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Introduction

This guide outlines the recruitment process for staff and MPP positions.

What you will do (typically the Administrative Support on behalf of a hiring manager)

- Create a job requisition
  - Open New Job
  - Complete a Requisition Information form
  - Start the requisition approval process
- Email your designated recruiter to finalize your agreed-upon applicant pool.
- Schedule interviews.
- Transition applicants to the appropriate application status in CHRS.
- Transition selected candidates to appropriate application status in CHRS.

Prerequisites and Assumptions

- Your user's role must have permission to create new jobs. If you cannot access **New Jobs** in the Main Menu, then you might not have permission to create a job. Please contact your designated Employment Specialist for support.
- You must know the position number of the job you need to create.
- Have an HR approved Position Description.
- Have an approved Position Control Action Request (PCAR) form, if needed. (See guide below for details. For additional information, see PCAR Form Instructions.)
- MPP – include MPP Justification Form

Requisites and Assumptions

*Replacement Position (No Changes) – minimal updates

Example: Jose Smith (employee) has retired, Full-Time, 12 months. His duties and responsibilities have not changed but needs to have the date and section 7 (Supervision) updated, since the supervisor has changed. Make those changes and email the updated PD to your Employment Specialist for HR Approval Stamp. **Please highlight any updates or changes**.

Jose's Position Number was #00001234. Use this position number, since nothing about the position has changed. Make sure to include the position number on page 1 of Position Description.

NOTE: When emailing your Employment Specialist, a position description with little or no changes, include an appropriate Subject Line: "**Replacement PD – HR Approval Needed".**

** Replacement Position (with changes)

Example: Janai Jones (employee, Position Number #00001122) is separating from CSUB. She was an Administrative Analyst/Specialist Exempt I (AA/S ex. I). The Dean has decided that he does not need the Analyst duties performed any longer. He has revised the duties and responsibilities. Additionally, he wants this position to be 30 hours per week.

Email the PD with the current date to a Class/Comp Analyst for review and HR Approval Stamp. **Please highlight any updates or changes**.

This position has been changed substantially and needs to be reviewed by the Classification/Compensation Analyst to determine the appropriate classification. The Class/Comp Analyst has determined that the duties are consistent with the ASC II classification and has included that on the PD form. It is returned with the HR Approval Stamp. Now that you know the classification, you need to complete the PCAR form. You are changing a FT AA/S Ex I position to a .75 (30 hr./wk.) ASC II position. Route the PCAR in Adobe Sign for approvals. Position Control Team will create a new Position Number and indicate this on the PCAR form. Update your PD with the new position number.

NOTE: When emailing Class/Comp Analyst a New Position, include an appropriate Subject Line: "**New PD – HR Approval Needed".**

*** New Position – (No PD exists)

Example: Your Director was told by her Vice President that she can recruit for a full-time position to handle community outreach and social media campaigns. The Director writes a Position Description outlining the duties and responsibilities and sends it to the Class/Comp Analyst for review and any needed changes. The Class/Comp Analyst shares that the position duties are consistent with the Public Affairs/Communications Specialist II classification.

The Position Description is finalized and stamped with HR Approval and returned to you. Complete and send the PCAR form through Adobe Sign for approvals. Position Control will create the position of PA/CS II, full-time and assign a Position Number, which will be included on the PCAR form when it is returned to you. Update your PD with the new position number.

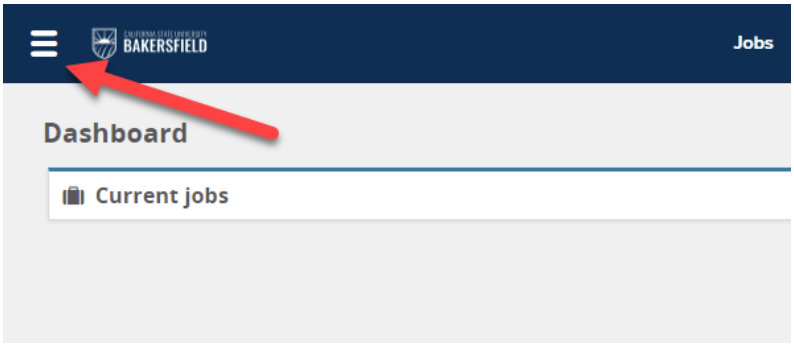
NOTE: When emailing Class/Comp Analyst a PD with substantial changes, include an appropriate Subject Line: **"Revised PD – HR Approval Needed".**

Step 1. Initiate a Job Requisition in CHRS

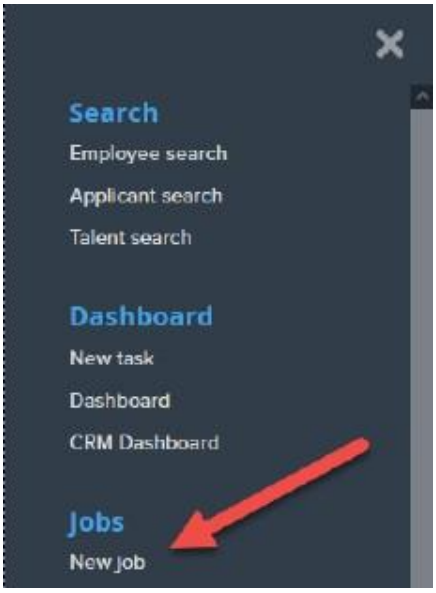
Make sure you have the required documentation before creating a position through CHRS. See Prerequisites and Assumptions above for details.

1. Click on the following link: https://calstate.dc4.pageuppeople.com/dashboard

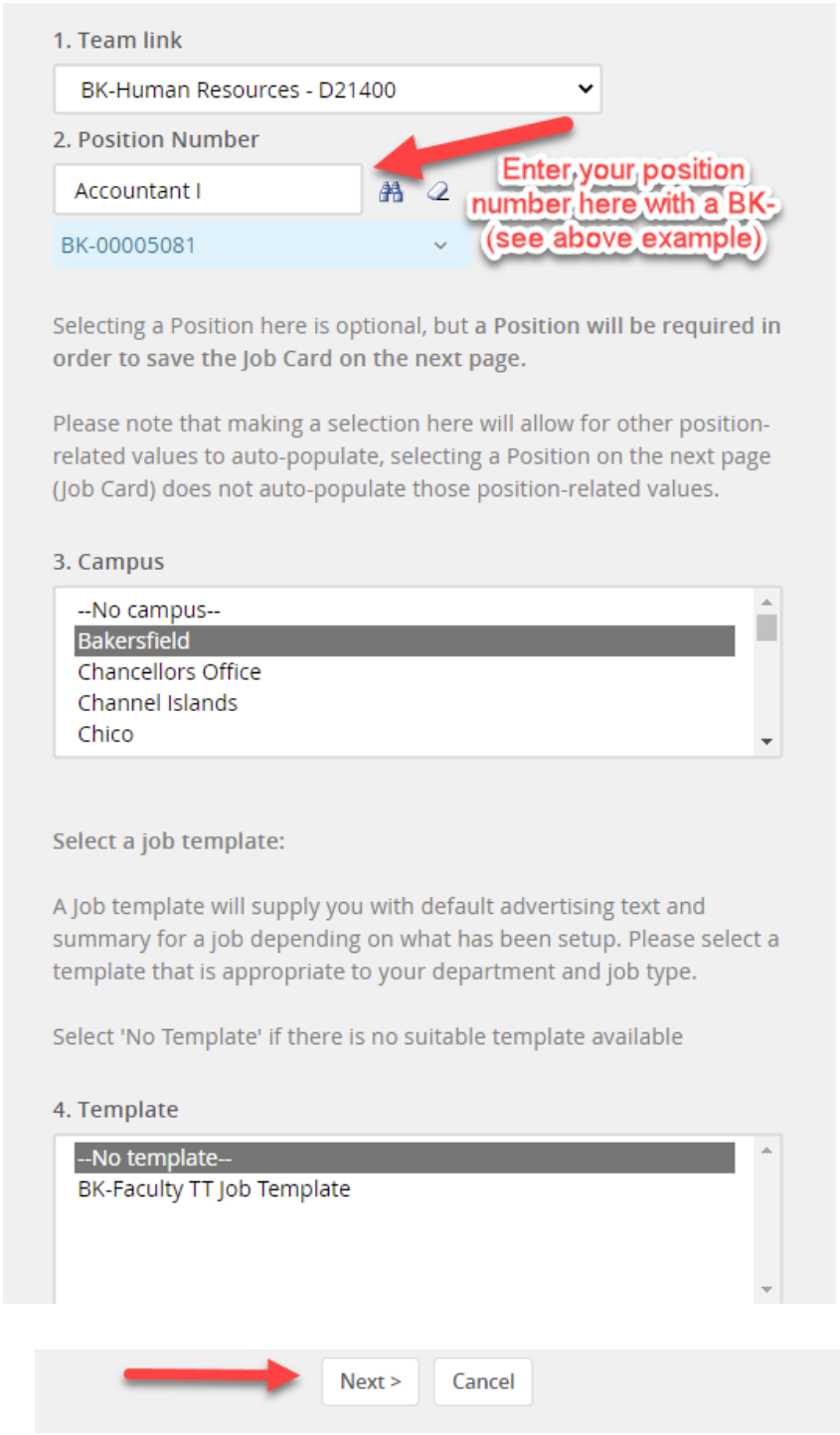
2. From the home screen, click on drop menu on left,



then click on New Job.



