

CHRS Recruiting

Initiating a Staff or MPP Job Card

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Before you Start

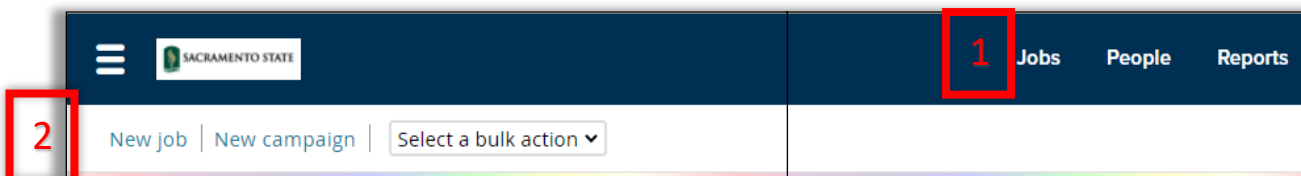
Before you begin your work on the Job Card, please ensure you have completed these first crucial steps:


- ✓ Obtain an approved Position Description from Classification & Compensation. You will need this to fill out the Job Card.
 - CHRS Recruiting does not utilize “Posting Templates” as used in PeopleAdmin. Departments will use the Position Description to populate necessary fields on the Job Card.
- ✓ Contact Budget Planning & Administration at bpa-01@csus.edu to confirm information regarding the position number for this recruitment.
- ✓ For replacement positions, confirm the position number is active.
- ✓ For new positions, ask that a position number be created in CMS/PeopleSoft.

About Position Numbers:

- Position numbers that have been vacant for an extended period of time may have been inactivated and will not appear in CHRS Recruiting. The Budget Planning & Administration office is able to reactivate these position numbers when notified.
- Position numbers updated/created by Budget Planning & Administration will take a day to populate in CHRS Recruiting.

Open a New Job



#	Field	Information
1	Jobs	Click the Jobs tab from the top blue banner.
2	New Job	Click New Job to open the Select a Template window. (You can also click the hamburger button  at the top left and select New Job from the drop down list.)

Select a Template

1 1. Team link
SA-HR Employee Services - 48000

2 2. Position Number
HR EMPL SVC ASC-12 MO
SA-00001819

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values.

3 3. Campus
Northridge
Pomona
Sacramento
San Bernardino
San Diego

Select a job template:

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

4 4. Template
--No template--
SA-Faculty Tenure Track
SA-Staff/MPP Job Template

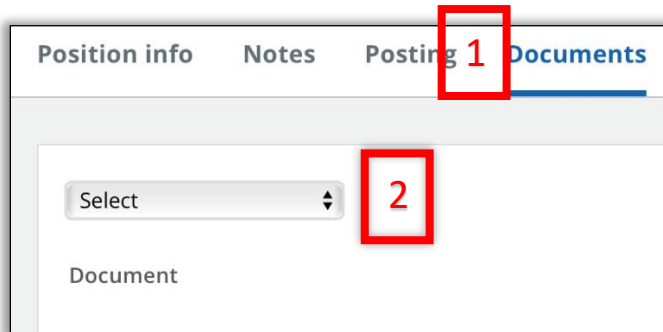


#	Field	Information
1	Team Link	Team Link defaults to the team of the user initiating the job.
2	Position Number	Select the most appropriate position number (this can be changed later). This number will fill some of the Job Card fields on the next page.
3	Campus	Select Sacramento.
4	Template	Select the appropriate template for your job (MUST have Sacramento's SA- prefix)

