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**Introduction**

Initiating recruitments in CHRS Recruiting involves completing the Job Card and submitting for approval and posting. This process will occur for all Full- and Part-time Faculty positions and all Staff and MPP positions. This guide will outline the steps to complete the Job Card, including which fields are required, which are optional, etc. For more details on what fields are required, see the [Job Card Field Requirements](#) job aid.

## General Information

### Recruiting for a New Position

You must have a position number in order to complete a Job Card. If you are recruiting for a new position you must obtain the position number before starting this process.

- New Faculty Positions: Submit a [Position Management Action Form](#) to request a new position number. Once the position is created in PeopleSoft it will be migrated to CHRS Recruiting through an overnight process. You will be able to use it the next day.
- New Staff/MPP Positions: Complete the [Rationale to Recruit](#) and submit for approval. Once your recruiter receives the form, they will contact you for any additional information needed. You may also reach out to them during the process. They will classify and create the position in PeopleSoft then the nightly process will push the information to CHRS Recruiting. At that time, you may start the process to complete the Job Card.

### Modifying an Existing Position Prior to Recruitment

If you would like to modify a current position prior to recruitment, please make sure the changes are completed in PeopleSoft before starting the Job Card process in CHRS Recruiting.

- Changes to Faculty Positions: Submit a [Position Management Action Form](#) to request the changes. Once made, you will be able to use the updated position the next day in CHRS Recruiting.
- Changes to Staff/MPP Positions: Complete the [Rationale to Recruit](#) and submit for approval. Once your recruiter receives the form, they will contact you for any additional information needed. You may also reach out to them during the process. They will update the position in PeopleSoft then the nightly process will push the updates to CHRS Recruiting. At that time, you may start the process to complete the Job Card.

### Search Committee

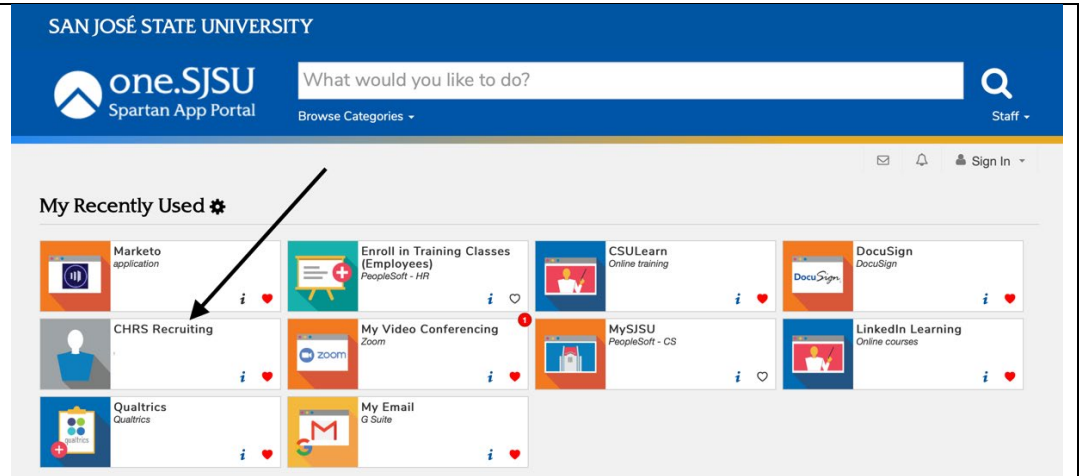
It is helpful to have your search committee identified prior to completing the Job Card. If the information is keyed upfront it will save time later in the process.

If one of your search committee members is not a current SJSU employee (faculty, staff or student), please contact your Recruiter as they will have to be set up in PeopleSoft then migrated to CHRS Recruiting in the overnight process.

Complete the Job Card

**Log into CHRS Recruiting**

1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile
3. User your SJSUOne ID and password to log in