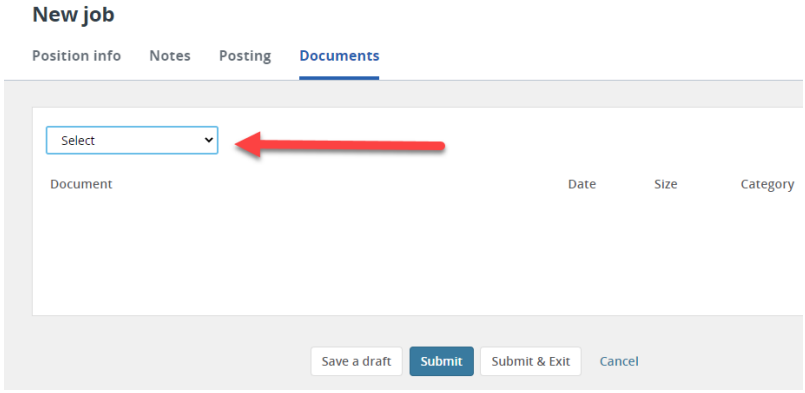
3. **Team link** will default to your department, enter the position number with a "BK-" designation in front of the position number (i.e. BK-00001234) and select **Bakersfield** as the campus. Select "No Template" and click **Next**.

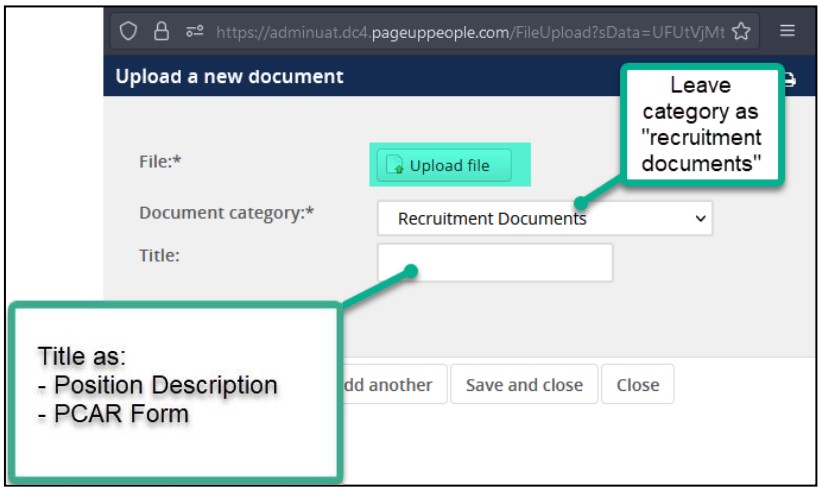


Adding Documents to the Job Card

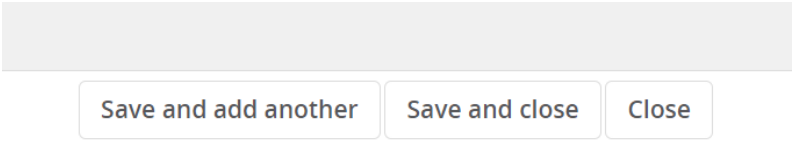
1. Once the Job Card opens, select **Documents**. Upload HR Approved Position Description, if applicable PCAR Form and/or MPP Justification Form, to the job card for Human Resources to access.

2. Select **Upload file**, leave the documents category as **Recruitment Documents**. You will need to upload each document individually.

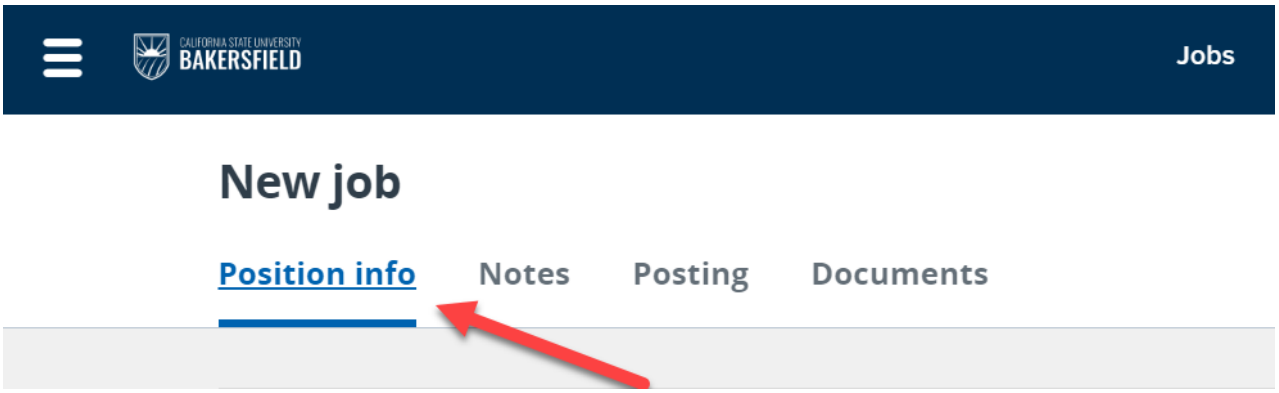




3. Click on “Save and add another” until you have added all of the documents. When you are done uploading documents, click on “Close” and that will close the dialogue box and attach your documents.

