigate to pending approvals by selecting the **Offers awaiting your approval** link in the Offers tile.



Other users will navigate to pending approvals by selecting the **Offers awaiting your approval** link in the Manager Activities box.



A list of offers that are assigned to you for approval will appear. Click **View** on the right (you may need to scroll to the right side) to see the details of that job.

The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer.

Offer created	Applicant name	Originator name	
Jul 20, 2021	Paolo Professor	Casey Valdez	View

When you are ready to approve the offer, scroll to the bottom and click **Approve**. The next approver on the list will be notified.

Offer details

Paolo Professor

[Revision history](#)

Personal details

Address: California United States Phone:

E-mail: hornethire+paolo@gmail.com

[View profile](#)

Job details

CSU Working Title: **Assistant Professor of Political Science.**

Position Type: Instructional Faculty – Tenured/Tenure-Track

Campus: Sacramento

Division: Academic Affairs

College/Program: College of Soc Sci and IS

Department: Political Science - 38300

Time Basis: Full Time

Offer details

Approval status: Pending

[Save and close](#) [Submit](#) [Cancel](#) [Approve](#) [Decline](#)

Note: Declining the offer card approval will return the offer card to the initiator. It is advised not to Decline an offer card. Reach out to Employment Services or Faculty Advancement if changes are needed.