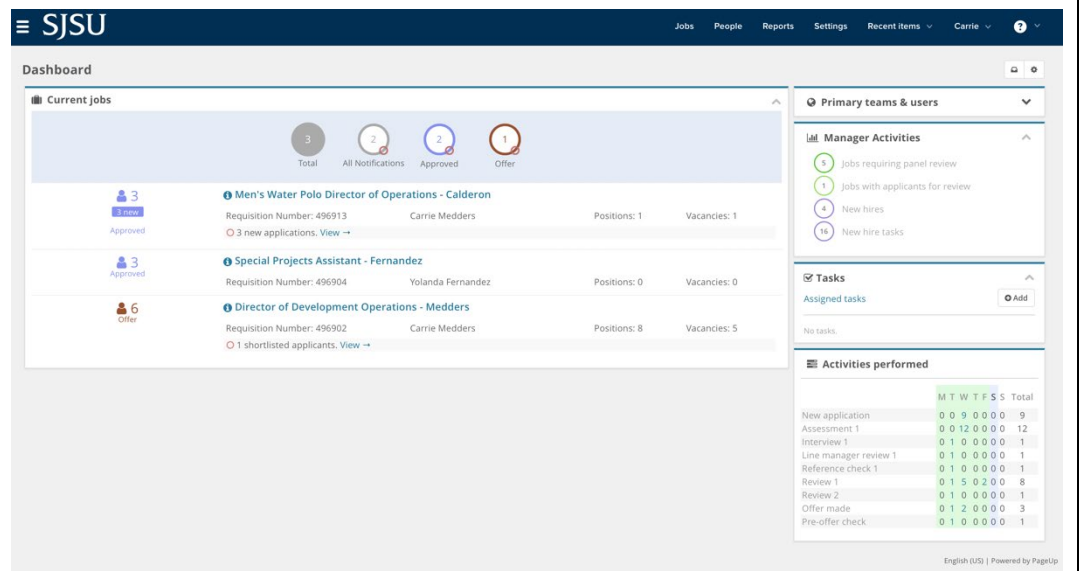
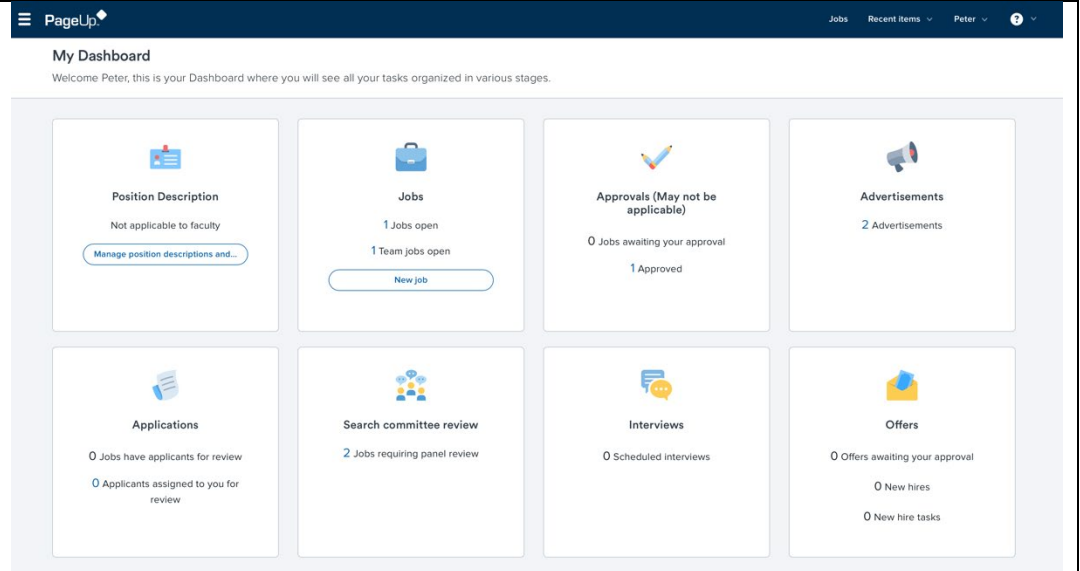


**The Dashboard is displayed**

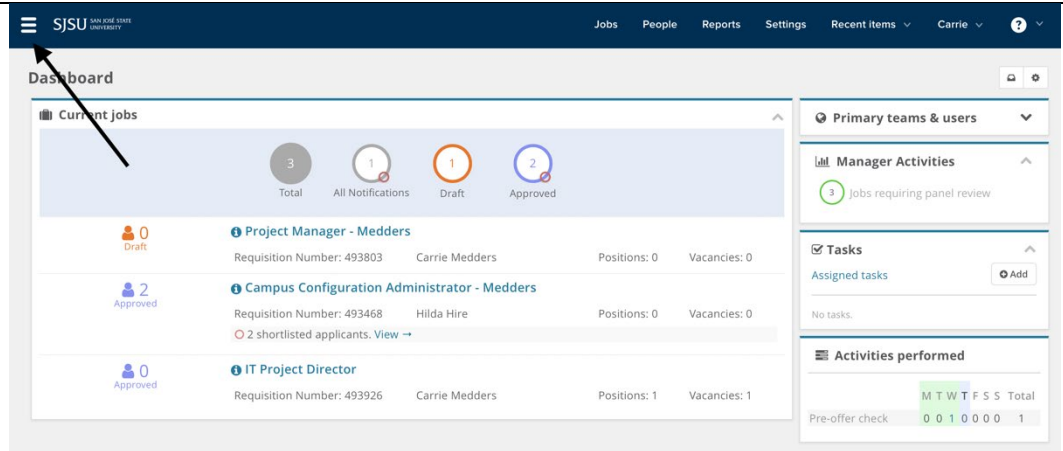
Please note, depending on your role the dashboard will look different. Two versions are shown here.

From the tiled dashboard, click New Job from the Jobs tile.

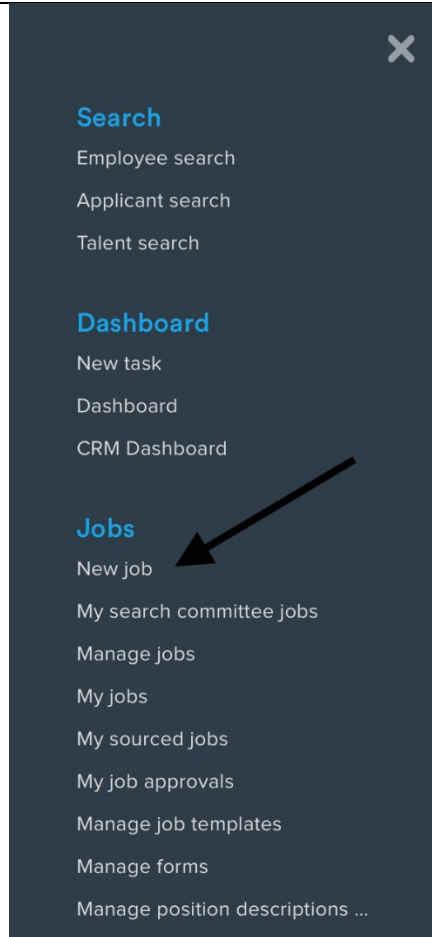
From the list dashboard, use the menu (shown in next step).