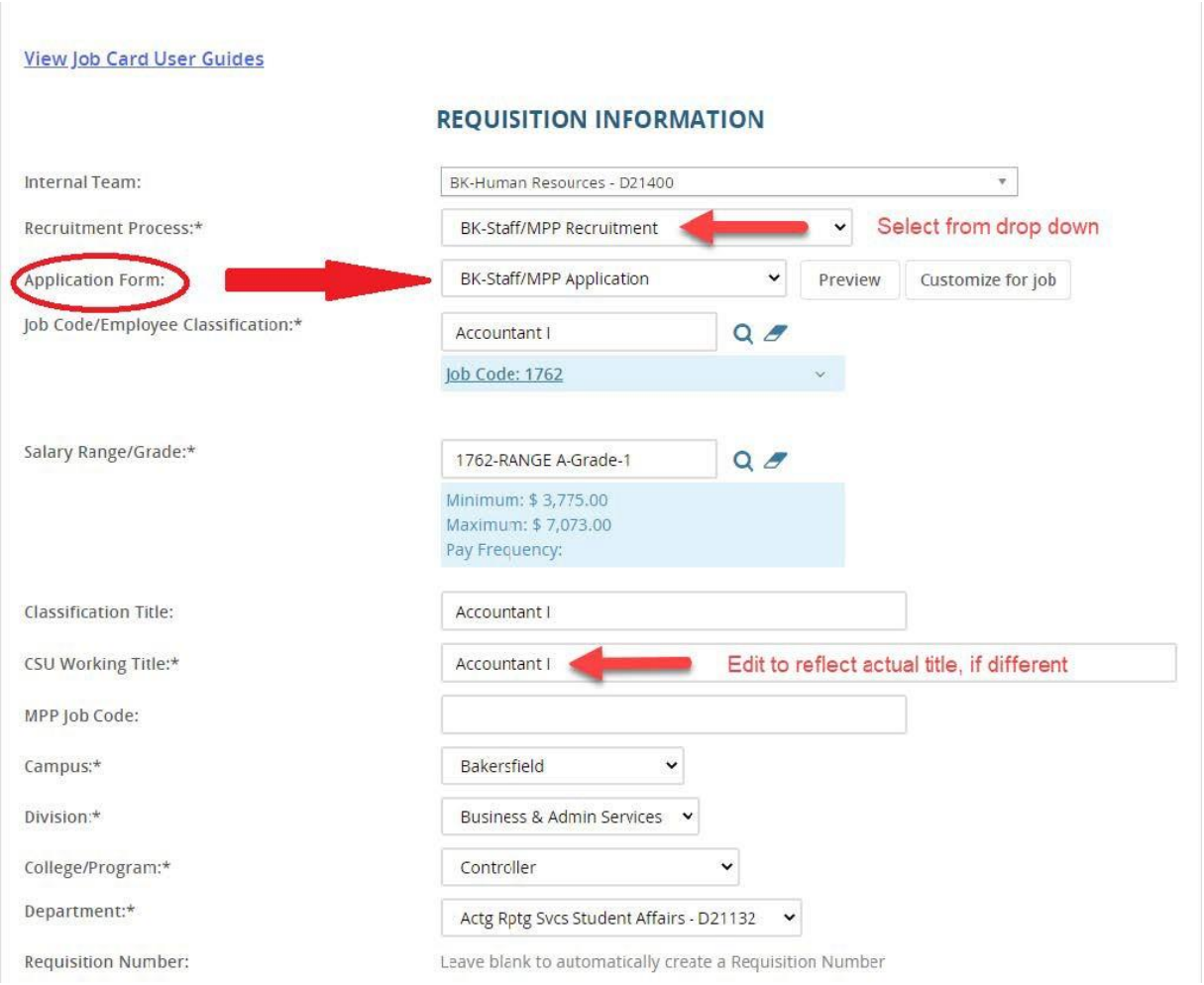


4. Click on “Position info” to return to Job Card and continue with the requisition.



Completing the Requisition Information Form

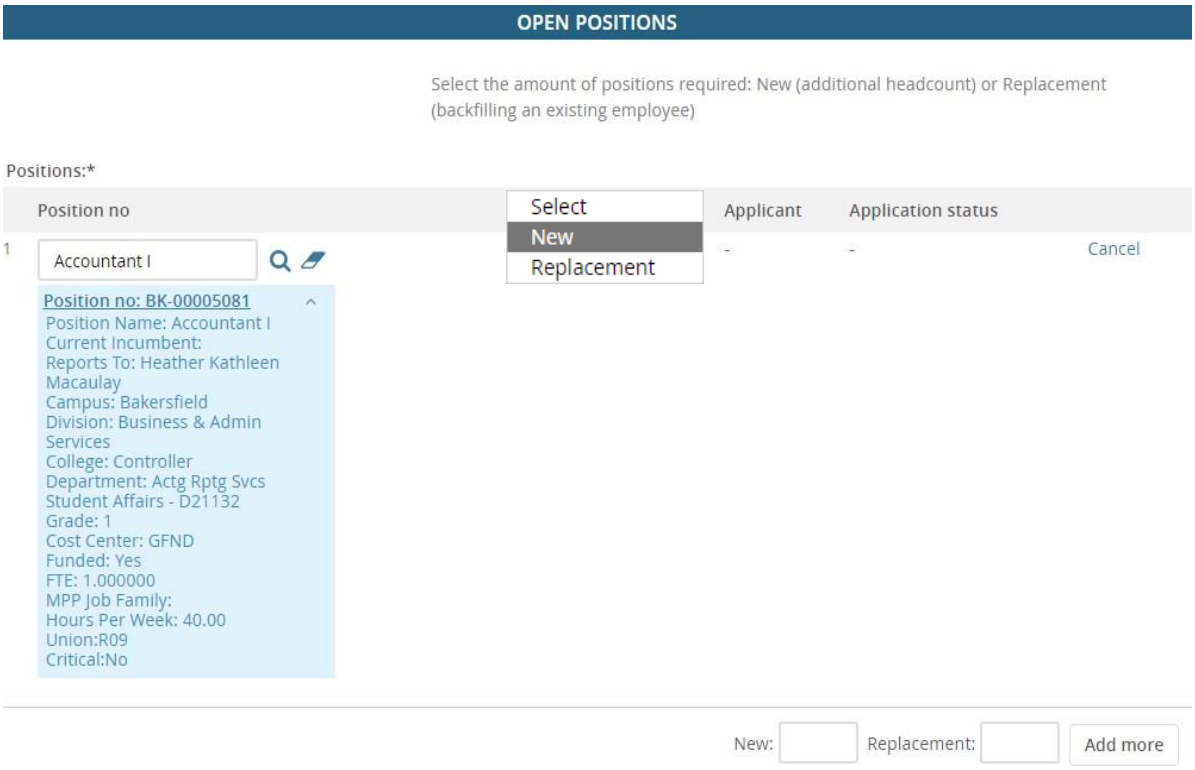
1. When you add the position number, the Job Card will auto-fill most of the information. Complete the fields with asterisks unless auto populated. Be careful to select the appropriate "Application Form" from the following options: **BK-Staff/MPP Application** OR **BK-Staff/MPP On-Campus Only Application.**



Open Positions

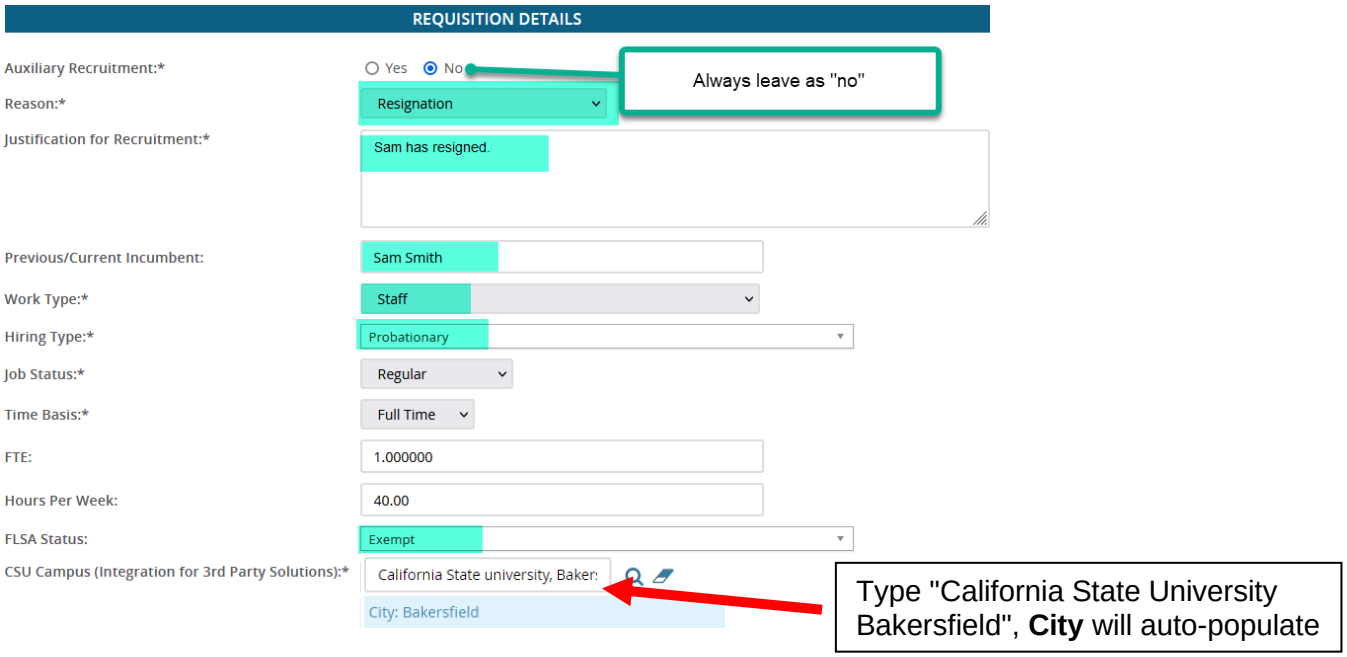
The position number field was completed when you entered the position number. You can expand the blue box to view information about the position.

1. Select if the position is **New** or **Replacement** from the drop down.
2. If you want to hire more than one of the same position - contact your Employment Specialist.



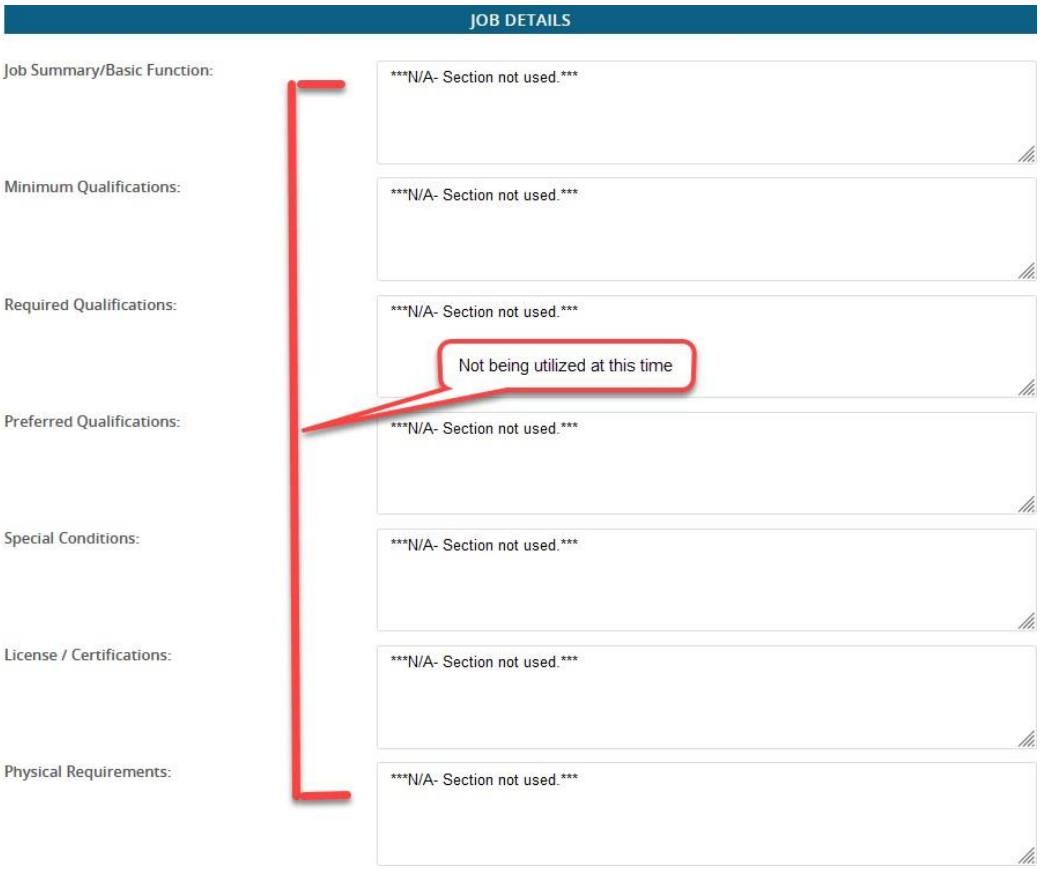
Requisition Details

1. Select **No** for Auxiliary recruitment.
2. Select the reason for the recruitment.
3. Enter the justification for the recruitment (Replacement or New).
4. Enter the name of the previous/current incumbent. If this is a new position, enter N/A.
5. Select the **Work Type** (staff or MPP only).
6. Select the **Hiring Type** ("Probationary" meaning permanent, temporary, at will for all MPP's, etc.).
7. Select the **FLSA Status** (Exempt/Non-Exempt). The rest of the required fields should auto fill from the position information.
8. Type "California State university, Bakersfield" in **CSU Campus. NOTE: make sure to type "university" in lower case.**