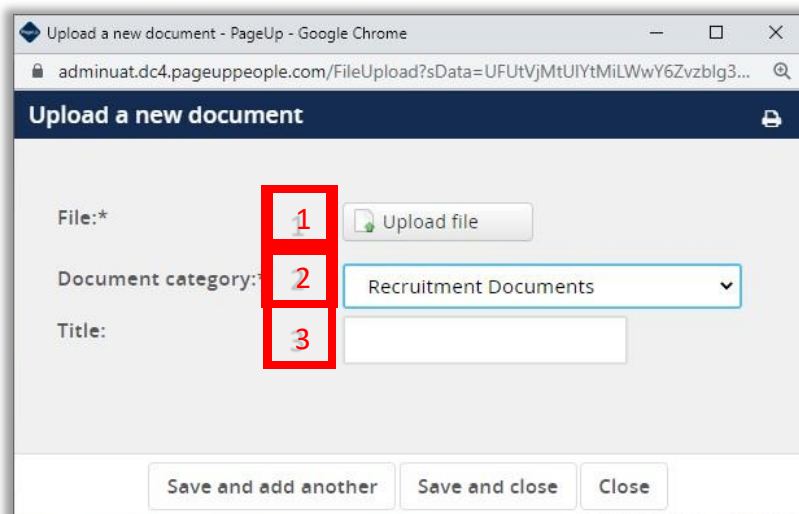
Documents

Before filling in the requisition information you will need to upload the following required documents:

1. Signed Position Description (approved by HR - Classification & Compensation)
2. Interview questions (include phone and in-person questions in one document)
3. Exercise/skills test and rubric (if applicable)



#	Field	Information
1	Documents	Click the Documents tab before adding requisition information.
2	Drop down menu	Select Document from a file to open the Upload a new document window (below).





#	Field	Information
1	File	Click Upload file to choose the file you want to upload.
2	Document Category	Select Position Description for the signed Position Description (PD). Select Interview Questions and Evaluation when uploading the interview questions.
3	Title	Title the document appropriately. Click Save and close , and return to the Position Info tab.

Requisition Information (7)

REQUISITION INFORMATION

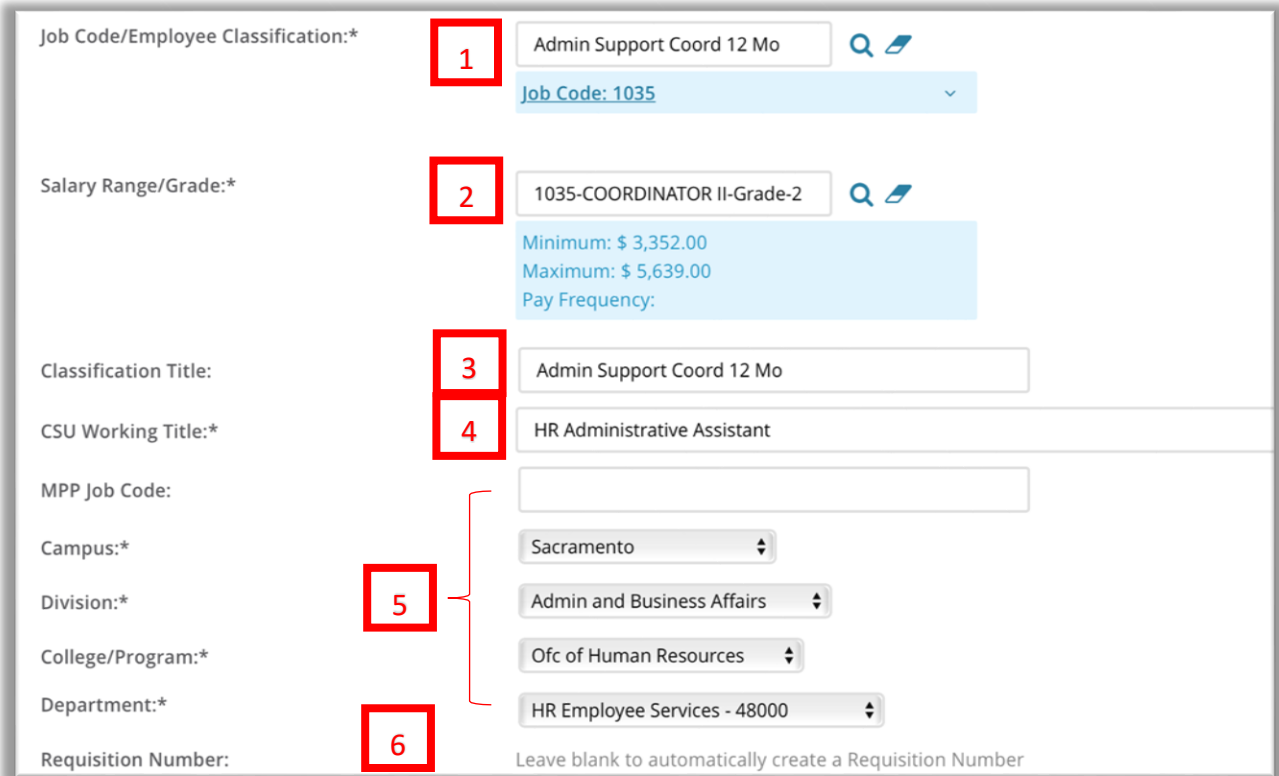
Internal Team: 1 SA-HR Employee Services - 48000

