

CHRS Recruiting: Approving Job Requisitions and Job Offers

Things to Know:

CHRS Recruiting is a shared environment with all CSU campuses and the CO, therefore:

- You may see jobs, documents, or templates used by other campuses
- Use the naming convention "MA-" to search for Maritime jobs, offers, positions, etc.

I: Approving Job Re	quisitions
Action	Screen Shots
When you are listed as	Job Requisition Approval 🔈 🔤
an Approver on a Job	
Card, you will receive an	Job or PD approval «jobapproval.vpkbq.vvm.hvlmkk@m.dc4.pageuppeople.com> 10:29 PM (15 minutes ago) 🙀 🔨
email alerting you that a	to jaydeecarreon+70Vmvanhoeck 💌
New Job requires your	Hello Michele,
You may approve the job by replying to the	A requisition for position MA-Academic Support Coordinator 22150 - Job #497061 has been routed to you for approval. You can approve the requisition as is, make any necessary adjustments with the Hiring Manager and/or Patricia Harper before approving, or decline the job if the details do not meet your requirements. Quick Reference Job Details:
"Approve"	Job Title: MA-Academic Support Coordinator 22150 Job Number: 497061
Or you may review, approve, or decline the	Working Title: Admin Support Coord 12 Mo Department: Academic Support - Faculty Dev - 22150 Manager: Michael Martin, AVP, Human Resources, Safety & Risk Management Hiring Type: Probationary
job by logging in to	Position Type: Staff Full Time - 1.000000 fte
CHRS Recruiting using	Pay Plan:
the <u>View Requisition</u>	Job Code: 1035-COORDINATOR II-Grade-2 Anticipated Salary Range:
link in the email.	To view the job requisition in more detail approve, provide comments or decline, places click the following link to login to the CUDS Descripting system:
	View requisition
Login to CSU PageUp Username	To approve by email, reply with the word "approve." Please note: "approve" is the only valid response accepted via the email job approval option.
Password	Regards,
Login	Maritime Recruitment Team
Find the Approvals tile	My Dashboard Welcome Michele, this is your Dashboard where you will see all your tasks organized in various stages.
on your dashboard. It	
shows the number of	Position Description Approvals (May not be Advertisements
jobs pending approval	Not applicable to faculty advertisements O Advertisements O Advertisements
and the number of jobs	
approved.	Search committee review Interviews
Click on " Jobs awaitina	1 Jobs requiring panel review O Scheduled interviews
your approval" to open	
the list.	
	Manage approximations
Click the View button to	Pending v Date raised job No. PD No. job tole A Gazafization Title Previous/Current incumbent Hiring Administrator New Replacement
open a Job Card	Sp. 28, 2021 457061 447061 M4-Acdemic Support Coordinator 22150 Patricia Narper 0 1 West