**From your Dashboard, click the hamburger icon to open the main menu**



**In the Jobs section, click New job**



**Select a job template**

1. Select the Team link (department) where the position resides (A)
2. Enter or search for the position number; remember, all position numbers begin with "SJ-" (B); this is a required field
3. Select San José State University from the Campus list (C); this is a required field even though it does not have an \*
4. Select a Template if applicable (D)
5. Click Next

*Please note, the Preview field (E) will only display if a template has been selected.*

Select a job template

1. Team link  
SJ-University Personnel - 1237

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

3. Campus  
Long Beach  
Fresno  
Northridge  
San Bernardino  
San José State University

4. Template  
--No template--  
SJ-MLK Library Custodian

Preview

Next > Cancel

**B – View Position Details**

1. Click the caret on the right side of the field
2. Validate the position information; if anything is not correct do not move forward; either change the position number or get the updates made in PeopleSoft
3. Click the caret again to close the box

2. Position\*

Undergraduate Grad Evalu

SJ-00005531

Position no: SJ-00005531  
 Position Name: Undergraduate Grad Evaluator  
 Current Incumbent: Karina E Avalos Dominguez  
 Reports To: Roselia Lobato-Morales  
 Campus: San José State University  
 Division: Student Affairs  
 College: Enrollment Services  
 Department: Office of the Registrar - 1397  
 Grade: 1  
 Cost Center: GFND  
 Funded: Yes  
 FTE: 1  
 MPP Job Family:  
 Hours Per Week: 40  
 Union:R04  
 Critical:No

**Complete the Requisition Information**  
 Numerous values will default from the selected position

1. Select the Recruitment Process (A); this is a required field
2. Select the Application Form (B); this is a required field even though it does not have an \* by it

If any of the other information is incorrect you should stop the process; make sure you used the correct position number; if changes need to be made, have that done prior to beginning this process

*Please note, the Requisition number will populate upon Submit. Leave this blank. (C)*

**REQUISITION INFORMATION**

Internal Team: SJ-University Personnel - 1237 A

Recruitment Process:\* B Select

Application Form: B Select Preview Customize for job

Job Code/Employee Classification:\* SSP II  
 Job Code: 3082

Salary Range/Grade:\* 3082-RANGE A-Grade-1  
 Minimum \$ 4,304.00  
 Middle \$ 4,304.00  
 Maximum \$ 6,120.00

Classification Title: SSP II

CSU Working Title:\* Undergraduate Grad Evaluator

MPP Job Code:

Campus:\* San José State University

Division:\* Student Affairs

College/Program:\* Enrollment Services

Department: Office of the Registrar - 1397 C

Requisition Number:   
Leave blank to automatically create a Requisition Number

**A - Select the Recruitment Process**

This is a required field.

SJSU has four (4) recruitment processes:

- SJ-Faculty Part-Time
- SJ-Faculty TT/Full-Time
- SJ-Staff/MPP
- SJ-UPD

*Please note, each process is similar but not exactly the same. Make sure you choose the correct process for your recruitment.*

Recruitment Process:\*  Select

Application Form:

Job Code/Employee Classification:\*

Salary Range/Grade:\*

Classification Title:

CSU Working Title:\*

MPP Job Code:

Campus:\*

- Design-LA-Faculty Part-Time Lecturer
- Design-LA-Faculty Tenure/Tenure Track
- Design-LA-Staff/MPP
- Design-LB-Faculty Part-Time Lecturer
- Design-LB-Faculty Tenure/Tenure Track
- Design-LB-Staff/MPP
- Design-NR-Emergency Hire
- Design-NR-Staff/MPP
- Design-SB-Staff/MPP
- Design-SJ-Faculty Part-Time Lecturer
- Design-SJ-Faculty Tenure/Tenure Track
- Design-SJ-Staff/MPP
- DH - Emergency Hire
- DM - Fixit Recruitment Process
- DM-General Recruitment Process-Light
- Jeff Test
- Jeff Test For Events
- LA- Training Recruitment Process- Sandoval
- NR\_Faculty Tenure-Track\_SL Copy
- SB-MPP Recruitment
- Select from the list
- SJ-Faculty Part-Time**
- SJ-Faculty TT/Full-Time**
- SJ-Staff/MPP**
- SJ-UPD**

**B - Select the Application Form**

This field is required even though it does not have an \* by it.

SJSU has four (4) application forms:

- SJ-Custodian Application Form
- SJ-Part-Time Faculty
- SJ-Staff/MPP
- SJ-TT/FT Faculty

*Please note, each application is similar but not exactly the same. Make sure you choose the correct application form for your recruitment.*

Recruitment Process:\*

Application Form:

- SJ-Custodian Application Form
- SJ-Part-Time Faculty Application Form
- SJ-Staff/MPP Application Form
- ✓ SJ-TT/FT Faculty Application Form

**Enter the Position(s) you wish to recruit for**

1. The first position populates based on your selection on the first page (A)
2. Select New or Replacement (B)
3. Use the New or Replacement boxes to add more than one position (C)

*Please note:*

- Most Staff/MPP and Tenure-Track and Full-Time Temporary Faculty recruitments will only have one position associated with them.
- Part-time Temporary Faculty recruitments may have more than one position associated with them.

