



02 - Job Card
Administration & Finance
Talent Acquisition – Human Resources

Table of Contents

Initiating a Recruitment - Job Card	3
General Overview	3
Pre-Job Card: Save the Position Description as a PDF	4
Create the Job Card (Requisition)	4
Welcome to the Job Card	4
Attach the Position Description	5
Requisition Information	6
Open Positions	7
Requisition Details	8
Job Details	8
Position Designation	10
Budget Details	11
Posting Details	11
Search Details	12
Users and Approvals	12
Approval Process	13

Initiating a Recruitment - Job Card

This section outlines how to complete the Job Card (or Job Requisition) in CSU Recruit. Creating the job requisition is the **second** step in initiating a recruitment.

All state-side staff and MPP recruitments must begin with a current, approved Position Description.

Fields that populate from the approved position description should not be revised on the Job Card without first consulting with Classification & Compensation.

The Job Card is typically completed by the HR Liaison (department analyst, ASC, confidential) or Hiring Manager

General Overview

1. Create a Position Description (in CSU Recruit) and submit for approval
2. Receive Position Description approval from Class & Comp
3. Create a Job Requisition from the approved Position Description
4. Attach the approved Position Description to the documents tab
5. Complete the Job Card and submit for approval
6. Receive Job Requisition approvals
7. Recruitment Strategy Meeting with Talent Acquisition

Document Key:



**Populates from the approved Position Description
(should not be revised on the Job Card)**

Help Text



***Red objects and text contain helpful information
and/or indicate action required**

Pre-Job Card: Save the Position Description as a PDF

- A. Locate the approved Position Description and select "View"
- B. Expand the "...'" ellipsis menu
- C. Select "Print"
- D. Set Destination = "Save as PDF"

Save the document in a secure and accessible location. You will need to locate it again.

Next: Create the Job Requisition

Location: Position Description Library (pre-Job Card)

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status	
PD-1430	SB-HR Carly Test Position-ASAI (Pool)				Aug 18, 2020	Approved	Edit View Recruit for position Archive

SB-HR Carly Test Position-ASAI (Pool)

Position info | Notes | Documents

Recruit for position **B**

Print **C**

Print **D**

Destination Save as PDF

Pages All

After saving, CSU Recruit will return to the Position Description.

Create the Job Card (Requisition)

From the approved Position Description, select **Recruit for Position**

Location: the approved Position Description

SB-HR Carly Test Position-ASAI (Pool)

Position info | Notes | Documents

Recruit for position **B**

Opens the Job Card (Job Requisition)

***Important note:** May take 30 seconds to load. Multiple clicks to "Recruit for Position" may result in duplicate job requisitions.

Welcome to the Job Card

This section provides an overview on three tabs available on a job requisition (A-C).

Note: Some users may have additional/less tabs available.

This is the Job Card (Requisition)

New job

A Position info **B** Notes **C** Documents

A. The **Position Info** tab contains all job requisition and position description information

B. The **Notes** tab contains manually added notations throughout the recruitment process (position number updates, approval notes).

C. The **Documents** tab contains recruitment documents manually attached to the requisition (Budget Position Update/Request form, recruitment documents, Position Description, etc.)

Attach the Position Description

Select the **Documents Tab**

Locate the **drop-down** menu

Choose **Document from a file**

- A. Select upload file.** Locate the PDF Position Description and attach.
- B. Choose Position Description** from the drop-down menu
- C. Title** the document

