Create a Job Requisition for an Emergency Hire

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Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.

SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.
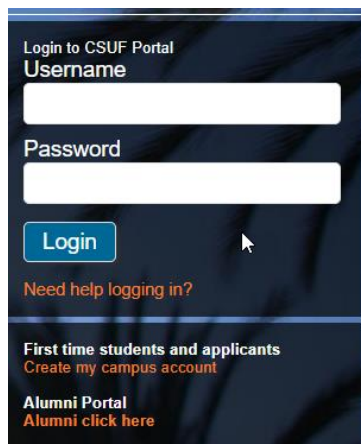
Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If your access is limited, a request must be submitted to Melvin Alegado at malegado@fullerton.edu.
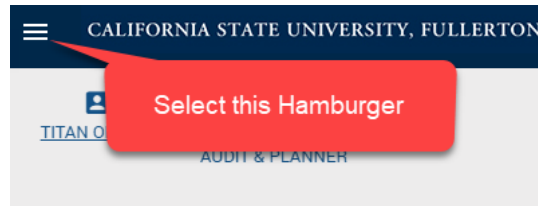
1. **Open a web browser (Google Chrome is recommended)** **IMPORTANT: POP-UP Blocker needs to be turned-off.**	
2. **Log into the Portal and enter your username and password**	Login to CSUF Portal Username Password Login Need help logging in? First time students and applicants Create my campus account Alumni Portal Alumni click here

3. **Search for the CHRS Recruiting App**	

Create a Job Requisition for an Emergency Hire

This process allows a hiring manager or designee to submit a requisition for an emergency hire position. This type of recruitment is a direct appointment. The department can provide the selected candidate's information within the requisition.

IMPORTANT: Prior to creating a Requisition, you must have a CMS Position Number.
Please have the CMS number available or contact your budget representative.

1. **Your Dashboard:** A. Click on the "New Job" button to access the "Select a Job Template" page.	
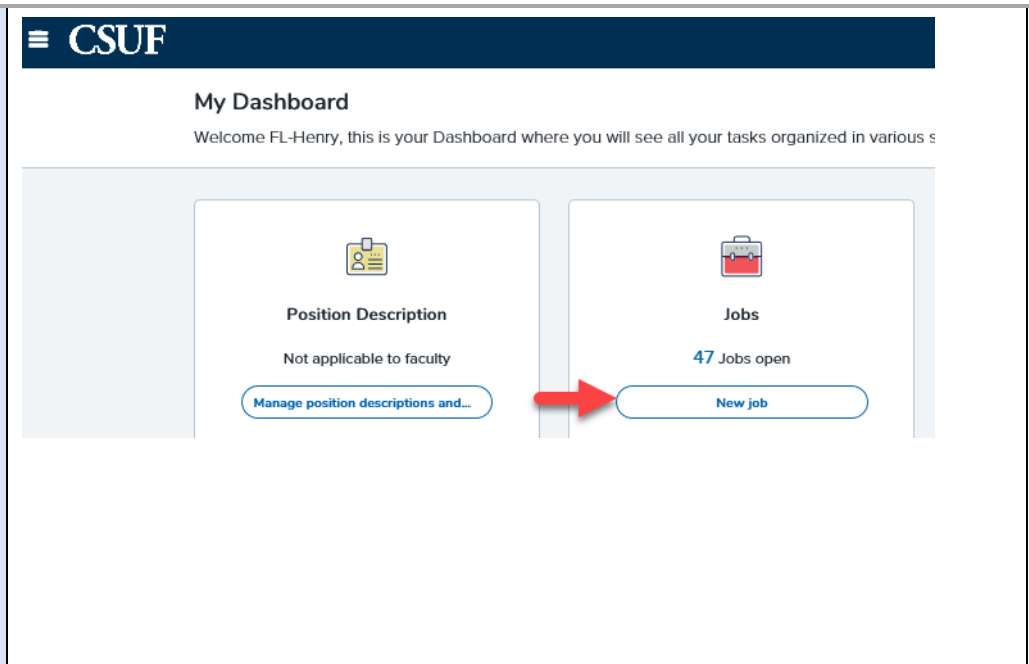
2. Select a Job Template

On the Select a job template page the Campus Link is displayed. The Campus Link filters the job card. Complete the following fields:

A. **Campus Link:** Campus Link filters the job card. If you have access to more than one department, select the department associated with this recruitment.