Positions:\*

Position no	Type:*	Applicant	Application status
1	Professor	New	-

Position no: SJ-00000460

New:  Replacement:  Add more



**Enter the Requisition Details**

1. Select No for Auxiliary Recruitment (A)
2. Select the Reason for opening the recruitment (B)
3. Enter the Justification for Position (C)
4. Entering the Previous/Current Incumbent is optional (D)
5. Select the Work Type (E)
6. Select the Hiring Type (F)
7. Verify the Job Status; change if necessary (G)
8. Verify the Time Basis; change if necessary (H)
9. Verify the FTE and ensure it has two decimal places (1.00) (I)
10. Verify the Hours per week (J)
11. Enter the FLSA Status if you know it (K)
12. Select San José State University for CSU Campus (Integration for 3<sup>rd</sup> Party Solutions) (L); this is used for integration and is required

*Please note, the FTE and Hours fields are not connected. Make sure both are correct. The FTE and Hours per week do not need to be changed for part-time temporary faculty. The WTU and fraction will be entered during the offer process.*

**REQUISITION DETAILS**

Auxiliary Recruitment:\*  Yes  No A

Reason:\* Resignation B

Justification for Recruitment:\*  
 C

Previous/Current Incumbent:  
 D

Work Type:\* Staff E

Hiring Type:\* Probationary F

Job Status:\* Regular G

Time Basis:\* Full Time H

FTE: 1.000000 I

Hours Per Week: 40.00 J

FLSA Status: Exempt K

CSU Campus (Integration for 3rd Party Solutions):\* San José State University L  
City: San José



<p><b>A – Select the reason from the list of available options</b></p>	<p>Select</p> <ul style="list-style-type: none"> <li>Re-Organization</li> <li>Retirement</li> <li>Transfer</li> <li>Death</li> <li>New Position</li> <li>✓ Resignation</li> <li>Termination</li> <li>Leave Coverage</li> <li>Multiple Positions</li> <li>End of Temporary Assignment</li> </ul>
<p><b>D – Select the work type from the list of available options</b></p> <p><i>Please note, only the following work types will be used:</i></p> <ul style="list-style-type: none"> <li>• Management (MPP)</li> <li>• Staff</li> <li>• Instructional Faculty – Tenured/Tenure-Track</li> <li>• Instructional Faculty – Temporary/Lecturer</li> <li>• Non-Instructional Faculty (Coach/Counselor/Librarian)</li> </ul>	<p>Select</p> <ul style="list-style-type: none"> <li>Management (MPP)</li> <li>✓ Staff</li> <li>Extended Education Instructor</li> <li>Instructional Faculty – Tenured/Tenure-Track</li> <li>Instructional Faculty - Temporary / Lecturer</li> <li>Non-Instructional Faculty (Coach/Counselor/Librarian)</li> <li>Research Fellows</li> <li>Visiting Faculty</li> <li>Student Assistant</li> <li>Student Assistant - Federal Work Study</li> <li>Graduate Assistant</li> <li>Instructional Student Assistant</li> <li>Instructional Student Assistant - Federal Work Study</li> <li>Teaching Associate</li> </ul>
<p><b>E – Select the hiring type from the list of available options</b></p> <p><i>Please note, At-Will should only be used for MPPs.</i></p>	<p>Probationary</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input style="width: 90%; border: none;" type="text"/> <span style="float: right; font-size: 1.2em;">🔍</span> </div> <p>Select</p> <ul style="list-style-type: none"> <li>At-will</li> <li>Probationary</li> <li>Temporary</li> <li>Tenured</li> </ul>
<p><b>F – Select the job status from the list of available options</b></p> <p><i>Please note, Emergency hire will not be used.</i></p>	<p>Select</p> <ul style="list-style-type: none"> <li>Per Diem</li> <li>Temporary</li> <li>✓ Regular</li> <li>Emergency hire</li> </ul>

<p><b>The Job Details section can be left blank</b></p>	<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">JOB DETAILS</div> <p>Job Summary/Basic Function: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Minimum Qualifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Required Qualifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Preferred Qualifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Special Conditions: <input style="width: 100%; height: 40px;" type="text"/></p> <p>License / Certifications: <input style="width: 100%; height: 40px;" type="text"/></p> <p>Physical Requirements: <input style="width: 100%; height: 40px;" type="text"/></p>																		
<p><b>Complete the Job Duties Section</b></p> <ol style="list-style-type: none"> <li>The duties/responsibilities section (A) is not required</li> <li>Indicate whether or not this position will supervise employees (B); this is required</li> <li>It is optional to enter the position titles supervised by this position (C)</li> </ol> <p><i>Please note, only select Yes if the position supervises Faculty, Staff or MPP employees; not students.</i></p>	<p><b>JOB DUTIES</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">% of time</th> <th style="text-align: left;">Duties / Responsibilities</th> <th style="text-align: right;">Essential / Marginal</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">New</div> </td> </tr> <tr> <td colspan="3">Supervises Employees:*</td> </tr> <tr> <td colspan="3"> <input type="radio"/> Yes <input type="radio"/> No             </td> </tr> <tr> <td colspan="3">If position supervises other employees; list position titles:</td> </tr> <tr> <td colspan="3" style="height: 40px;"> <input style="width: 100%; height: 100%;" type="text"/> </td> </tr> </tbody> </table>	% of time	Duties / Responsibilities	Essential / Marginal	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">New</div>			Supervises Employees:*			<input type="radio"/> Yes <input type="radio"/> No			If position supervises other employees; list position titles:			<input style="width: 100%; height: 100%;" type="text"/>		
% of time	Duties / Responsibilities	Essential / Marginal																	
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">New</div>																			
Supervises Employees:*																			
<input type="radio"/> Yes <input type="radio"/> No																			
If position supervises other employees; list position titles:																			
<input style="width: 100%; height: 100%;" type="text"/>																			