Recruitment Process:* 2 SA-Staff/MPP Recruitment Process

Application Form: 3 SA-Staff/MPP Application Form 4 Preview Customize for job

#	Field	Information
1	Internal Team	The internal team determines who has access to this job and its applicants. This field defaults to the team of the initiator of the job. It is not typically necessary to change this field.
2	Recruitment Process*	Select the applicable Staff/MPP recruitment process (SA-Staff/MPP Recruitment Process).
3	Form	Select the application form that applicants will see when they apply for this position (SA-Staff/MPP Application Form)
4	Customize for Job	This is where Supplemental Questions will be added to the application, if applicable. This will be completed by the Recruitment Analyst during the Work Plan meeting.

Requisition Information (8)



The screenshot shows a web form for entering requisition information. The fields are as follows:

- 1**: Job Code/Employee Classification*: Admin Support Coord 12 Mo
- 2**: Salary Range/Grade*: 1035-COORDINATOR II-Grade-2
- 3**: Classification Title: Admin Support Coord 12 Mo
- 4**: CSU Working Title*: HR Administrative Assistant
- 5**: Campus, Division, College/Program, Department: Sacramento, Admin and Business Affairs, Ofc of Human Resources, HR Employee Services - 48000
- 6**: Requisition Number: Leave blank to automatically create a Requisition Number

#	Field	Information
1	Job Code/ Employee Classification*	Defaults from position number entered.
2	Salary Range/Grade*	Defaults from position number entered. The range indicated is a system-wide range.
3	Classification Title	Defaults from position number entered. Leave what is defaulted or leave blank.
4	CSU Working Title*	This is the title that is displayed on the job posting. Defaults from position number entered. Change to show specific working title. Example: HR – Administrative Assistant
5	Campus, Division, College/Program, Department	Should populate based on position number entered. If not, choose Sacramento and then the division, college, and department of the search.



#	Field	Information
6	Requisition Number	Leave this field blank. A requisition number is generated automatically.

Open Positions

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no	Type:*	Applicant	Application status	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 2px; margin-right: 5px; font-weight: bold; color: red;">1¹</div> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="HR EMPL SVC ASC-12 MO"/> <div style="margin-left: 10px; color: #0070c0;"> 🔍 ✍️ </div> </div> <div style="background-color: #e6f2ff; padding: 2px; margin-top: 2px; font-size: 0.9em;"> Position no: SA-00001819 ▼ </div>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 2px; margin-right: 5px; font-weight: bold; color: red;">2</div> <div style="border: 1px solid #ccc; padding: 2px;"> Replacement ▾ </div> </div>	-	-	Cancel

#	Field	Information
1	Position no	<p>This field was completed when you selected the position number on the Select a Template page.</p> <p>If you did not select a position number on the template page, you are required to select one here. Use the magnifying glass to search for the most accurate position number. Be sure to only use position numbers with the SA- prefix.</p> <p>If this is a new position and you do not have a position number, the Budget department will complete during the approval process.</p>
2	Type	Choose New or Replacement from the drop-down menu.