B. **Position:** Enter the CMS number for this position in the following format FL-000XXXXX . If you paste the Position ID into the field, you must click the Binoculars or press Enter to ensure that the Position ID is entered properly.

C. **Campus:** Campus filters the job templates that you can choose. In the Campus field, select "**FULLERTON**" campus.

D. **Template:** Job template fills job card fields. Please select the template that applies to the Emergency Hire position that you are creating. If the appropriate template does not exist for your Emergency Hire, please contact the Talent Acquisition Team.

A

1. *Campus Link

FL-EE Dean-10272 ▼

2. Position*

B

🔍 ✎

No position* selected

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

3. *Campus

C

--No *campus--
Fullerton
San Bernardino
San Diego
San Luis Obispo

4. Template

D

--No template--
FL - Casual Worker
FL - Special Consultant
FL - Student Assistant
FL - Student Assistant (Non-Represented)

Notes and Guidelines

- If you click **Next** without completing the fields on the **Select a template** page, the job card opens with no template and no Position ID.

- The **Position*** field displays the Position title after you enter a value.

Job Requisition Information

The job requisition, or job card, contains three tabs that store vital job information.

Job Card tabs	
A. **Position Info** – This tab displays the Requisition Information form. This page also includes the Approval process. B. **Notes** – This tab is for saving and recording information about the job as it progresses through the recruitment process. C. **Documents –** This tab is used to store documents that are related to this job, such as position descriptions or other notes and files.	**(492559) New job** **Position info** Notes Documents
Position Info A. Update the "CSU Working Title" to a relatable position, i.e. Office Coordinator ***IMPORTANT: Leave the "Requisition Number" blank. This will automatically create a new Requisition number***	**REQUISITION INFORMATION** Internal Team: FL-EE Dean-10272 *Job Code/Employee Classification:* Admin Support Coord 12 Mo 🔍✐ Job No: 1035 Classification Title: MPP Job Code: *CSU Working Title:* Office Coordinator Requisition Number: Leave blank to automatically create a Requisition Number

Number of Open Positions Information

A. Click the blue arrow to the right of the position number to view position details

B. Review the information to ensure accuracy

C. Update the position "Type" accordingly

D. If there are multiple positions, input the number of new or replacement positions and select the "Add more" button

NUMBER OF OPEN POSITIONS

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

Positions:

Position no	Type:	Applicant	Application status	
1 Special Consultant-Staff 🔍	C Select ▼	-	-	Cancel
Position no: FL-00029180	A			

New: [ ] Replacement: [ ] Add more

D

Position no: FL-00029180 ^
Position Name: Special Consultant-Staff
Current Incumbent:
Reports To: Eriko Self
Campus: Fullerton
Division: VP, Academic Affairs
College: College of Humanities & SS
Department: Psychology - 10193
Grade: 0
Cost Center: GFND
Funded: Yes   B
FTE: .010000
MPP Job Family:
Hours Per Week: .40
Union:E99
Critical:No

Position Details

A. Select the appropriate "Reason" for this position

B. Enter the "Justification for Position"

C. Select the appropriate "Hiring Type" for this position

D. Review these fields to ensure they pre-populated from the position number correctly

E. Review these fields to ensure they pre-populated from the selected requisition template correctly. Data can be manually entered if needed

POSITION DETAILS

Field	Value
Reason:*	A — Select
Justification for Position:*	B
Previous/Current Incumbent:	
Hiring Type:*	C — Select
Job Status:*	Select
Time Basis:*	Part Time
Position Type:*	Staff
Campus:*	Fullerton
Division:*	VP, Academic Affairs
College/Program:*	College of Humanities & SS
Department:*	Psychology - 10193
Campus:	Fullerton Campus
	City: Fullerton
FTE:	.010000
Hours Per Week:	.40
FLSA Status:	Other

D brackets the Job Status through Department fields.

Field	Value
Job Summary/Basic Function:	Extensive experience in the particular area or specialty for which the consultant's services are required, and which demonstrates that the incumbent has successfully applied a wide variety of knowledges and skills in achieving similar objectives.
Minimum Qualifications:	Job-related educational preparation appropriate to the assignment or the appropriate CSU standard.
Required Qualifications:	Under general direction, the Special Consultant performs special assignments of a temporary nature, based on a particular knowledge, ability or expertise. Other duties as assigned.
Preferred Qualifications:	
Special Conditions:	
License / Certifications:	
Physical Requirements:	

E brackets the Job Summary through Physical Requirements fields.