<p><b>Complete the Position Designation information</b></p> <ol style="list-style-type: none"> <li>1. Select the General Mandated Reporter Type (A)</li> <li>2. Select None for Conflict of Interest (B)</li> <li>3. If applicable (Athletics), select NCAA (C)</li> <li>4. All other fields are not used</li> </ol>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: -1px -1px 1px -1px;">POSITION DESIGNATION</p> <p>Mandated Reporter:* <input type="text" value="Select"/> <span style="float: right;">A</span></p> <p>Conflict of Interest:* <input type="text" value="Select"/> <span style="float: right;">B</span></p> <p>NCAA: <input type="radio"/> Yes <input type="radio"/> No <span style="float: right;">C</span></p> <p>Is this a Sensitive position?: <input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">View Sensitive Position criteria</a> and select from below where relevant.</p> <p>Care of People (incl. minors) Animals and Property: <input type="text" value="Select"/></p> <p>Authority to commit financial resources: <input type="text" value="Select"/></p> <p>Access/control over cash cards and expenditure: <input type="text" value="Select"/></p> <p>Access/possession of master/sub-master keys: <input type="text" value="Select"/></p> <p>Access to controlled or hazardous substances: <input type="text" value="Select"/></p> <p>Access/responsibility to personal info: <input type="text" value="Select"/></p> <p>Control over Campus business processes: <input type="text" value="Select"/></p> <p>Responsibilities requiring license or other: <input type="text" value="Select"/></p> <p>Responsibility for use of commercial equipment: <input type="text" value="Select"/></p> </div>
<p><b>A – Select the General Mandated Reporter Type</b></p> <p><i>Please note, this information will be reviewed by the faculty or staff recruiter and updated if necessary.</i></p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select <span style="float: right;">▲</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text" value=""/> <span style="float: right;">🔍</span> </div> <p style="background-color: #0056b3; color: white; padding: 2px;">Select</p> <p>General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.</p> <p>Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.</p> <p>Not mandated</p> </div>
<p><b>B – Select None for Conflict of Interest</b></p> <p><i>Please note, this information will be reviewed by the faculty or staff recruiter and forwarded to the Conflict of Interest Officer for review if necessary.</i></p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select <span style="float: right;">▲</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text" value=""/> <span style="float: right;">🔍</span> </div> <p style="background-color: #0056b3; color: white; padding: 2px;">Select</p> <p>A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.</p> <p>None</p> </div>

**Complete the Budget Details information**

All fields in this section are optional. However, completing the noted fields may speed the recruitment and hiring process along.

1. Provide an Anticipated Hiring Range (primarily staff positions) (A)
2. The chartfield information is not needed; updates to funding should be made in PeopleSoft (B)
3. Select the Pay Plan (C)
4. For 10/12 and 11/12 pay plans, enter the Months Off (D)

*Please note, there is no benefits functionality in this system. All benefits processes for SJSU are handled in PeopleSoft.*

**BUDGET DETAILS**

Benefit Eligible?:  Yes  No A

Anticipated Hiring Range:  B

Budget/Chart field/Account string:  C

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center:  D

Pay Plan:  E

Pay Plan Months Off:

**C – Select the Pay Plan**

*Please note, most Staff and MPP positions will be 12 months. Most Faculty positions will be AY.*

12 Months ▲

🔍

Select

- 10/10 Months
- 10/12 Months
- 11/12 Months
- 12 Months
- 3 Months
- 5 Months
- 8/12 Months
- AY
- Other

**Complete the Posting Details information**

1. Select the Posting Type (A)
2. Enter the Date fields if appropriate (B); the Anticipated End Date is required for temporary positions
3. Select the Posting Location (C)
4. If you wish to advertise with LinkedIn, check the box; the other boxes are not necessary (D)
5. Enter Additional Advertising Sources (E)
6. Enter the Advertising summary (F)
7. Complete the Advertisement text section as indicated in the screen shot (G)

**POSTING DETAILS**

Posting Type:\*  A

Review Begin Date:  B

Anticipated Start Date:  B

Anticipated End Date:  B

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointee, Transfer, or Promotion.

Posting Location:\*  C

If you plan to advertise externally indicate the advertising sources:

CSU Careers  Chronicle of Higher Ed D

Inside Higher Ed  LinkedIn

Caljobs  Job Elephant

Additional/Other Advertising Sources:  E

Advertising summary:\*  F

\*\*\* [Standard Posting Template](#) \*\*\*

\*\*\* [Marketing Posting Template](#) \*\*\*

Advertisement text:\*

**B I U S** [Icons] Formats [A] [A] [Link] [Image] [Table] [Text] [Code] G

Staff/MPP Recruitments: You may enter "See PD" or something similar. This will be built by the Recruiter.

Faculty Recruitments: You may enter "See Template" or something similar. You will attach the standard posting template to the Job Card.

**A – Select the Posting Type**

- Direct appointment will not be used
- Select Internal recruitment if you wish for your job to only be posted to current SJSU employees (SJSU Only)
- Select Open recruitment to post your job to the public; SJSU employees will also be able to see the posting