Scroll through the page	(505657) MA-Instr Eac AV 12101	View applications
to view the job details.	(505057) MA-IIISCI Fac AT 12101	View applications
	Position info Notes Documents Rep	ports
Note: the example	View lob Card User Guides	
depicts only portions of	<u></u>	
the job card		REQUISITION INFORMATION
	Internal Team:	MA-Provost/VP Academic Affairs - 40500
	Recruitment Process:*	MA-Faculty TT
Scroll to the bottom to	Application Form:	MA-copy of Cal Maritime Employment Application Preview
find the Approve and	Job Code/Employee Classification:*	Instr Fac AY
Decline buttons.		Job Code: 2360 ~
	Salary Range/Grade:*	2360-ASSISTANT PROFESSOR-
Click Approve to accept	, ,	Grade-3
the iob. You can make		Minimum: \$ 5,046.00 Maximum: \$ 11,197.00
changes before		Pay Frequency:
approving Vou may	Classification Title:	Instr Fac AY
optor commonts in the	CSU Working Title:*	MA-Instr Fac AY 12101
enter comments in the	MPP Job Code:	
Notes link at the top of	Campus:*	Maritime Academy
the page.	Division:*	Provost/VP Academic Affairs
-or-	College/Program:*	School of Engineering - Admin
Click Decline to reject	Department:*	Engineering Technology - 12101
the Job Card.	Requisition Number:	OPEN POSITIONS
A reason is required		
Coloct one from the		Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)
Select one from the	Positions**	
dropdown options and	Position no	Type:* Applicant Application status
add comments.	1 Instr Fac AY	Replacement Cancel
add comments. Click the Submit button.	1 Instr Fac AY Position no: MA-00051336	Replacement Cancel
add comments. Click the Submit button.	1 Instr Fac AY Position no: MA-00051336	Replacement Cancel
add comments. Click the <i>Submit</i> button. Dropdown options:	Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:*	Replacement - Cancel REQUISITION DETAILS Yes No
add comments. Click the <i>Submit</i> button. Dropdown options:	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:*	Replacement - Cancel ReQUISITION DETAILS Yes No Resignation
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns	1 Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:*	Replacement - Cancel
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations	Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Tune:*	Replacement - Cancel Cancel REQUISITION DETAILS Yes No Resignation Faculty member resigned effective xx.xx.xxxx E. Chang-Siu Instructional Faculty – Tenured/Tenure-Track
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:*	Replacement - Cancel * Cancel * REQUISITION DETAILS • * No Resignation Faculty member resigned effective xx.xx.xxxx E. Chang-Siu Instructional Faculty – Tenured/Tenure-Track Probationary Faculty - Tenured/Tenure-Track
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations nsufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxilliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:*	Replacement - Cancel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel Image: Concel
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations nsufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:*	Replacement - Cancel Ca
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxilliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week:	Replacement - Cancel Ca
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status:	Replacement Cancel Cancel Cancel ReQUISITION DETAILS Yes No Resignation Faculty member resigned effective xx.xx.xxxx E. Chang-Siu Instructional Faculty - Tenured/Tenure-Track Probationary Regular Full Time 1.000000 40.00 Exempt
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current incumbent: Work Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):*	Replacement Cancel Image: Concelse of the concentration of the concentrate on the concentration of the concentration o
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxilliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):*	Replacement Cancel Image: Concel Cancel
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager:	Replacement Cancel Image: Concel Cancel <t< th=""></t<>
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxilliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budgat:	Replacement Cancel Image: Concel Cancel
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions);* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel Image: Concelse of the concent of the conc
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel Image: Concel Cancel <t< th=""></t<>
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel Image: Conceleration of the conceler
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current incumbent: Work Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel Image: Concellent of the second of the seco
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxiliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel V State P Ves No Resignation Faculty member resigned effective xx.xx.xxxx E. Chang-Siu Instructional Faculty - Tenured/Tenure-Track Probationary Regular Full Time 1.000000 10.000 Cancel California State University, Maritime Academy State University, Maritime Academy Michele Van Hoeck (* You are here Resend email to approver Franz Lozano Andrea Zamora-Blair Andrea Zamora-Blair
add comments. Click the <i>Submit</i> button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxilliary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel REQUISITION DETAILS Sesignation Faculty member resigned effective xx.xx.xxxx E. Chang-Siu Instructional Faculty - Tenured/Tenure-Track Probationary Regular Full Time 1.000000 40.00 Exempt California State University, Maritime Academy Michele Van Hoeck O You are here Resend email to approver Fraz Lozano Andrew Som Andrea Zamora-Blair
add comments. Click the Submit button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	1 Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: 2. Vice President: 3. Budget: 4. HR Review:	Replacement Cancel REQUISITION DETAILS Sesignation Faculty member resigned effective xx.xx.xxxx E. Chang-Siu Instructional Faculty – Tenured/Tenure-Track Probationary Regular Full Time 1.000000 40.00 Exempt California State University, Maritime Academy Michele Van Hoeck O You are here Resend email to approver Franz Lozano Andrew Som Andrea Zamora-Blair Michele marked with an asterisk (*).
add comments. Click the Submit button. Dropdown options: Budget concerns Business operations Insufficient business justification Withdraw	Instr Fac AY Position no: MA-00051336 Auxillary Recruitment:* Reason:* Justification for Recruitment:* Previous/Current Incumbent: Work Type:* Hiring Type:* Job Status:* Time Basis:* FTE: Hours Per Week: FLSA Status: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: CSU Campus (Integration for 3rd Party Solutions):* 1. Hiring Manager: A. HR Review: HR/Faculty Affairs Representative:* Please	Replacement Cancel REQUISITION DETAILS Set No Resignation Faculty member resigned effective xx.xx.xxxx Exclusty member resigned effective xx.xx.xxxx Exclusty member resigned effective xx.xx.xxxx Forbational Faculty - Tenured/Tenure-Track Probational Faculty - Tenure-Track Probational Faculty - Tenure-Tenure-Track Probational Faculty - Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Tenure-Te