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F. Make the appropriate selections for these fields for this position	Mandated Reporter: Not mandated ▼ NCAA: ○ Yes ○ No Conflict of Interest: None ▼ Supervises Employees: ○ Yes ○ No If position supervises other employees; list position titles (#1): [text box] **F**
Sensitive Position **A.** All Emergency Hires are considered "Sensitive Positions" **B.** Complete the additional questions accordingly	**SENSITIVE POSITION** Is this a Sensitive position?: **A** ● Yes ○ No Click HERE to view Sensitive Positive criteria and select from below where relevant. Care of People (incl. minors) Animals and Property: Select ▼ Authority to commit financial resources: **B** Select ▼ Access/control over cash cards and expenditure: Select ▼ Access/possession of master/sub-master keys: Select ▼ Access to controlled or hazardous substances: Select ▼ Access/responsibility to personal info: Select ▼ Control over Campus business processes: Select ▼ Responsibilities requiring license or other: Select ▼ Responsibility for use of commercial equipment: Select ▼
Budget Details **A.** "Salary Range/Grade" will pre-populate based on the CMS number	**BUDGET DETAILS** Pay Plan: 12 Months ▼ Pay Plan Months Off: [text box] *Salary Range/Grade:* 1800-CASUAL WKR-Grade-0 Minimum $ 12.00 Maximum $ 140.00 Anticipated Hiring Range: [text box]

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Posting Details

A. Select "Direct Appointment" for "Posting Type"

B. In the "Advertising Summary" field, enter the following information:

- Name of Hire
- CWID
- Salary
- Anticipated Start Date
- Expected End Date

POSTING DETAILS

Posting Type: A   Direct appointment

Additional/Other Advertising Sources:

Advertising Summary: B   Jane Doe , 8999999999, $12.00 per hour, Start 8/5/19 , End 11/1/19

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Users and Approvals

A. The MPP Department Supervisor this position will report to

B. The person assisting with the hiring manager as needed

C. The hiring manager

D. Select "FL-Quick Hire"

E. The MPP Department Supervisor this position will report to

F. The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President

G. Do not edit this field

H. The "Next page" link is to add notes or attach documents related to the position description as needed

I. Click the "Submit" button, which will generate a Job Requisition Number (Job No) at the top of the page. The Job Requisition will be routed for approval

J. Select "Save & Exit" if you want to save the requisition, but do not wish to submit

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USERS AND APPROVALS

Reports to manager name: A
No user selected.

Department Admin: B
No user selected.

Additional viewers:
[Add Additional viewers]

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

Hiring Administrator:* C Christopher Reyes
Email address:
chrreyes@exchange.fullerton.edu

Approval process:* D FL - Quick Hire

1. **Dept. Supervisor:** E Melvin Alegado
malegado@exchange.fullerton.edu

2. **Appropriate Administrator:** F
No user selected

3. **HRDI Classifier:** G FL-HRDI Classifier
hrrecruitment@fullerton.edu

H
Next page ›

Please fill in all mandatory fields marked with an asterisk (*).

[Save a draft] [Submit] [Save & exit] Cancel
I J

Next Steps

Approval Process	The requisition is routed for approvals via email to the appropriate parties.
Conditional Offer of Employment	This is extended by the recruiter.
Background Check Initiation	The recruiter will initiate the background check process.
Finalization of Offer	1. The recruiter notifies the appropriate parties. 2. The new hire will be provided the offer and pre-employment packet with instructions for their first day.

Definitions and Terms

Approval Process	The Job Requisition has an approval process using workflow. Approvals are requested via email from the appropriate parties.
Dept. Head	The MPP who oversees the MPP Supervisor, if applicable, e.g., Associate Dean or the MPP who reports to an AVP or Dean.
Appropriate Administrator	The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President.
Position Management	The Position Management Analyst who oversees the position management program.
Reports To	The MPP Department Supervisor.
Asterisk Fields	<table><tr><td>**Asterisk location**</td><td>**Example**</td><td>**Required by**</td></tr><tr><td>**Beginning**</td><td>*Campus</td><td>CSU</td></tr><tr><td>**End**</td><td>Recruitment Status*</td><td>CHRS Recruiting</td></tr><tr><td>**Beginning and end**</td><td>*Reason*</td><td>Both CSU and CHRS Recruiting</td></tr></table>

Related documents

Approval Process

Job Requisition

Job Approvals