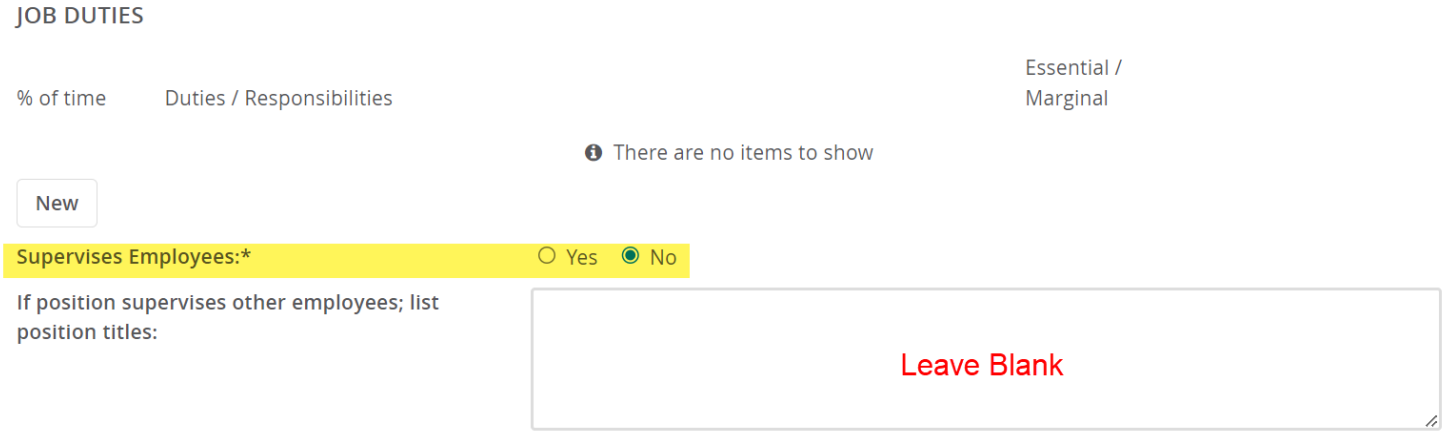


Job Details

1. The Job Details section will not be used at this time. Scroll down to "Supervises Employees" below.



Supervises Employees: select Yes if MPP, No otherwise.



Position Designation

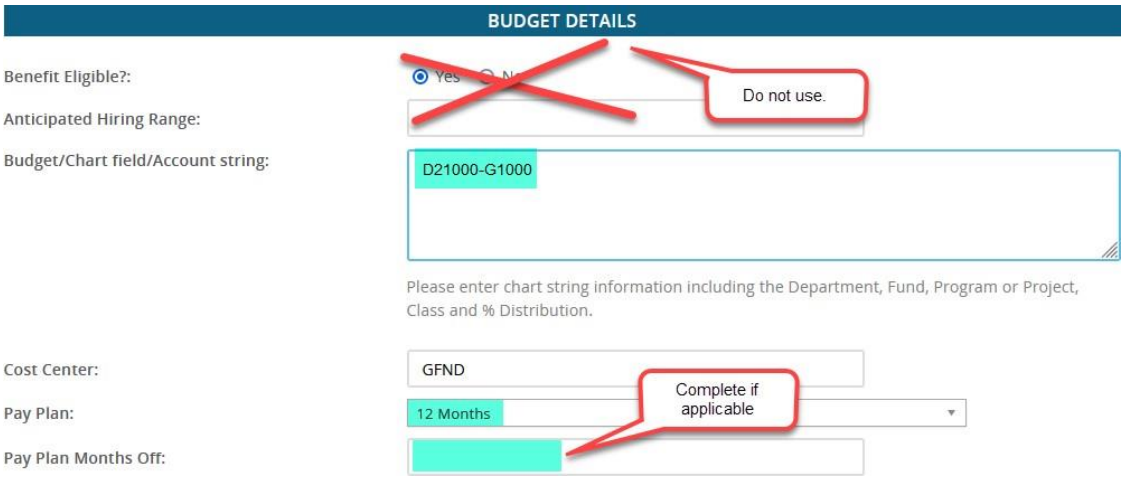
Complete the Position Designation section below. You can also click on the link titled **View Sensitive Position Criteria** for a more detailed version of the questions below. If any of the highlighted area is a "**Yes**", then the position is considered a "Sensitive Position".

POSITION DESIGNATION

Mandated Reporter:*	Select
Conflict of Interest:*	Select
NCAA:	○ Yes ○ No
Is this a Sensitive position?:	○ Yes ○ No
	View Sensitive Position criteria and select from below where relevant.
Care of People (incl. minors) Animals and Property:	Select
Authority to commit financial resources:	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
Is this a Campus Security Authority (CSA):	○ Yes ◉ No
	View CSA Position criteria and select from below where relevant.
Serves as security function:	Select
Designated recipient for crime/misconduct reports:	Select
Significant responsibility for Student Activities:	Select
Significant responsibility for Campus Activities:	Select

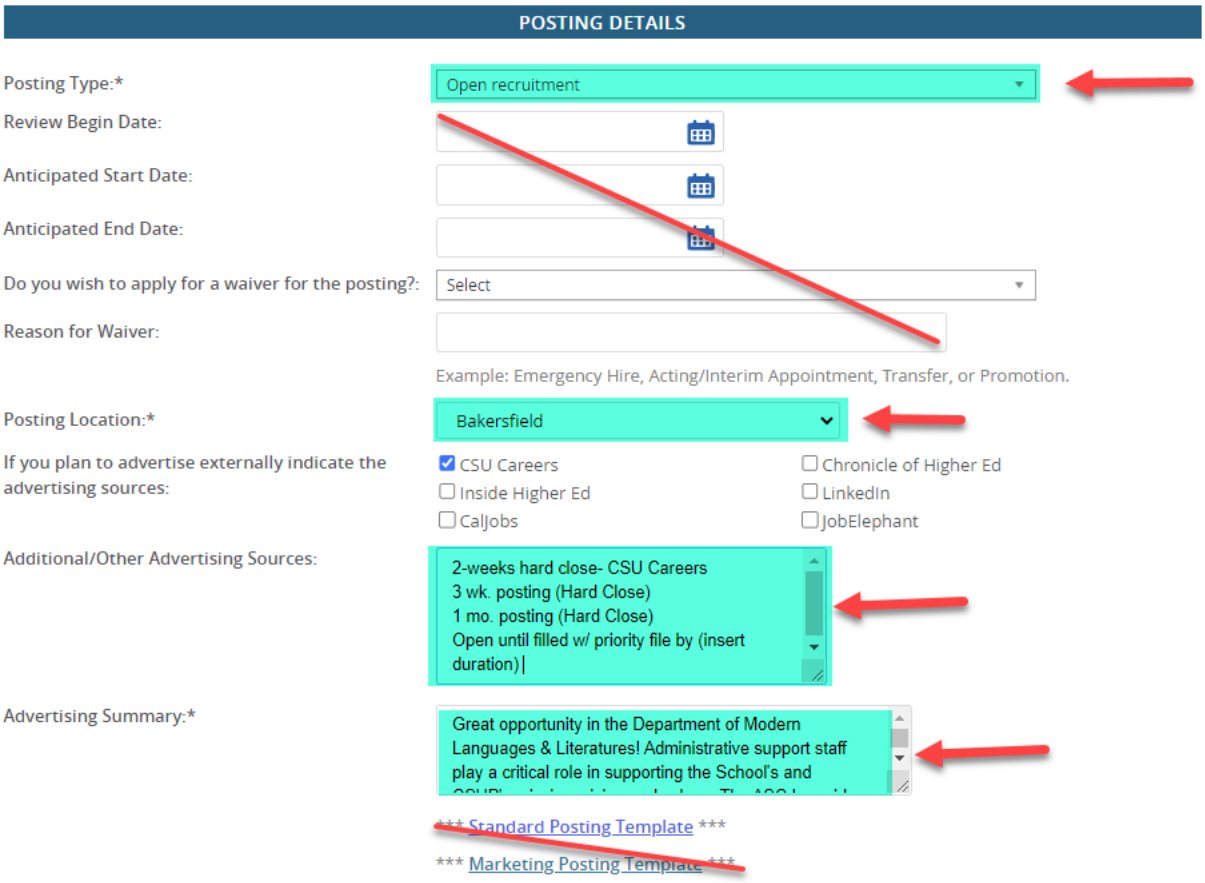
Budget Details

1. **Budget/Chart field/Account string** (include PC Max if known) Budget Chart Fields to be entered by Divisional Budget Liaison when "No-PCAR" is required.
2. **Pay Plan -** If selecting anything besides "12 Month" pay plan, contact your Employment Specialist.
3. If applicable, **Pay Plan Month(s) Off**

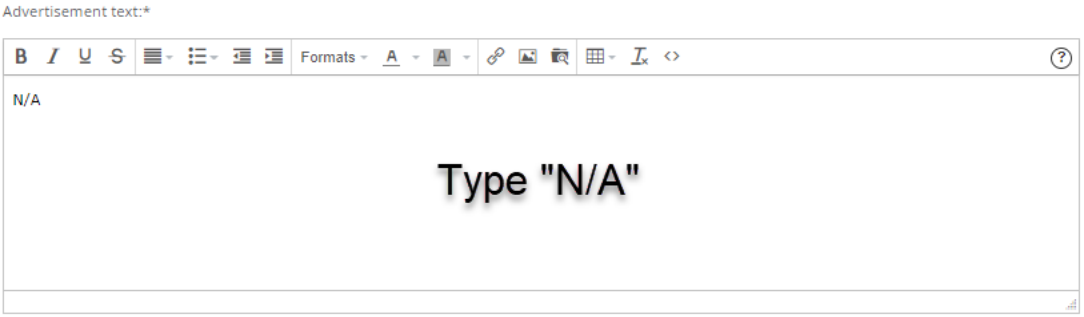


Posting Details

1. Select the **Posting Type**. Any jobs to be posted to the public will be an "Open recruitment". For on-campus only recruitments, select "Internal recruitment" (Unit 4 requires open recruitments).
2. **Posting Location** – Bakersfield
3. **Additional/Other Advertising Sources**: Use this box to type in the desired posting duration (see example below).