Requisition Details

REQUISITION DETAILS

Auxiliary Recruitment:* 1 Yes No

Reason:* 2

Justification for Recruitment:* 3
 If new position, note as such in this section
 If replacement position, please provide explanation

Previous/Current Incumbent:

Work Type:*

Hiring Type:*

Job Status:* 4

Time Basis:*

FTE:

Hours Per Week:

FLSA Status: 5

CSU Campus (Integration for 3rd Party Solutions):*
 City: Sacramento

#	Field	Information
1	Auxiliary Recruitment	Select No .
2	Reason*	Select a reason for the requisition from the menu.
3	Justification for Position*	Staff/MPP positions should be approved by HR – Classification and Compensation prior to being initiated in CHRS Recruiting. Please add the justification for the replacement recruitments here.
4	Remaining Requisition Details Fields	These fields should populate automatically based on the position number. If not, fill in as shown above or as appropriate for your job.
5	FLSA Status	Choose proper FLSA Status as determined on the Position Description (EX = Exempt, NE = Non-Exempt). If this is an MPP recruitment, choose “Exempt.” FLSA Status: <input type="checkbox"/> EX <input checked="" type="checkbox"/> NE

Job Details

JOB DETAILS

Job Summary/Basic Function:

Information to be entered into Advertisement Text section.

Minimum Qualifications:

Information to be entered into Advertisement Text section.

Required Qualifications:

Information to be entered into Advertisement Text section.

Preferred Qualifications:

Information to be entered into Advertisement Text section.

Special Conditions:

Information to be entered into Advertisement Text section.

License / Certifications:

Information to be entered into Advertisement Text section.

Physical Requirements:

Information to be entered into Advertisement Text section.

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
-----------	---------------------------	----------------------

i There are no items to show

New

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Information to be entered into Advertisement Text section.

Job Details section can be left as is except for "Supervises Employees" question and information field. Pull this information from the Position Description.

Position Designation

POSITION DESIGNATION

Mandated Reporter:* 1

Conflict of Interest:* 2

NCAA: Yes No

#	Field	Information
1	Mandated Reporter	Refer to Attachment B of Executive Order 1083 for guidance on selecting proper Mandated Reporter status for this position
2	Conflict of Interest	Refer to the CSU Designated positions list to determine need of Conflict of Interest forms and training for this position. If you do not see the position you are recruiting for, but this position will have authority of purchasing and campus contract decisions, work with your Recruitment Analyst to help determine the proper selection.

Budget Details

BUDGET DETAILS

Benefit Eligible?: Yes No

Anticipated Hiring Range:

Budget/Chart field/Account string: 1

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center: 2

Pay Plan: 3


Pay Plan Months Off:


#	Field	Information
1	Budget/Chart field/Account string	Enter the budget/chart field/account string for this position.
2	Cost Center	Defaults to GFND (General Fund). Change if necessary.
3	Pay Plan	Update to applicable Pay Plan . (Most Staff/MPP positions are on the 12 month Pay Plan)


Posting Details (1)

POSTING DETAILS

Posting Type:* 1

Review Begin Date: 2 

Anticipated Start Date: 3 

Anticipated End Date: 

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:* 4

#	Field	Information
1	Posting type*	Indicates what type of posting will be required. Staff/MPP positions are normally open recruitments.
2	Review begin date	Click on the calendar to select the initial review date.
3	Anticipated Start date	Click on the calendar to select the start date.
4	Posting Location*	Specifies the campus site where this job should be posted. Make sure to select Sacramento.

* The only required box in this section is the **Posting Type** and **Posting Location**. You can discuss the remaining details with the Recruitment Analyst during the Work Plan meeting. HR can update the fields accordingly.

