**CHRS Recruiting: Open a New Job**

Things to Know:

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

* Carefully review your choices - we can impact the recruitment of other campuses.
* Follow the naming convention “MA-“ when creating jobs or events to avoid “losing” data entries
* If you need to stop in the middle of creating the job, scroll to the bottom and click

The Approval Process will be removed but all other entries will be saved.

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| **Action** | **Screen Shots** |
| Before you begin, have the following items/information | * Position # (obtain from HR if unknown) * Electronic Version of the Approved Position Description (Staff/MPP) * Names of the Job Approvers * Names of Search Committee members, including Chair |
| Log into CHRS Recruiting using your SSO login and password:  [CHRS Recruiting](https://ds.calstate.edu/?svc=pageup) |  |
| Your dashboard will open to either a list view for HR Liaisons or a tile view for Managers. | The tile view shows your current jobs in the main body and any pending actions/activities requiring your intervention in the right panel under Manager Activities |
| The tile view shows the activities by categories. Click the title of activity to open. |  |
| Open the left hand navigation panel by clicking the hamburger icon in the left corner of the blue status bar.  Click the New job link under the Jobs section. |  |
| 1. Note: Do not edit the Team Link. You will be associated to this job as the Requisitioner even if the department is not the same as your department 2. Enter the position # using the following convention:   MA-position#  Ex: MA-00051682   1. Select Campus: Maritime 2. Select the Job Template beginning with MA- 3. Click |  |
| Update the CSU Working Title using naming convention:  MA-Job Title dept#    The Recruitment Process will default based on the Job Template. Verify the correct template:  MA-Faulty TT for tenure track or  MA-Staff/MPP  The Application Form will default based on the Job Template. Verify the correct application:  Faculty: MA-Faculty Employment Application  or  Staff/MPP: MA-Staff/Mgmt Cal Maritime Employment Application  Verify the highlighted values |  |
| Enter position # if blank  Select Type either  New or Replacement  To add additional openings, enter # of openings in the New or Replacement boxes and click |  |
| Verify Auxiliary Recruitment = “No”  Enter/verify details for all highlighted boxes  Verify CSU Campus = California State University, Maritime Academy |  |
| In Job Details scroll down and complete Supervises Employees section. |  |
| Select Mandated Reporter type and Conflict of Interest  (see HR if unknown)  Verify NCAA= “No” |  |
| Indicate if Benefits Eligible.  Enter the approved salary range ($0,000 - $0,000 per month).  Enter the Budget/Chart field/Accounting string provided to you by your supervisor and/or budget coordinator.  Cost Center: Enter GFND unless otherwise directed.  Pay Plan: Select appropriate pay plan. | **Pay Plan Months Off**: List month(s) employee is off if they are working less than 12 months. (ie. Off July and August) |
| Select Posting Type:  Direct, Internal, or Open Recruitment  Enter Dates  Verify Position Location = Maritime Academy  Check the boxes for areas to advertise. List additional advertising areas in the Additional/Other Advertising Sources box.  Enter an Advertising Summary. hint: this should entice the reader to open the job to get more information. This is displayed on the first page of the jobs listings.  Enter Job Bulletin details in Advertisement Text box. |  |
| Enter Search Committee Chair and members.  hint: enter the email address for faster search |  |
| Confirm Reports to manager details  Confirm Hiring Administrator is the user entering the requisition |  |
| Select the appropriate approval process from the “MA-“ options. Enter the Approvers. Use the scroll bar to verify all approvers are entered: |  |
| Confirm HR/Faculty Affairs Representative |  |
| Click the  button before continuing. You will be taken to your Jobs List page. Jot down the Job No# that appears at the top of the page.  Find this job in your list and click on the Title to reopen it |  |
| Click the Documents tab to upload the Position Description  Choose the option “Documents from a file” in the drop down menu |  |
| The “Upload a new document” window opens. For Position Description choose the Document category **Recruitment Documents**  **\*\*DO NOT SELECT POSITION DESCRIPTION\*\***  Enter a Title  Click the Upload File button and select your document.  (Documents cont’d)  Your document will be listed.  Click the Save and close button.  Go back to the Position info tab to complete the Job Card | **\*\*DO NOT SELECT POSITION DESCRIPTION FOR THE DOCUMENT CATEGORY\*\*** |
| Scroll to the bottom and Select Recruitment Status = Pending Approval  Click the  button to initiate the approval process.  Close the job to return to your dashboard. | Once the job is submitted, the approval process kicks off. The job is sent to the first person in the process and then electronically routed to the others in the order established in the approval process. HR will post the job when all approvers have approved. |

**CHRS Recruiting: Setting Up Interview Appointments**

An excellent feature of CHRS Recruiting is the ability to set up interview appointments online. Applicants can book an appointment from a list of available appointment times. Once booked the appointment time is no longer available to other applicants.

You will receive a notification from the Screening Committee Chair to schedule interviews via the CHRS Recruiting system. You will need to coordinate the times and days the screening committee is available.

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| **Action** | **Screen Shots** |
| Create an Event:  Navigate to “New event” using the hamburger icon  Events>New event  Fields marked with an asterisk are mandatory.  Reminder: Use the “MA-“ naming convention.  email will be sent to owner when applicant confirms appt  Click the  button to open the “Time slots” page |  |
| Complete the highlighted fields. Positions is the # of positions to be filled. Click the Add button to add additional appointment times  Click the  button to save your schedule.  Click the Maritime logo to return to the dashboard. |  |
| Appointments can also be scheduled in bulk. Click the  “Add bulk time slots” button and complete the fields.  Notifications to invited users can be sent when the applicant confirms appt. Enter the # of Users and email addresses in the Users sections below the schedule entry grid.  Click the  button to save your schedule.  NOTE: You can have a combination of bulk as well as specific time slots in your event.  Click the Maritime logo to return to the dashboard. |  |
| Find the Job from the email communication you received |  |
| Click the person icon to view the applicants |  |
| Search for the names in the email you received or look for all applicants with the status “Schedule for interview.” |  |
| Click on the status to open the application status list. Select “Invite for interview” and click the button. |  |
| Complete the event booking details.  Select the Event you created  Allow applicant to choose the time slot  Accept the booking on behalf of the applicant should be set to “no”. |  |
| The invitation will be sent to the applicant(s) via email.  Confirm the Email: Applicant radial = Yes |  |
| Applicants who elected to receive text messaging will receive this alert  Click the button  to send the invitations. |  |