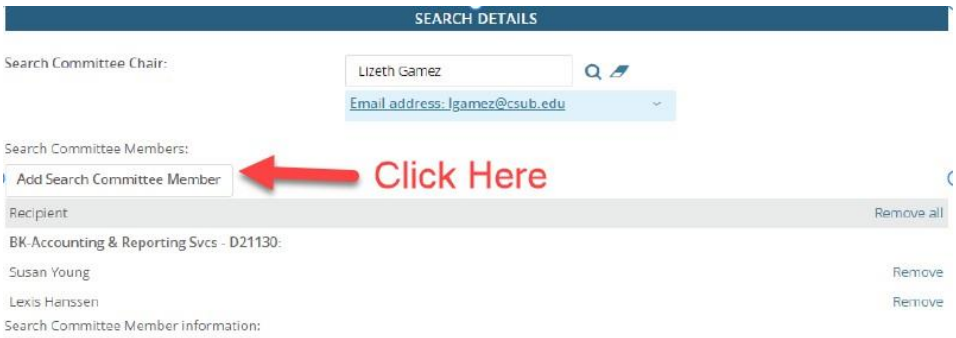


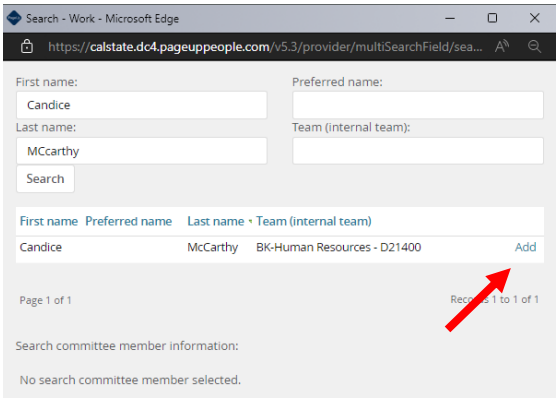
4. **Advertising Summary**: Insert your Position Purpose (from the Position Description) or create a brief summary to entice applicants to apply the position.



Search Details

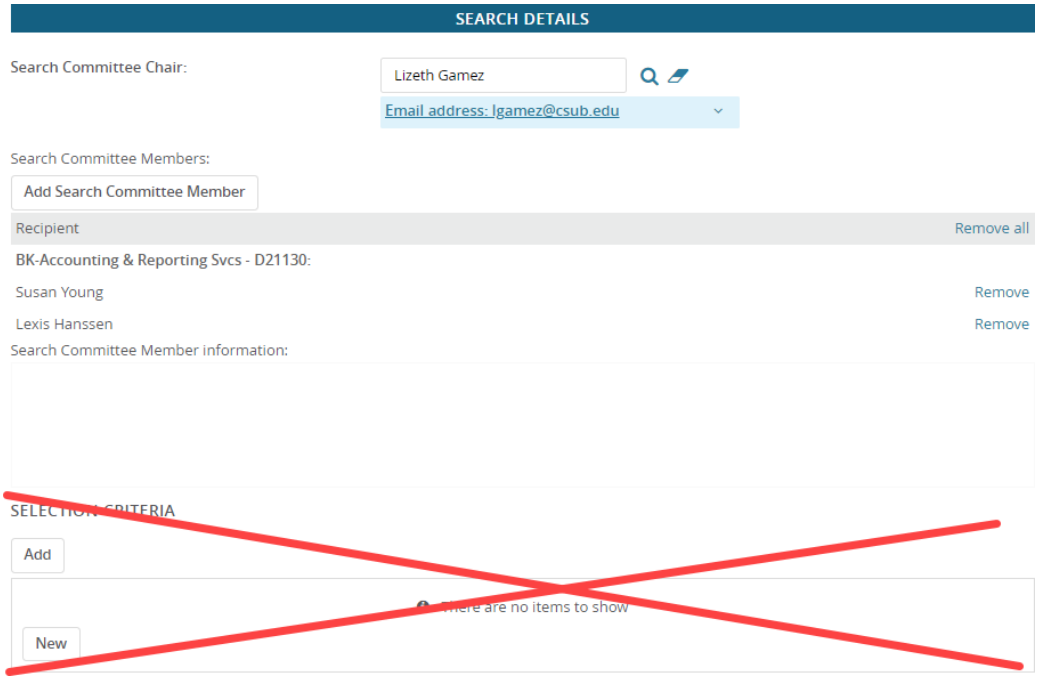
1. Enter the **Search Committee Chair** and **Search Committee Members**. When searching for the committee chair or search committee members, enter their first and last name and click search. For search committee members, when you see their name listed, verify that under "Team (internal team)" it begins with the prefix "BK". Then click "Add". You can then type over the first and last name, find the next member, and click "Add". Repeat to add additional committee members, click on "Done" when finished.





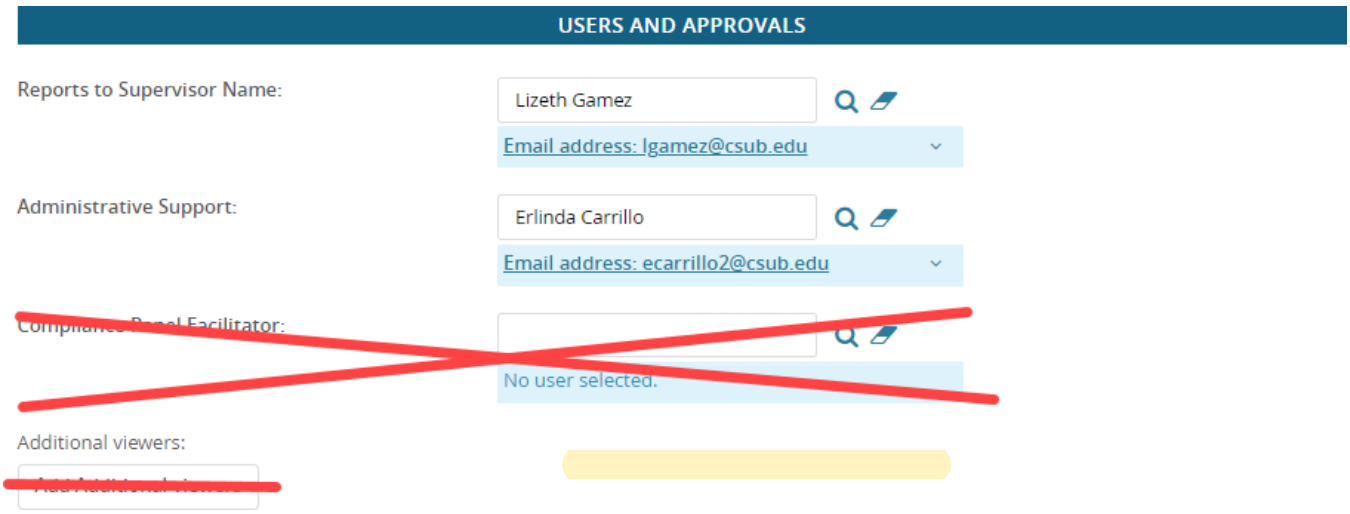
2. **<u>Campus External Committee Members:</u>** If you will be using a committee member who is an outside committee member or is not a current employee, set up a Box folder for them to view the PDF applications.

3. **Selection Criteria** will not be used at this time.



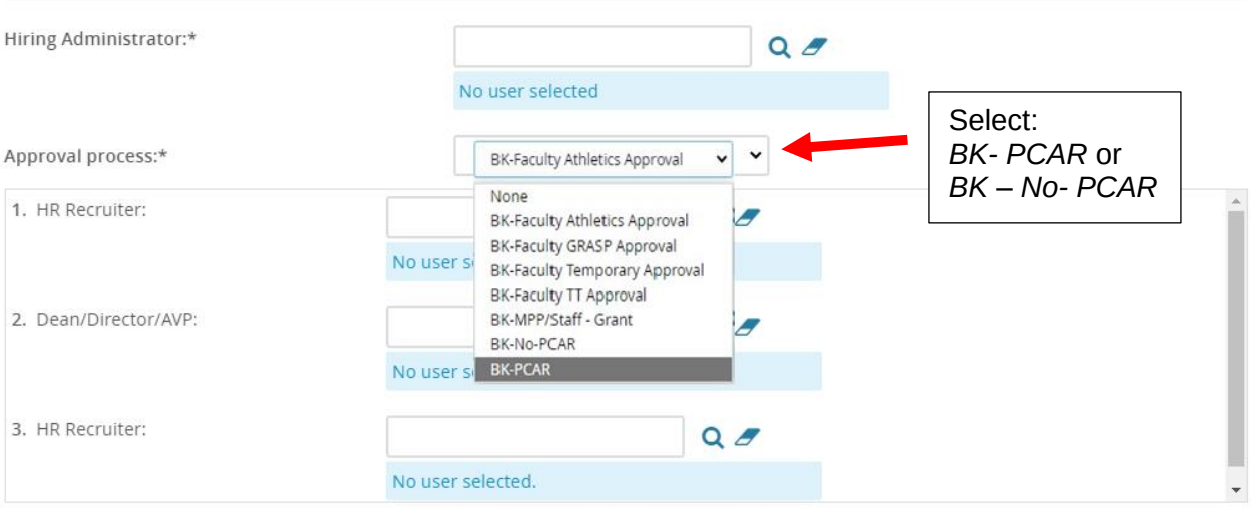
Users and Approvals

1. **Reports to Supervisor Name** will auto fill based on position number data. Must be MPP. If incorrect, please type name or use the magnifying glass icon to search. **Use "tab" not "enter"**.
2. An **Administrative Support** staff can be listed to help with the recruitment. **This is not a requirement, however, if an Administrative Support is starting the requisition, once they click Submit to start the approval process, they will no longer be able to access the requisition. If you still need to access the job, please make sure to enter your name as the administrative support staff.**