Select

Direct appointment

Internal recruitment

**Open recruitment**

**B – Enter the Applicable Dates**

**Review Begin Date**

- Faculty Recruitments – Enter the date you plan to begin reviewing applications

	<ul style="list-style-type: none"> <li>• Staff/MPP Recruitments – This value will be entered by the Recruiter</li> </ul> <p><b>Anticipated Start Date</b></p> <ul style="list-style-type: none"> <li>• Faculty Recruitments – Enter the start date of the term</li> <li>• Staff/MPP Recruitments – This value should not be entered</li> </ul> <p><b>Anticipated End Date</b></p> <ul style="list-style-type: none"> <li>• All Temporary Recruitments – This date must be entered</li> </ul>														
<p><b>C – Select the Posting Location</b></p> <p><i>Note: Most postings will use San José.</i></p>	<div style="background-color: #333; color: white; padding: 5px;"> <p>Northern California</p> <p>Chico</p> <p>East Bay</p> <p>Humboldt</p> <p>Maritime Academy</p> <p>Sacramento</p> <p>San Francisco</p> <p>✓ San José</p> <p>San José - Moss Landing Marine Lab</p> <p>Sonoma</p> </div>														
<p><b>Additional Advertising Information</b></p>	<p>All faculty and staff recruitments will be posted on the <a href="#">standard advertising sites</a>, including CSU Careers, Inside Higher Ed, Caljobs and Chronicle of Higher Ed. You do not need to check the boxes.</p> <p>Job Elephant is not used by SJSU</p> <p>The <b>Advertising summary (F)</b> will be handled in two ways:</p> <ul style="list-style-type: none"> <li>• Faculty – Enter “See Template” and attach the appropriate posting template for the type of recruitment to the Job Card</li> <li>• Staff – Enter “See PD” and attach the Position Description (PD) to the Job Card</li> </ul> <p>The <b>Advertisement text (G)</b> will be handled in two ways:</p> <ul style="list-style-type: none"> <li>• Faculty – Enter “See Template” and attach the appropriate posting template for the type of recruitment to the Job Card</li> <li>• Staff – Enter “See PD” and attach the Position Description (PD) to the Job Card</li> </ul>														
<p><b>Complete the Search Details information</b></p> <ol style="list-style-type: none"> <li>1. Enter or Select the Search Committee Chair (A)</li> <li>2. Add Search Committee Members (B)</li> </ol> <p><i>Please note, while this information is not required at this time, entering it up front makes the recruitment process flow</i></p>	<div style="background-color: #005596; color: white; padding: 5px; text-align: center;">SEARCH DETAILS</div> <p>Search Committee Chair: <input type="text" value="Carrie Medders"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</span></p> <p style="font-size: small; color: #005596;">Email address: <a href="mailto:carrie.medders@sjsu.edu">carrie.medders@sjsu.edu</a></p> <p>Search Committee Members: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</span></p> <p style="text-align: center; background-color: #eee; padding: 2px;">Add Search Committee Member</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #eee;">Recipient</th> <th style="text-align: right; font-size: small;">Remove all</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #eee;">SJ-University Personnel - 1237:</td> </tr> <tr> <td style="font-size: small;">Lisa Chen</td> <td style="text-align: right; font-size: small;">Remove</td> </tr> <tr> <td style="font-size: small;">Kenneth Guzzetta</td> <td style="text-align: right; font-size: small;">Remove</td> </tr> <tr> <td colspan="2" style="background-color: #eee;">DEMO Team A:</td> </tr> <tr> <td style="font-size: small;">Julia Chan</td> <td style="text-align: right; font-size: small;">Remove</td> </tr> <tr> <td colspan="2" style="font-size: small;">Search Committee Member information:</td> </tr> </tbody> </table>	Recipient	Remove all	SJ-University Personnel - 1237:		Lisa Chen	Remove	Kenneth Guzzetta	Remove	DEMO Team A:		Julia Chan	Remove	Search Committee Member information:	
Recipient	Remove all														
SJ-University Personnel - 1237:															
Lisa Chen	Remove														
Kenneth Guzzetta	Remove														
DEMO Team A:															
Julia Chan	Remove														
Search Committee Member information:															

more smoothly. The initiator of the Job Card may update this information after the Job Card has been submitted for approval. It must be entered prior to the routing of applications.

- A – Select the Search Committee Chair**
1. Enter the First and Last name of the individual who will chair your committee (A)
  2. Click Search
  3. Highlight the name of the person (B) – the User information will appear below
  4. Click Okay (C)
- Please note, searching for the primary or legal name will make your search more efficient.*

**No users were found based on your criteria, please select a user below:** A

First name:  Preferred name:

Middle name:  Last name:

E-mail:

First name	Preferred name	Middle name	Last name	E-mail
Carrie	Carrie Medders	M	Medders	carrie.medders@sjsu.edu

Page 1 of 1 Records 1 to 1 of 1

**User information:**

Email address: carrie.medders@sjsu.edu  
 Preferred name: Carrie Medders  
 Team: SJ-University Personnel - 1237  
 Position No: SJ-00004277  
 Position Title: Senior Director, University Personnel  
 Secondary Campus ID:  
 Employee Number: 80000012455  
[View employee card](#)

C



**B – Select the Search Committee Members**

You may search by name or Team (DeptID).

1. Enter the applicable search criteria (name or Team) (A)
2. Click Search (A)
3. Highlight the person’s name to display their information at the bottom of the screen
4. Click Add on their row (B)
5. Continue searching and adding names until all are added
6. Click Done once all names are added (C)

First name:  Last name:  Team (internal team):   (A)

First name	Last name	Team (internal team)	
Lisa	Chen	SJ-University Personnel - 1237	<a href="#">Add</a> (B)
Lisatest	Chen	DEMO Team A	<a href="#">Add</a>
Lisatest	Chen	Unassigned Team	<a href="#">Add</a>
Lisathree	Chen	Unassigned Team	<a href="#">Add</a>
Lisatest	Chen	Unassigned Team	<a href="#">Add</a>

Page 1 of 1 Records 1 to 5 of 5

Search committee member information:

Email address: lisa.x.chen@sjsu.edu  
 Preferred name:  
 Team: SJ-University Personnel - 1237  
 Position No: SJ-00005638  
 Position Title: Senior Business Analyst  
 Secondary Campus ID:  
 Employee Number: 80000296726

**Note:** To add this record, click on the 'Add' link above.

(C)

**Add Selection Criteria**

**Faculty Recruitments:** Required and Preferred Qualifications, as well as the Interview and Final Interview criteria, are entered by the department user who is completing the Job Card