II: Approving Job Of	fers			
Action	Screen Shots			
When you are listed as an Approver on an Offer Card, you will receive an email alerting you that a	Job Offer approval > Inbox ×			
Job Offer requires your approval.	to jaydeecarreon+70DGDGordon *			
You must log in to CHRS	Hi Donny,			
approve, or decline the	Your approval is required to extend the offer of employment to Test Fifty five for the position of MA-Police Officer-TESTAZB - Job Number 496993.			
offer.	Please click on the link below to view, adjust and/or approve the offer details:			
Click the link in the email to log in to CHRS	<u>Click here</u>			
Recruiting using your Single Sign-On user id	Login using your email address and password.			
and password.	Once approved, the offer details will automatically route to the next approver.			
	Should you have any questions, please feel free to give me a call at the number listed below.			
: Login to CSU PageUp Username	Andrea Zamora-Blair			
Password	HR & Student Employment Coordinator			
Login	azamora-blair@csum.edu			
Find the Offers tile on	Cidelines / Tips			
shows the number of	Position Description Jobs Approval (May not be			
offers pending approval,	Not applicable to faculty O Jobs open Explanation Manage position decryptoms and creation. O Team politi open O Jobs mainting your approval			
new hires, and new hire	New yob			
tasks. Click on "Offers				
awaiting your	Advertisements Applications Search committee review O Advertisements O Jake how applications for review 1.3cbs requiring paint review			
approval" to open the	O Appletants assigned to you for review			
list.				
	Interviews Offers			
	Constructions and the second s			
The pending offers will				
display. Click the View	Office following offers have been asopped to you for approval. Click view to review the offer details, and then either approve or decine the offer.			
button to open an Offer	Offer created w Applicant name Opiginator name jub bitle jub number 56 (5.201 Schroder Shultz jud name MAAccountant 8.7573 46665 Ver			
Carù.	Nov 1, 2021 Auh Meshum jordana Gameon MA-Police Officer 7153/28 466993 Vee			



Scroll to view the details	Peg Bundy (Peg) Devision histo
of the offer	Personal details
of the offer.	Address: 11 a street Phone:
	vallejo, California 94591, United States
ote: the example	E-mail: jaydeecarreon+pegbundy@gmail.com
picts only portions of	View profile
e Offer Card.	
	Current or previous employee details
ne offer letter is	• For assistance completing this section, please review the instructions: <u>Employee Profile Link Instructions Job</u> Aid
tached in the Offer	PLEASE NOTE: Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system
rd and can also be	users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus
iewed. To view the	PeopleSoft environment.
er scroll to the Offer	Select current active
suments section	only
k the View button to	Employee: Peg Bundy Email address:
	jaydeecarreon+pegbundy@gmail.com
a copy of the	SALARY and COMPENSATION
r.	Baco Day Datest
	Dabe ray kate:
	Viiit basis:* Monthly *
	Monthly Pay: 5,000
	Annual salary: 60,000
	Relocation:
	Sign on bonus:
	Other supplementary
	compensation:
	Salary notes:
	Benefits Eligibility
	Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.
	Benefits Eligible?:
	Benefit Eligibility Full Renefits
	Details:
	Auxiliary Benefits:
	⁴⁴ Offer documents
	ODocuments attached to the offer appear in the section below.
	Document Date Size Category
	MA-Staff Offer Letter 9-16-21.doc Nov 1, 2021 910Kb Offer Letter View Delete
ll to the bottom to	
	Please enter a note explaining why these offer detail
ove or <i>Decline</i> the	Excort Title Excort Date (Eastern Standard Time)
r. A decline requires	Enter an explanation here when declining the offer
explanatory note.	No Exports were found.
the <i>Submit</i> button	
ve your action.	
k the Maritime logo	Save and close Submit Cancel Approve Decline Cancel
aturn ta tha	