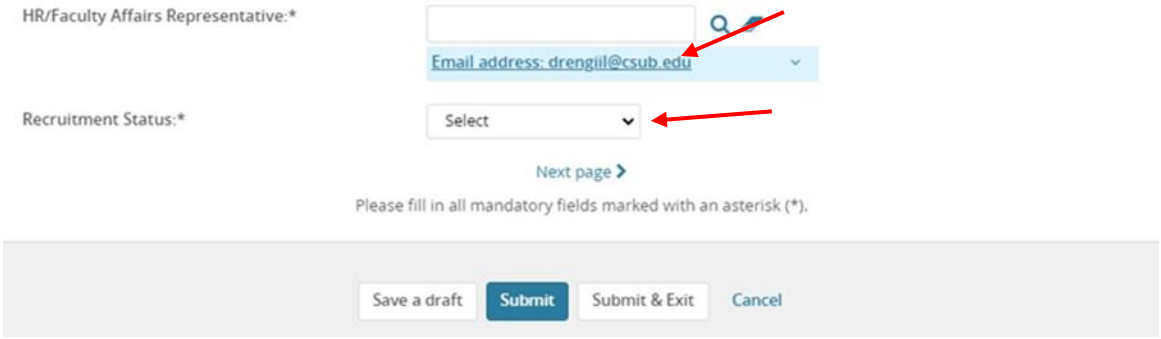


If needed, update the **Hiring Administrator** to the appropriate administrator as this will default to the person initiating the requisition.

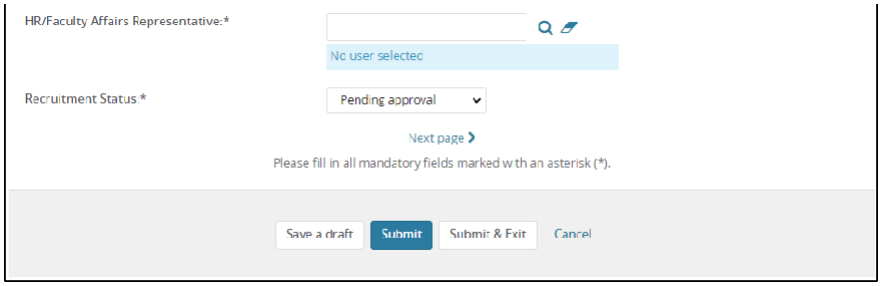
3. Select the correct **Approval Process** from the drop down. (See Approved Process options)
4. Preselected approvers will auto-fill. Update with the appropriate approvers as needed.



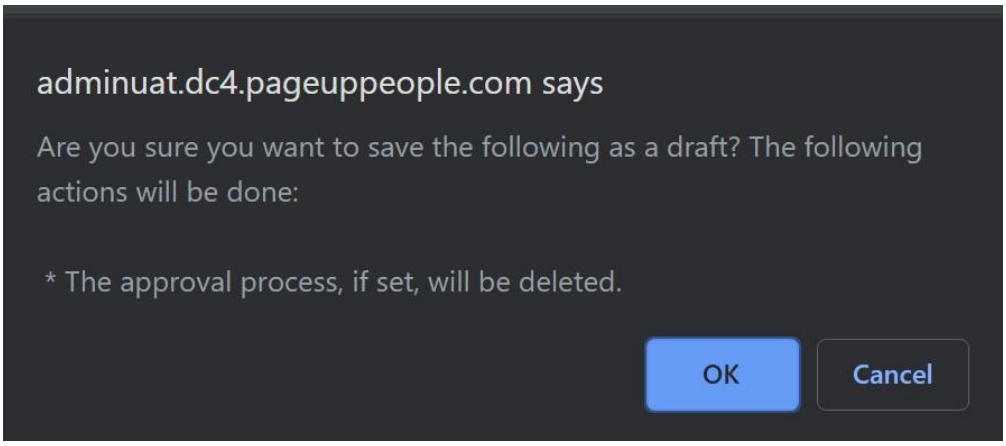
5. "HR/Faculty Affairs Representative" - enter your designated Employment Specialist. "Recruitment Status" select **Pending Approval** and click **Submit**. The Job Card will start to route to the list of approvers.



6. Instead of clicking **Submit & Exit**, you can click **Save a draft** if you need to work on the job requisition later without submitting for approval. When you save the job requisition as a draft, your approval process is deleted. Approval information is not saved to ensure that the approver list is current when you submit for approval.



When you save as draft, you must click **OK** to acknowledge that the approval process is deleted.



Completing a Draft (unfinished) requisition.

The job requisition is saved as a draft. You can find the position by searching for job requisitions with the status of "draft" on your dashboard.

What happens next

- The requisition approval process is launched.
- If approved, your recruiter will finalize the requisition and post.
- If the requisition is not approved, you can make the requested changes (or accept the changes made by the approvers) and then restart the requisition approval process.

Approvers - Quick Reference

This will provide a VERY brief overview of the approval process as it appears to the "Approvers".

1. The approver will receive an email notification to log in and approve.

From: Job or PD approval <jobapproval.mkvyvl.yph.rlkrhr@m.dc4.pageuppeople.com>
Sent: Friday, January 14, 2022 2:25 PM
To: Candice McCarthy <cmccarthy4@csub.edu>
Subject: Job Requisition Approval

Hi Candice,

A requisition for position HR Training and Reporting Coordinator - Job Number: 509892 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.

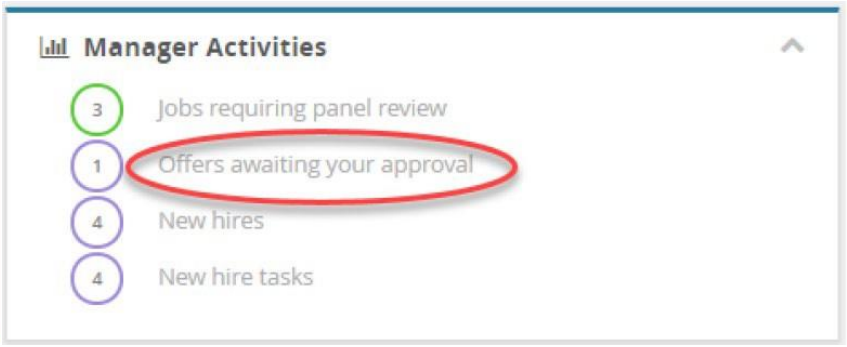
Job Title: HR Training and Reporting Coordinator
Job Number: 509892
Classification Title: Admin Analyst/Spclst 12 Mo
Department: Business & Admin Services
Hiring Type: Probationary
Position Type: Staff
FTE: 1.000000
Pay Plan: 12 Months

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

View requisition [links.dc4.pageuppeople.com]

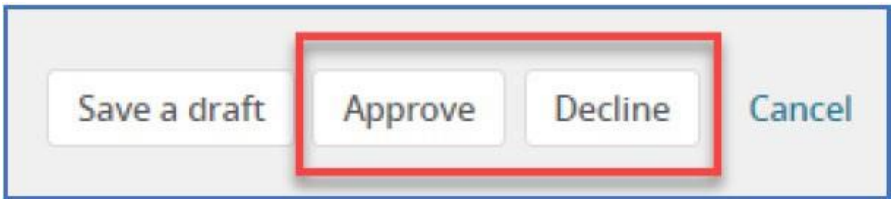
Office of Human Resources
661-654-2266
jobs@csub.edu

2. Click on the link in the email. It will take you directly to the requisition needing approval **OR** the approver can log in to the CHRS system directly, where they can view jobs awaiting their approval on their dashboard in one of two places.

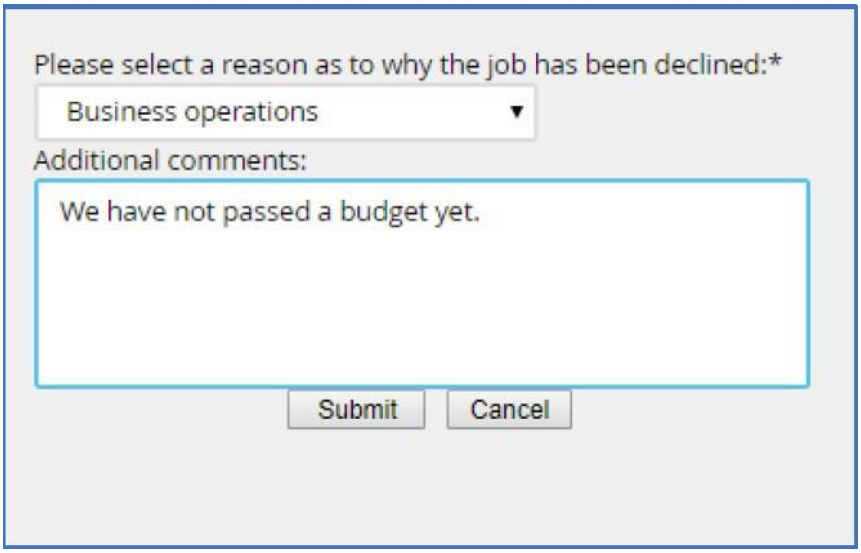


3. On the **Manage approvals** page, click "View" next to the item that needs approval.

4. Review the job requisition and then click a response.



5. Approve: The page closes and the next approver receives notification. If you are the final approver, then the job creator receives notice that the job has been approved. (HR Recruiter will be the final approver)
6. Decline: You must specify a reason for declining the job, then click Submit.