Posting Details (2)

If you plan to advertise externally indicate the advertising sources:

Additional/Other Advertising Sources:


Advertising Summary:*

Advertisement text:*

CSU Careers
 Inside Higher Ed
 CalJobs
 Chronicle of Higher Ed
 LinkedIn
 JobElephant

*** [Standard Posting Template](#) ***
 *** [Marketing Posting Template](#) ***

*****SAVE A DRAFT OF YOUR WORK BEFORE EDITING THIS SECTION*****



#	Field	Information
1	External advertising sources	Select CSU Careers . Please specify any other sites you would like to advertise the position.
2	Additional/Other advertising sources	Please specify any other sites you would like to advertise the position.
3	Advertising summary*	Use this field to provide a high-level summary of the position. This summary will appear under the posting title on the Careers page. It might be helpful to pull this verbiage from the Position Summary on the approved PD. 500 character limit.
4	Advertising text*	Enter the advertising text the way it should be presented in the job posting. Use the built in template and do not alter any of the non-highlighted text provided. NOTE: This is the only field that feeds the vacancy. There will be no other information included in the vacancy announcement other than what is entered in this text box. See Appendix A for the full template provided.

Search Details

SEARCH DETAILS

Search Committee Chair: 1 🔍 ✎

No user selected

Search Committee Members:

Add Search Committee Member



2



Recipient



#	Field	Information
1	Search Committee Chair	Search for and select a user who will be the Search Committee Chair .
2	Search Committee Members	Click Add Search Committee Member to search for and add search committee members.

Users and Approvals (1)

USERS AND APPROVALS

Reports to Supervisor Name: 1  
No user selected

Administrative Support: 2  
No user selected



Compliance Panel Facilitator: 3  
No user selected

Additional viewers:

Recipient

No Additional viewers selected.

Additional viewers information:

Hiring Administrator:* 4  
No user selected



#	Field	Information
1	Reports to Supervisor Name	This field should auto populate based on position number entered. If it does not, search and add the direct supervisor.
2	Administrative Support	Use this field to identify additional users who will need to access the job card and and applicants for administrative purposes, such as a college analyst.
3	Compliance Panel Facilitator	Leave blank.
4	Hiring Administrator*	Department Administrative Coordinator. This is typically the person initiating the Job Card.

Users and Approvers (2)

Approval process:* **1** SA-Staff/MPP Approval Process

1. Department Level Approver: **2**
No user selected.

2. Program Center Level Approver:
No user selected.

3. Division Level Approver:
No user selected.

HR/Faculty Affairs Representative:* **3**
No user selected.

Recruitment Status:* **4** Select

Next page >



#	Field	Information
1	Approval Process*	Approval processes have been configured by your campus administrators. Select SA-Staff/MPP Approval Process.
2	Approvers	<p>Enter approvers as indicated:</p> <ol style="list-style-type: none">1. Department Level Approver2. Program Center Level Approver3. Division Level Approver <i>(not pictured above)</i>4. Budget5. HR Analyst (Robert Bartley, Steven Colson, or La Torria Jones)* <p>If you do not know who to enter into 1, 2, or 3, please work with your supervisor as this is a business process specific to your department and not arranged by Human Resources.</p>
3	HR/Faculty Affairs Representative*	<p>Enter the HR Analyst (Robert Bartley, Steven Colson, or La Torria Jones) assigned to your college.*</p> <p><i>*Please see Appendix B for HR Department Analyst Campus Assignments</i></p>
4	Recruitment Status*	<p>Indicates the current status of the Requisition: 'Draft' = Not ready for approval 'Pending Approval' = Requisition has been submitted.</p> <p>You can save a requisition as a draft.</p>

Appendix A: Job Posting Template

Working Title

CSU Classification Title

Posting Details

Application Deadline:

-or-

Priority Application Date (Posting will remain open until filled):

Hiring Preference

Not Applicable

or

Eligible on-campus applicants in California State University Employees Union (CSUEU) Bargaining Units 2,5,7, and 9 will be given first consideration in the recruitment.

or

This position is open for application by current Sacramento State staff employees only per Article 9.2 of the current California State University Employees Union (CSUEU) contract.

