Create a Job Requisition for a Student Assistant

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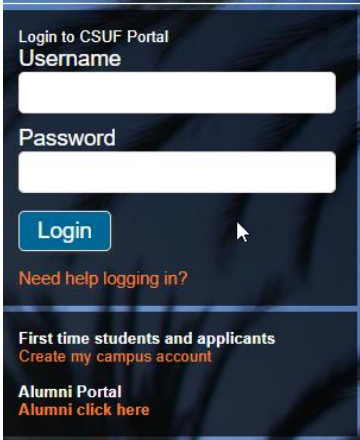
Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identify 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 you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.
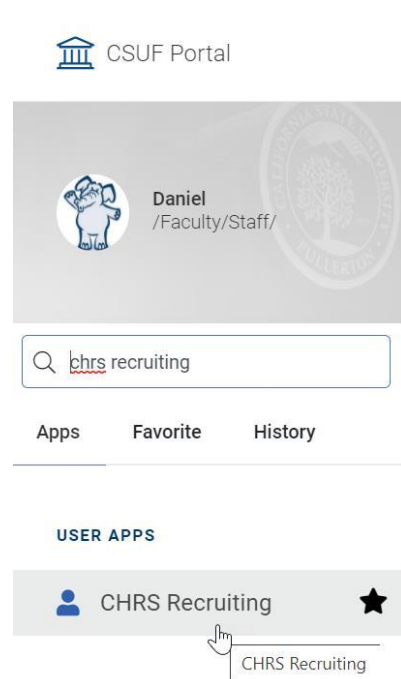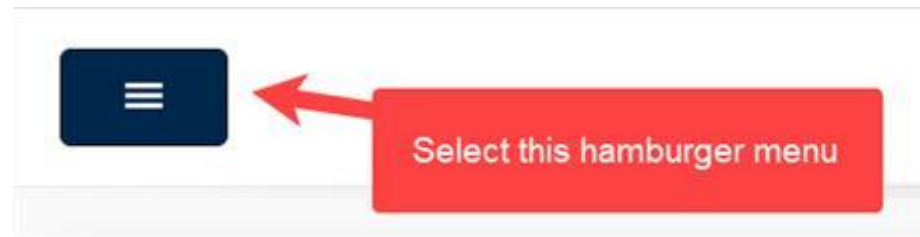
Open a web browser (Google Chrome is recommended) **MPORTANT:** **POP-UP Blocker needs to be turned-off.**	
Log into the Portal and enter your username and password	 Login to CSUF Portal Username Password Login Need help logging in? First time students and applicants Create my campus account Alumni Portal Alumni click here

Search for the CHRS Recruiting App	**Current Portal (before 10/4/2021):** Select this Hamburger Search "CHRS Recruiting" **New Portal (as of 10/4/2021):** Select this hamburger menu

Create a Job Requisition for a Student Assistant

This process allows a hiring manager or designee to submit a requisition for a Student Assistant.
This type of recruitment can be either an open recruitment, or a direct appointment.

IMPORTANT: Prior to creating a Requisition, you must have a CMS Position Number. Please have the correct CMS number available or contact your budget representative. Please note that CMS numbers will differ based on job codes for your selected candidate(s).

1. Your Dashboard:
 	
  A. Click on the "New Job" button to access the "Select a Job Template" page
 	
     -Or-
 	
  B. Open the main menu on the dashboard and select "New Job" under the "Jobs" section
 	
Note: If you do not see this view, please go to: https://hr.fullerton.edu/chrs/recruiting/getting-access.php to learn how to request access.
	A
	
	B

2. Select a Job Template

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

A. **Team Link:** Team 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.

Note: This field displays the Position title after you enter a value.

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

D. **Template:** Job templates auto-populate Job Card fields. Please select the template that applies to the Student Assistant position that you are creating.

1. FL-Student Assistant

Or

2. FL-Student Assistant with Background

Note: 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.

A

1. Campus Link*

FL-Talent Acquisition and Recruit-10396   ▼

B

2. Position*

[   ]   🔍 ✐

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

C

3. Campus

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

D

4. Template

FL - Special Consultant
FL - Student Assistant
FL - Student Assistant with Background
FL - Student Services Professional I - Range A
FL - Student Services Professional I - Range B

Job Requisition Information

The Job Requisition, or Job Card, contains three tabs that store vital job information.