**Staff/MPP Recruitments:** All criteria will be entered by your UP Recruiter

1. To add requirements from the Library, click the top Add button (A)
2. To add requirements not in

SELECTION CRITERIA

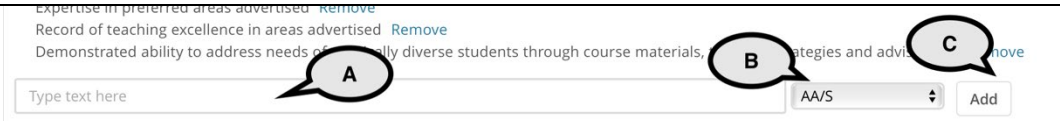
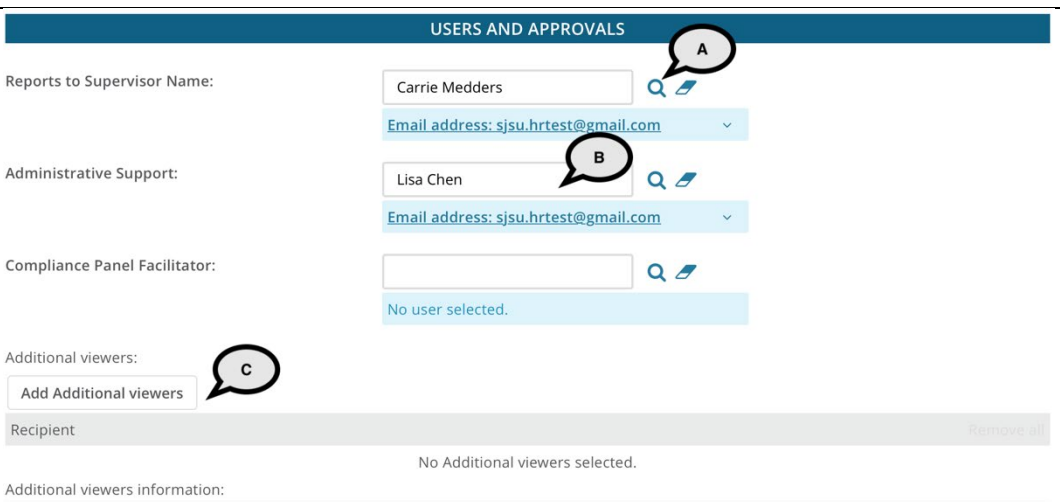
(A)

SJ-1 Required Qualifications [Add](#)  
 Terminal degree [Remove](#)

SJ-2 Preferred Qualifications [Add](#)  
 International expertise [Remove](#)  
 Online teaching experience [Remove](#)  
 Expertise in preferred areas advertised [Remove](#)  
 Record of teaching excellence in areas advertised [Remove](#)  
 Demonstrated ability to address needs of ethnically diverse students through course materials, teaching strategies and advisement [Remove](#)

(B)




<p>the Library, click New (B)</p>	
<p><b>A – Add Screening Criteria from the Library</b></p> <ol style="list-style-type: none"> <li>1. Choose the Group (A)</li> <li>2. Choose the Level (B)</li> <li>3. Click Search (C)</li> <li>4. Click Add next to each criterion you wish to add (D)</li> <li>5. Repeat this process to add all screening criteria</li> <li>6. Click Done when you've added all criteria (E)</li> </ol>	<p>The screenshot shows a web interface for adding screening criteria. At the top, there are filters for 'Selection criteria', 'Level' (set to 'All'), and 'Group' (set to 'All'). There are 'Clear' and 'Search' buttons. Below the filters is a table with columns for 'Selection criteria', 'Level', and 'Group'. The table lists 23 criteria, each with an 'Add' button. Callouts A, B, C, D, and E point to the Group filter, Level filter, Search button, an 'Add' button, and the 'Done' button respectively. At the bottom, there is a 'Page 1 of 12' indicator and a 'Jump to page' field.</p>
<p><b>Criteria Groups</b></p>	<p><b>Faculty</b></p> <ul style="list-style-type: none"> <li>• SJ-1 Faculty Required Qualifications</li> <li>• SJ-2 Faculty Preferred Qualifications</li> <li>• SJ-3 Interview Evaluation</li> <li>• SJ-4 Final Evaluation</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• SJ-1 Staff Application Screening</li> <li>• SJ-3 Interview Evaluation</li> <li>• SJ-4 Final Evaluation</li> </ul>
<p><b>Criteria Group Levels</b></p> <p>There may be multiple levels in each group.</p>	<p><b>Faculty</b></p> <ul style="list-style-type: none"> <li>• SJ-1 Faculty Required Qualifications             <ul style="list-style-type: none"> <li>○ SJ-Required Complete Application</li> <li>○ SJ-Faculty Required Experience</li> <li>○ SJ-Required License/Certificate</li> </ul> </li> <li>• SJ-2 Faculty Preferred Qualifications             <ul style="list-style-type: none"> <li>○ SJ-Faculty Preferred Experience</li> </ul> </li> <li>• SJ-3 Interview Evaluation             <ul style="list-style-type: none"> <li>○ SJ-Faculty Interview</li> </ul> </li> <li>• SJ-4 Final Evaluation             <ul style="list-style-type: none"> <li>○ SJ-Faculty Interview</li> </ul> </li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• SJ-1 Staff Application Screening             <ul style="list-style-type: none"> <li>○ SJ-Required Complete Application</li> <li>○ SJ-Required License/Certificate</li> <li>○ SJ-Application Screening</li> </ul> </li> <li>• SJ-3 Interview Evaluation</li> </ul>


