CALIFORNIA STATE UNIVERSITY BAKERSFIELD
Human Resources

Job Requisition Quick Guide

You must have an approved Position Description (PD) before entering a job requisition in the CHRS system. Before initiating a job, please send the Position Description (PD) to your employment specialist (if a replacement position) or to a Class and Comp analyst (if the position is new) for review. Once reviewed and appropriate changes are made (if any), you will receive an approved PD in pdf format with an approval stamp. You will also receive a word version. Please be sure to upload both of these to the job requisition in CHRS and **keep a copy** for your department's future reference.

Documents Needed

Replacement Positions without changes: An approved PD and position number

Replacement Positions with changes: An approved PD, position number, and a PCAR form. Changes include funding, working title, range, department, classification, skill level, reporting unit, working title and reporting supervisor. PCAR Form & PCAR Instructions

New Positions: An approved PD, position number, and an approved PCAR form. PCAR Form & PCAR Instructions.

New MPP Position: An approved PD, position number, PCAR form and a MPP Justification Form. PCAR Form & MPP Justification

References

Once you have all the necessary approved documents, the PD, a PCAR form, and a MPP Justification Form (if required), please follow the CHRS Recruitment Guideline as well as the video guides found on the HR Recruitment page referenced below.

CHRS Recruitment System: https://calstate.dc4.pageuppeople.com/

HR Recruitment Page: https://www.csub.edu/hr/recruitment

Contacts

Classification and Compensation Analysts
https://www.csub.edu/hr/classification-and-compensation

Employment Specialists
https://www.csub.edu/hr/recruitment