Job Card tabs	
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.	**New job** **Position info** Notes Documents

Position Info

A. Select "FL-Student Assistant with Availability" This application form allows the applicant to submit the following:
   - Resume
   - Class Schedule (Optional)
   - Federal Work-Study Eligibility with FA Award (Optional)
   - Other Docs (Optional)
   - Other Docs (Optional)

B. Update the "CSU Working Title" to a descriptive position name, e.g. Talent Acquisition Student Assistant, **not** just Student Assistant

REQUISITION INFORMATION

Internal Team:	FL-Talent Acquisition and Recruit - 10396 ▼
Recruitment Process:*	FL - Student Employment ▾
Application Form:	**A** FL - Student Assistant with Availability ▾ Preview Customize for job
Job Code/Employee Classification:*	Student Asst 🔍 🧹
	Job Code: 1870 ▾
Salary Range/Grade:*	1870-STDNT NCS-Grade-0 🔍 🧹
	Minimum: $ 14.00 Maximum: $ 21.00 Pay Frequency:
Classification Title:	Student Asst
CSU Working Title:*	**B** Talent Acquisition Student Assistant
MPP Job Code:	
Campus:*	Fullerton ▾
Division:*	VP, HR, Diversity & Inclusion ▾
College/Program:*	Human Resource Services ▾
Department:*	Human Resource Services - 10137 ▾
Requisition Number:	
	Leave blank to automatically create a Requisition Number

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Open Positions

A. Click the blue arrow to the right of the position number to view position details. If the position number is incorrect, it will delay payroll from processing the appointment.

B. Review the information to ensure accuracy

C. Update the position "Type" accordingly
- New or Replacement

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

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Position Details

A. Select "No"

B. Select the appropriate "Reason" for this position

C. Enter the "Justification for Position"

D. Select "Student Assistant" or "Student Assistant – Federal Work Study" for "Work Type"

E. Select "Student (Other)" for "Hiring Type"

F. Select "Temporary" for "Job Status" and "Part Time" for "Time Basis"

G. Select "California State University, Fullerton" for "CSU Campus"

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

I. Select "No" for the "Supervises Employees" field

REQUISITION DETAILS

Auxiliary Recruitment:*   A   ○ Yes ● No

Reason:*   B   [Select ▾]

Justification for Recruitment:*   C

Previous/Current Incumbent: [   ]

Work Type:*   D   [Student Assistant ▾]

Hiring Type:*   E   [Student (Other) ▾]

Job Status:*   F   [Temporary ▾]

Time Basis:* [Part Time ▾]

FTE: .010000

Hours Per Week: .40

FLSA Status: [Non-Exempt ▾]

CSU Campus (Integration for 3rd Party Solutions):*   G   California State University, Fuller   🔍 ⬚
City: Fullerton

JOB DETAILS

Job Summary/Basic Function:
Under direct supervision, Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skill. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Specific job duties are defined by the appropriate campus department.

Minimum Qualifications:
Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.

Required Qualifications:
Current student at CSUF and is enrolled/registered (fees paid) in a current regular semester or who has completed the prior semester (has not graduated) or who is registered for the subsequen semester, in good academic standing (not on academic probation, continued probation or academic dismissal).

Preferred Qualifications: H

Special Conditions:

License / Certifications:

Physical Requirements:

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
	ⓘ There are no items to show	

[New]

Supervises Employees:*   I   ○ Yes ○ No

If position supervises other employees; list position titles:

Position Designation

A. Make the appropriate selections for these fields for this position

B. Select "No" for students who don't need a background check. Select "Yes" for students who do need a background check.

C. Sensitive positions must be reflected in the responses to this section

POSITION DESIGNATION

Mandated Reporter:*	Select
Conflict of Interest:*	Select
NCAA:	○ Yes ● No
Is this a Sensitive position?:	○ Yes ○ No

Click HERE to view Sensitive Positive criteria and select from below when

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

Budget Details

A. The Anticipated Hiring Range can be updated by departments

BUDGET DETAILS

Benefit Eligible?:	○ Yes ○ No
Anticipated Hiring Range:	
Budget/Chart field/Account string:	

Please enter chart string information including the Department, F Class and % Distribution.

Cost Center:	GFND
Pay Plan:	Other
Pay Plan Months Off:	

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Posting Details

A. Select Posting Type:
- "Open Recruitment" when the position will be posted for applications to be received by any student
- "Direct Appointment" for jobs with a selected candidate, not posted publicly

Note: All positions are posted for 2 weeks unless stated otherwise

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

- For Open Recruitment: Enter 1-2 sentence(s) about position or department

- For Direct Appointment: enter the following student information
  1. Name of Hire
  2. CWID
  3. E-mail of Hire

C. **COMPLETE** the "Advertisement text" table. This is the information that applicants will see when they view the job posting. Leaving it blank will delay posting the job.