	<ul style="list-style-type: none"> <li>○ SJ-Staff Interview</li> <li>● SJ-4 Final Evaluation</li> <li>○ SJ-Staff/Hiring Manager Interview</li> </ul>
<p><b>Enter Required or Preferred Qualifications Manually</b></p> <ol style="list-style-type: none"> <li>1. Click the New button under Selection Criteria</li> <li>2. Enter the criteria in the text box (A)</li> <li>3. Choose the appropriate SJ Criteria Group from the dropdown (B)</li> <li>4. Click Add (C)</li> </ol>	
<p><b>Complete the Users and Approvals information</b></p> <ol style="list-style-type: none"> <li>1. Verify the Reports to Supervisor Name (defaults from Position Data); update if necessary (A)</li> <li>2. Enter the name of the employee who will manage the recruitment; this person must have completed either the Initiate or Manage Recruitments training class (B)</li> <li>3. Add additional viewers if applicable (C)</li> </ol> <p><i>Please note, if the Reports to Supervisor Name is incorrect or blank you may update it here to complete your Job Card, but you must also update the position in PeopleSoft.</i></p>	



**Continue completing the Users and Approvals information**





1. The Hiring Administrator defaults to your name; change it, if applicable, to the Appropriate Administrator (MPP) for the position (A)
2. Select the Approval process (B)
3. Verify the approval information to confirm you've selected the correct process; you may need to scroll to see all values
4. Enter the HR/Faculty Affairs Representative – this will be your recruiter (D)




*Please note, the Hiring Administrator and the Reports to Supervisor may be the same person.*




Hiring Administrator:\*    




Email address:  


Approval process:\*   

1. Reports\_to 1:     

2. Reports\_to 2:    

3. Office of the President:    

HR/Faculty Affairs Representative:\*    

Email address:  

**B – Select the Approval Process**

All approval processes are different so please choose carefully.

The first two steps of every recruitment process are the same and the data is pulled from the position structure in PeopleSoft:









1. Reports\_to 1
2. Reports\_to 2

- None
- SJ-AA-Faculty Part-Time
- SJ-AA-Faculty TT/Full-Time
- SJ-AA-Staff & MPP
- SJ-AF-Staff & MPP
- SJ-ATH-Faculty Coaches
- SJ-ATH-Staff & MPP
- SJ-IT-Staff & MPP
- SJ-PRES-Staff & MPP
- SJ-RI-MPP
- SJ-RI-Staff
- SJ-SA-Faculty Full Time
- SJ-SA-Faculty Part Time
- SJ-SA-Staff & MPP
- SJ-UA-Staff & MPP

**D – Enter the HR/Faculty Affairs Representative**

**For all faculty recruitments**, enter Scott Nguyen

**For staff/MPP recruitments**, enter the Recruiter for your department. Search [UP Representatives](#) if you do not know your Recruiter's name.

<p><b>Set the Recruitment Status to Pending Approval (A)</b></p> <p><i>Please note, not all users can see the Recruitment Status field. It is displayed based on the role you are in.</i></p>	<p>Recruitment Status:* <span style="float: right;">Pending approval </span> </p>
<p><b>Navigate to the Documents page</b></p> <p>1. Select Document from a file</p>	<p>Position info   Notes   <b>Documents</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>✓ Select</p> <p>Document from a file </p> <p>Document from library</p> <p>Interview guide</p> <p>Generate selection report</p> </div>
<p><b>Upload the File</b></p> <ol style="list-style-type: none"> <li>Click Upload file and select the file you wish to upload (A)</li> <li>Change the Document category to Recruitment Documents (B)</li> <li>Give your file a Title (C)</li> <li>Click Save and add another to attach additional documents OR click Save and close</li> </ol> <p><i>Please note, ALL documents uploaded must be in the Recruitment Documents category. Do NOT select Position Description.</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Upload a new document</b> </p> <p>File:* <span style="float: right;"> Upload file </span></p> <p>Document category:* <span style="float: right;">Recruitment Documents </span></p> <p>Title: <input style="width: 150px;" type="text"/> </p> <p style="text-align: center;"> <span>Save and add another</span>   <span>Save and close</span>   <span>Close</span> </p> </div>
<p><b>Required Documents</b></p>	<p><b>Tenured/Tenure-Track Faculty Recruitments</b></p> <ul style="list-style-type: none"> <li>Attach the posting template and Outreach/Diversity plan</li> </ul> <p><b>Full- and Part-Time Temporary Faculty Recruitments</b></p>

	<ul style="list-style-type: none"> <li>• Attach the posting template</li> </ul> <p><b>Staff &amp; MPP Recruitments – New Position</b></p> <ul style="list-style-type: none"> <li>• Attach the position description and organization chart</li> </ul> <p><b>Staff and MPP Recruitments – Existing Position</b></p> <ul style="list-style-type: none"> <li>• Attach the old and new position descriptions and the organization chart</li> </ul>
<p><b>Save or Submit</b></p> <p>Whether you save a draft or submit the Job Card for approval, a requisition number will be assigned.</p>	<p><b>Save a draft</b> Clicking save a draft will save your progress with one exception. If you already selected an Approval Process it will not be saved in a draft state. When you return to the Job Card you must select it again.</p> <p><b>Submit</b> Clicking submit will save and submit the document for approval. The Job Card will remain open.</p> <p><b>Submit &amp; Exit</b> Clicking submit &amp; exit will save and submit the document for approval. It will also close the Job Card.</p>
<p><b>Job Card Approval</b></p>	<p>When the Job Card is submitted, an email notification will be sent to the first approver. After each person approves a notice will be sent to the next approver.</p> <p>If anyone in the approval chain declines, a notification will be sent to the person who initiated the recruitment, the hiring manager and the recruiter.</p>
<p><b>After Approval</b></p>	<p><b>Faculty Recruitments</b> The Job Card will be reviewed and updated if necessary; then the Recruiter will post the job.</p> <p><b>Staff/MPP Recruitments</b> The Job Card will be reviewed and updated if necessary. The Recruiter will add the Screening Criteria then post the job.</p> <p><i>Please note, once the Recruiter posts the job, it may take 15-20 minutes for it to appear on the career portals.</i></p>