Step 2. Interviewing Applicants

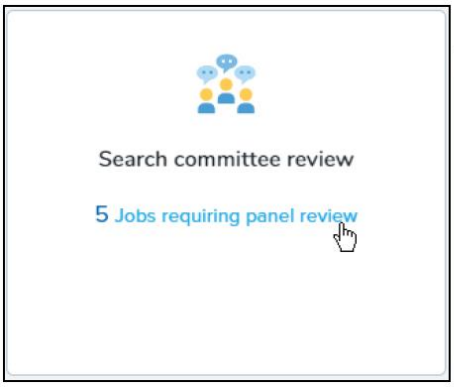
The following steps will outline how to schedule interviews, transition applicants, and download documents.

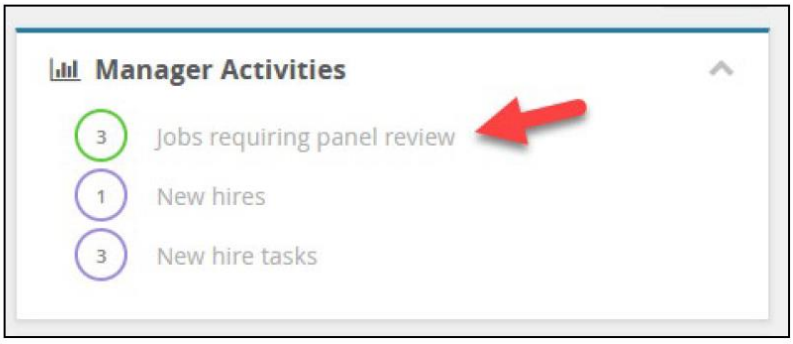
Review Applicants and Determine Applicant Pool

Following the HR Initial Review, you (administrative support and designated search chair) will receive an email notification and be able to view applications. The notification will include on-campus applicants that **must** be interviewed based on bargaining unit contracts. Applicants have been pre-screened by HR based on minimum qualifications. They will be designated as "Qualified" or "Not-Qualified". Search Chair may select the preferred applicant pool from the Qualified (This **must** include any required on-campus applicants). Search committee is not allowed to interview any applicant designated as Not-Qualified without consultation/approval from Employment Specialist.

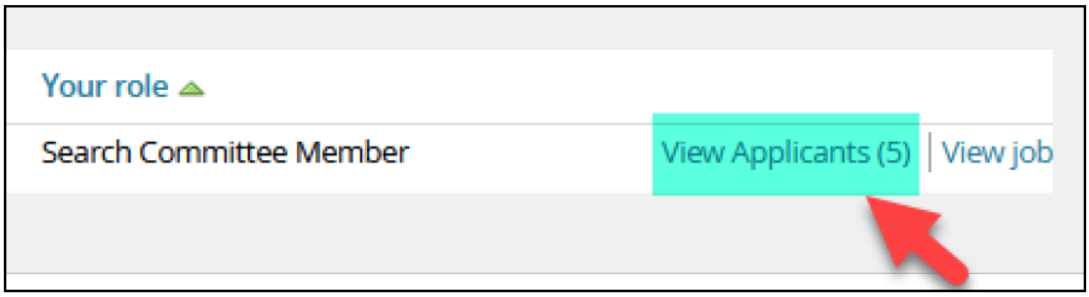
1. Click the link in the email to log into CHRS Recruiting Portal: https://calstate.dc4.pageuppeople.com/dashboard

2. Click on the **Jobs requiring panel review** link on the dashboard. Depending on your permission, you will have one of two views below.

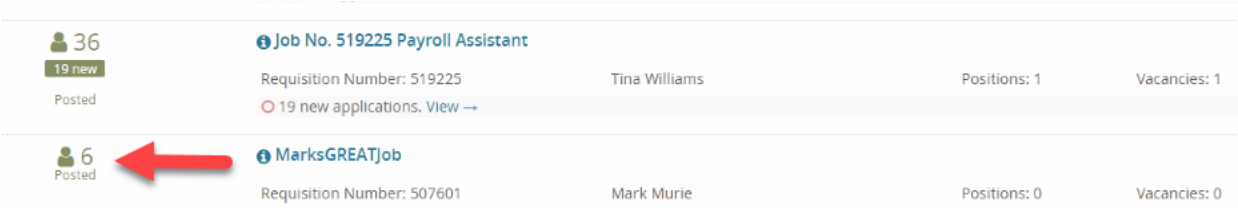




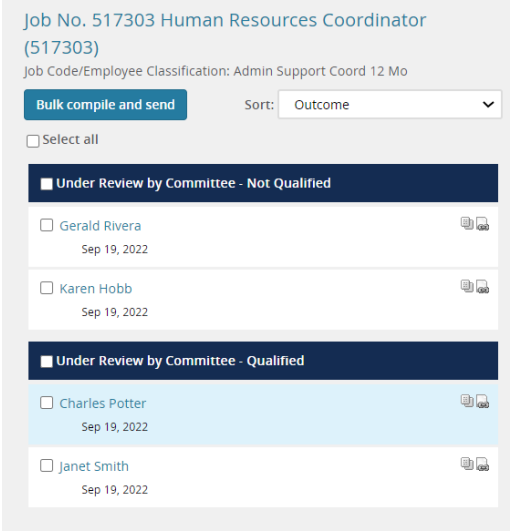
3. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.



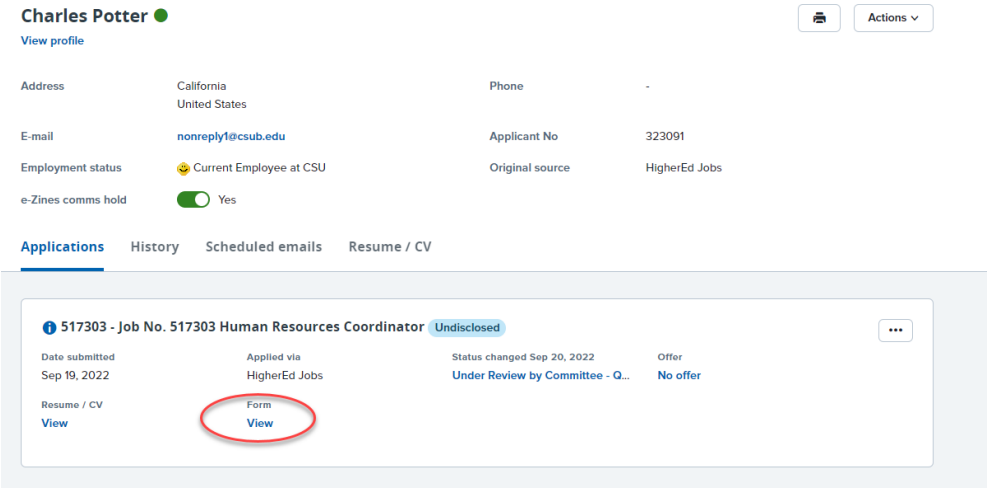
Alternative: The view below will also allow you to see the applicant list. Click on the .



4. On the next screen, you will see the list of applicants and their statuses. The applicants in the status "Qualified", are approved to call for interviews. If you elect to review applicants in the "Not Qualified" status, and feel that applicant *does meet* the qualifications, you must consult with your Employment Specialist. **Do not** interview anyone in the "Not Qualified" status without your Employment Specialist's approval.



5. A new window will pop up when you click on the applicant's name. Under form click on "View" to see the application and additional documents.



Once you have an application open, additional documents will be available as attachments (if submitted).

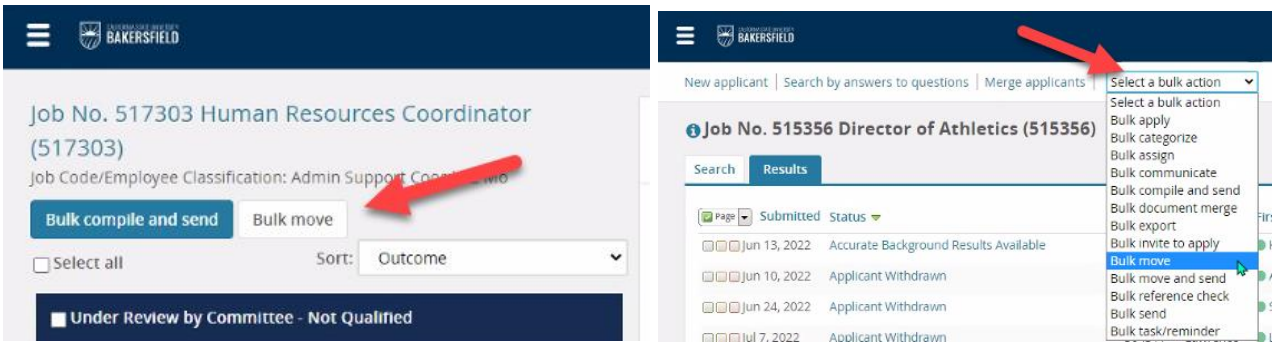
6. Once you have determined your qualified candidate pool in coordination with your Employment Specialist, proceed with scheduling interviews. As is always required, all candidates should be provided with similar interview experiences. If a committee elects to conduct in-person interviews, all candidates should be invited to in-person interviews unless an accommodation is requested.