POSTING DETAILS

Posting Type:* [Select ▼] **A**
Review Begin Date: [📅]
Anticipated Start Date: [📅]
Anticipated End Date: [📅]
Do you wish to apply for a waiver for the posting?: [Select ▼]
Reason for Waiver: [ ]
Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.
Posting Location:* [Fullerton ▼]
If you plan to advertise externally indicate the advertising sources:
☐ CSU Careers   ☐ Chronicle of Higher Ed
☐ Inside Higher Ed ☐ LinkedIn
☐ CalJobs   ☐ JobElephant
Additional/Other Advertising Sources: [ ]

Advertising Summary:* **B** [***ENTER JOB DUTIES HERE***]

*** Standard Posting Template ***
*** Marketing Posting Template ***

Advertisement text:* **C**

[B I U S ≡ ≣ ⊡ ⊞ Formats A A ⚬ 🖼 🖾 ⊞ Iₓ ◇]

Job Title	
Department	
Work Schedule	
Job Summary	
Minimum Qualifications	Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.
Required Qualifications	• Current student at CSUF and is enrolled/registered (fees paid) in a current regular semester as a new or continuing student. • Student who has completed the prior semester (has not graduated), or who is registered for the subsequent semester. • In good academic standing (not on academic probation, continued probation, academic dismissal). • Student who is authorized to work in the United States and can provide employment eligibility documents.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration. Employee/applicant who submits an application for a position may be required to successfully complete job related performance test(s) as part of the selection process. California State University, Fullerton is not a sponsoring agency. All unsolicited resumes will be returned without review. California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

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Users and Approvals

A. The MPP Department Supervisor that this position reports to

B. The person assisting with the hiring manager as needed

C. The hiring manager or department designee that will process applicants

D. **IMPORTANT: Select an approval process that meets the approval needs of your department (see last page for reference). Selecting the incorrect approval process (i.e. coach) will result in the approval being declined and returned for correction.**

E. Approvers for this requisition will need to be entered into their respective fields

F. Do not edit this field, it will prepopulate

G. Select "Pending Approval"

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

I. Select "Save a draft" if you want to save the requisition, but do not wish to submit.

Note: The selected approval process will not be saved for drafts.

J. Click the "Submit" button when ready to generate a

USERS AND APPROVALS

Reports to Supervisor Name: **A** Phenicia McCullough
Email address: CMS_pmccullough@fullerton.edu

Administrative Support: **B**
No user selected.

Compliance Panel Facilitator: **B**
No user selected.

Additional viewers:
Add Additional viewers

Recipient   Remove all
No Additional viewers selected.

Additional viewers information:

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

Approval process:* **D** FL - Student Assistant (3 Approvers)
FL - Student Assistant (1 Approver)
FL - Student Assistant (2 Approvers)
FL - Student Assistant (3 Approvers)

1. Dept. Supervisor: **E**
No user selected.

2. Dept. Head:
No user selected.

4. HRDI Student Employment: Christopher Reyes
CMS_chrreyes@fullerton.edu **F**

HR/Faculty Affairs Representative:* Christopher Reyes
Email address: CMS_chrreyes@fullerton.edu

Recruitment Status:* **G** Select

H Next page ❯
Please fill in all mandatory fields marked with an asterisk (*).

Save a draft   Submit   Submit & exit   Cancel
I   **J**

Next: The Job Requisition will be routed for approvals to the individuals indicated on the approval process above.

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	Job Requisition Number (Job No.) at the top of the page.	

Definitions and Terms

Approval Process	The Job Requisition has an approval process using workflow. Approvals are requested via email from the appropriate parties.
Dept. Designee	The person who creates and facilitates aspects of the Student Employment process.
Dept. Supervisor	The MPP who the Student Assistant reports to.
Appropriate Administrator	The Provost or Vice President. May also be an MPP who reports directly to a Provost or Vice President.
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.
HRIE Student Employment	The Student Employment Specialist
Reports To	The MPP Department Supervisor.
Asterisk Fields	Field required to be completed, e.g. Recruitment Status*.

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Next Step

Reviewing Applications	
Reviewing Applications Refer to the Student Employee Applicant Review Guide. All guides can be found on the HRIE Website. They are located on the CHRS tab under Recruiting and User Guides. **Note**: If the requisition has been approved and you have indicated "Direct Recruitment" but did not provide the direct hire information in the advertising summary, please email studentemployment@fullerton.edu with the direct hire information.	

Appendix

Requisition Approval Processes for Student Assistants

FL – Student Assistant (1 Approver)

FL – Student Assistant (2 Approvers)

FL – Student Assistant (3 Approvers)

Approval Process	Description
FL – Student Assistant (1 Approver)	Select this for positions that only require a 1-level approval process. For example, an 1870 student assistant job code may only include one approver.
FL – Student Assistant (2 Approver)	Select this for positions that require a 2-level approval process. Financial Aid is included as an approver if a position is searching for a Federal Work-Study Student only. For example, an 1870 student assistant job code may only include two approvers. For example, an 1871 student assistant job code should include an approver and the FA FWS approver.
FL – Student Assistant (3 Approver)	Select this for positions that require a 3-level approval process. Financial Aid can be included as an approver if a position is searching for a Federal Work-Study Student only. For example, an 1870 student assistant job code may only include three approvers. For example, an 1871 student assistant job code may include two approvers and the FA FWS approver.