Position Summary

Copy and paste from approved PD

FLSA:

CSU Classification Salary Range: \$xx,xxx - \$xx,xxx per month

Hiring Range:

Salary Grade/Range:

Recruitment Type: Regular/ Temporary

Time Base: Full-Time/Part-Time/Hourly-Intermittent

Pay Plan: If other than 12 months

Work Hours:

Department Information

Information on department function and purpose.

Minimum Qualifications

Copy and paste from approved PD

Required Qualifications

Copy and paste from approved PD

Preferred Qualifications

Copy and paste from approved PD

Required Licenses/Certifications

Copy and paste from approved PD

Documents Needed to Apply

List documents needed for this position: Resume, cover letter, diversity statement, etc.

About Sac State

Sacramento State is located in the heart of California’s capital city, five miles from State Capitol. The lush, 300-acre campus is situated along the American River, close to numerous bike trails and other recreational areas. Sacramento, also known as the “Farm-to-Fork Capital,” is one of the most ethnically diverse and livable cities in the country, with a population of half of a million. Sacramento State’s 31,000 students come not only from the Greater Sacramento Region, but also from across the state, country, and world. Our 1800 faculty and 1,500 staff are committed to meeting our mission: “As California’s capital university, we transform lives by preparing students for leadership, service, and success. Sacramento State will be a recognized leader in education, innovation, and engagement.” As the regional hub of higher education, Sac State is dedicated to student success, diversity, equity and inclusion, community engagement, philanthropy, and campus safety.

As evidenced by the values embedded in our Hornet Honor Code, Sacramento State is committed to creating an inclusive environment where all faculty, staff, students, and guests are welcome and valued. Our commitment is more than simply ensuring that our

campus is free from bias and discrimination, but is one devoted to celebrating many diverse identities, life experiences, and perspectives that enrich our community, teaching and learning.

To learn more about why you should join the Hornet Family, please visit the Why Sac State? page.

Background Check Disclaimer

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

COVID-19 Vaccine Certification Information:

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr-empservices@csus.edu

Out of State Employment Policy

Sacramento State University, as part of the CSU system, is a State of California Employer. As such, the University requires all employees (upon date of hire) to reside in the State of California. As of January 1, 2022 the [CSU Out-of-State Employment Policy](#) prohibits the hiring of employees to perform CSU-related work outside the state of California.

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, sex, gender identity/expression, sexual orientation, pregnancy, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <https://www.csus.edu/administration-business-affairs/internal/your-hr/benefits/disability-parental-leave.html#reasonable-accommodations-interactive-process> .

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit <https://www.csus.edu/compliance/hr-compliance/mandatory-dhr-training.html> .

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification:

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the current Annual Security Report (ASR) is available for viewing at <https://www.csus.edu/clery> .

The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request at the Police Service Center located in the University Union.

Eligibility Verification

Selected candidate must furnish proof of eligibility to work in the U.S.. California State University, Sacramento is a sponsoring agency (i.e. H-1-B Visa).

Note to Applicants:

Possession of the minimum qualifications does not guarantee an interview unless required by collective bargaining agreement.

Appendix B: HR Department Analyst Campus Assignments

Bob Bartley – rbartley@csus.edu

- Academic Affairs Administration
- Administration & Business Affairs
- College of Arts & Letters
- College of Health & Human Services
- Office of the President
- Public Affairs & Advocacy

La Torria Jones – latorria.jones@csus.edu

- College of Continuing Education
- College of Education
- College of Social Sciences & Interdisciplinary Studies
- Athletics
- International Programs & Global Engagement
- Inclusive Excellence
- University Advancement
- University Housing Services

Steven Colson – stevencolson@csus.edu

- Information Resources & Technology
- Student Affairs
- Library
- College of Business
- College of Engineering & Computer Science
- College of Natural Science & Mathematics
- Student Health Services