Change applicant's status as they go through the interview process

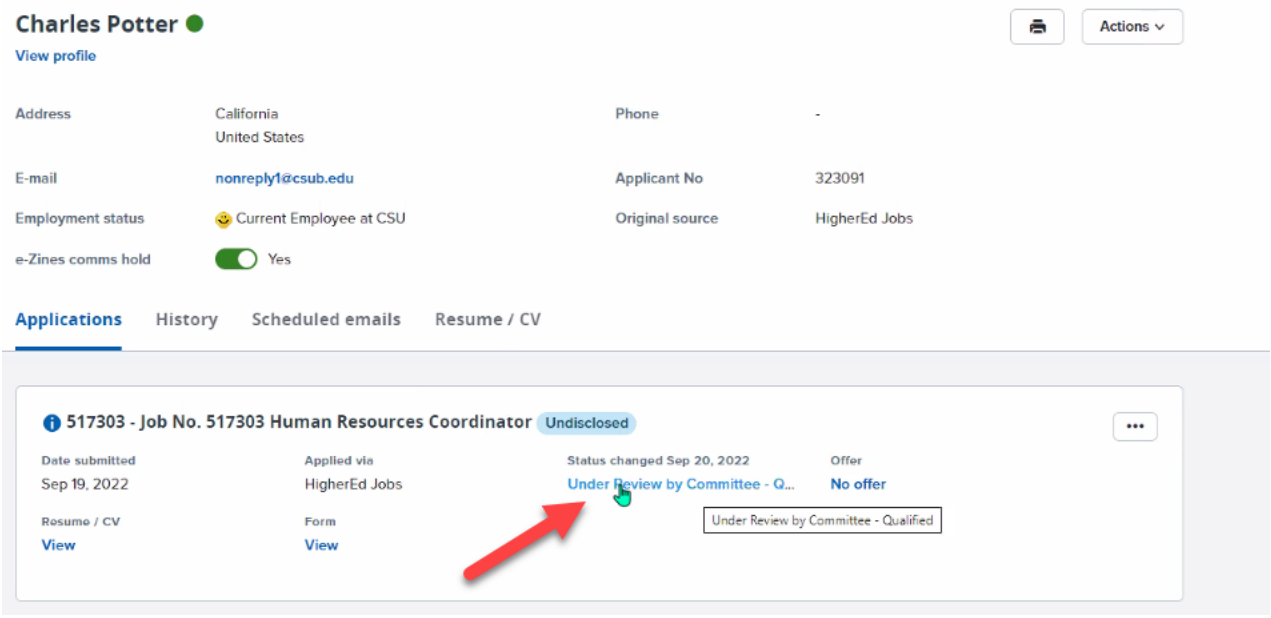
1. Once you have scheduled the interviews, you will move the applicants to a new application status of "1st Interview Invite". Interview questions guide and samples:

   https://www.csub.edu/hr/_hrdocs/Recruit_InterviewQuestionsGuidelines.pdf

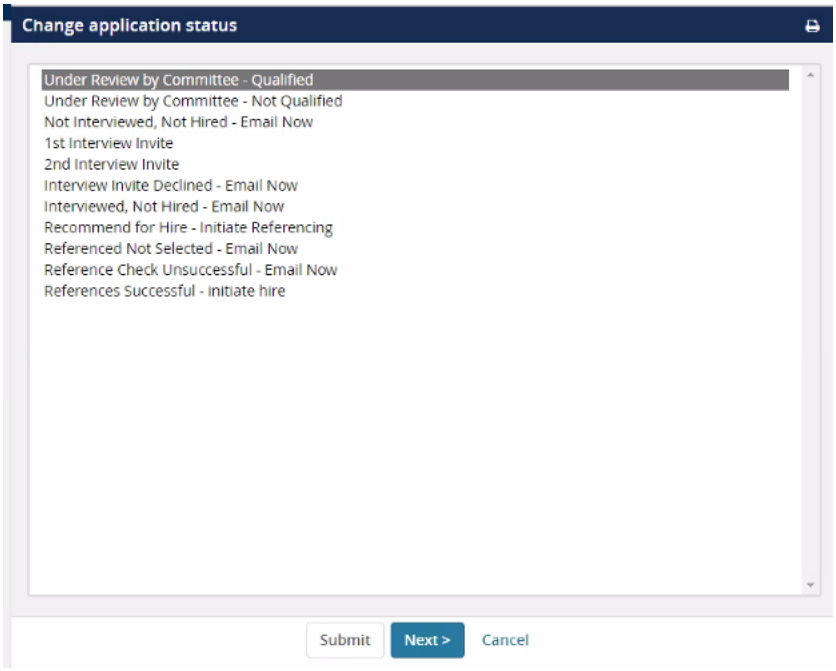
2. Click on the box next to the name of the applicant(s) who you have invited for an interview and want to update their status. Then click **Bulk Move** or **Select Bulk Action** to move all invited applicants at once.



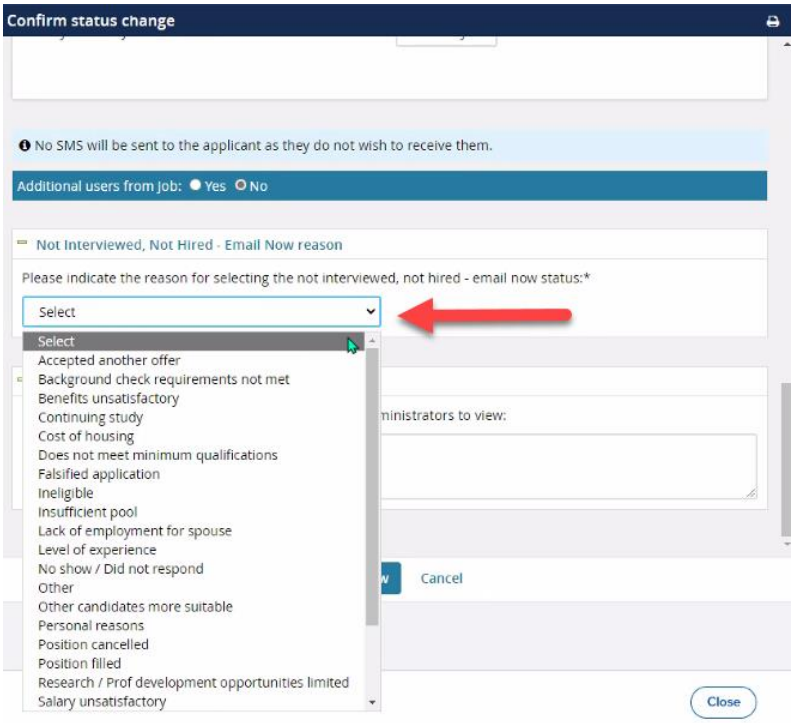
Alternative: You can click on the name to open the application and then click on the status (see below).



Select the appropriate status to update and click **Next.**



Note: When moving any applicant to a status that says, **"Email now"**, a window will open – do not make any changes to the email. Scroll down to the bottom and select a "reason" from the drop-down menu. Then click on **Move Now.**



3. For applicants who have declined, are not returning calls, or multiple attempts to reach them, please click on the applicant's name, then "Status", and select "Interview Invite Declined – Email now".

4. As soon as you know that an applicant will not be moving forward in the recruitment, you should change their application status, so they receive timely notification.

   PLEASE NOTE – Keep your second and possibly your third ranked applicant in their current status in case the top candidate is not hired (declined offer or doesn't pass background).

5. Selected candidate – move applicant status to:
   - Recommend for Hire – Initiate Referencing

Step 3. Reference Checks

1. Utilize the Telephone Reference Check Form found here:

   https://www.csub.edu/hr/_hrdocs/TelephoneReferenceCheck.pdf

2. Complete 3 professional references and upload in the Documents tab in CHRS.
   - Select **Documents** tab
   - Select Upload file. Leave the document category as **Recruitment Documents.**
   - You will need to upload documents (Preferably all references combined).

   Put in the title as: References.

3. Follow the same to upload the following:
   - Rating forms
   - Notes (from Committee)
   - Justification for off-campus (if applicable).

4. If the references are positive, on the "Applicants" screen, find your selected applicant and click on the current status. Update the status to "References Successful – initiate hire". Do not change anything, simply click **Move now**. The Employment Specialist will automatically receive an email.

5. If references are not positive, and the hiring manager will not be moving forward with the candidate, you may select “Reference Check Unsuccessful – Email Now”. Candidate will be emailed.

6. If you have referenced more than one applicant (e.g., your top two), and both had good references, but you are moving forward with one candidate; you may move the candidate not selected to “Referenced, Not Selected – Email Now”.

At this point, your Employment Specialist will check the recruitment to ensure that all the following have been attached and completed correctly:

- 3 references
- Rating Sheets
- Committee notes
- Justification for off-campus (if applicable).

If all documents are present and there are no questions or follow-up required, Human Resources will begin the contingent offer stage.