Sample Title:
ASAI Position Description

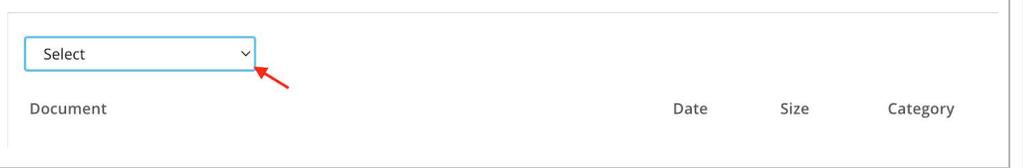
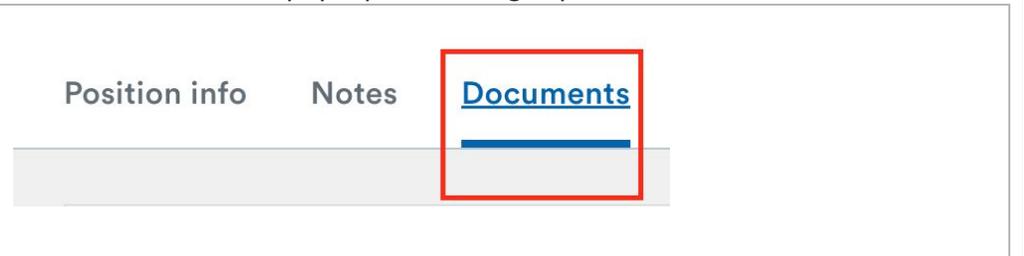
D. Save and Close

You will return to the Job Card

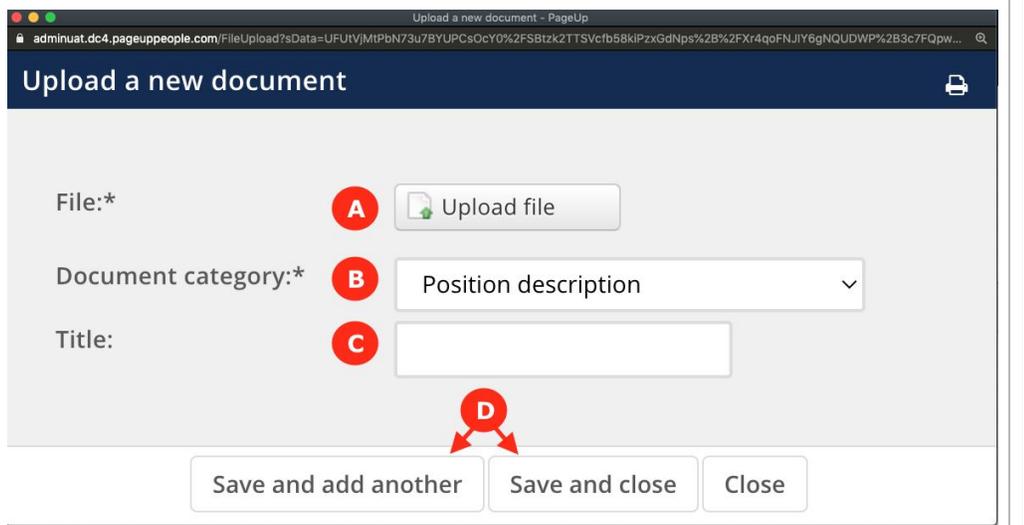
E. Verify the document attached

Select the **Position Info Tab** to continue.

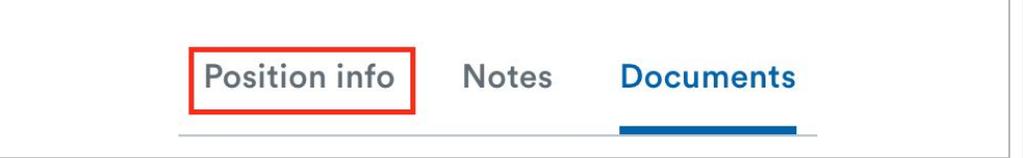
Note: Please *allow* pop-ups from PageUp



Upload a New Document will appear. **Note:** turn off your pop-up blocker



Save and Close returns to the **Job Card**



Requisition Information

Internal Team: Dept. ID
Recruitment Process: Must begin with "SB"

Application: Base Staff (Long) Form

Job Card: Validate Only

Salary Range: Validate Only

Classification Title: Validate Only

Working Title: Revise if needed

MPP Job Code: Validate Only

Campus: San Bernardino

Division: Select/Validate

College/Prog: Select/Validate

Department: Select/Validate

Requisition Number: Leave blank. This is automatically assigned when saved or submitted.

REQUISITION INFORMATION

Internal Team: SB-ITS-AdministrativeComputingSys - FS0401 Dept ID →

Recruitment Process:* SB-HR-Staff Recruitment ← Staff, MPP, POOL

Application Form: Base Staff (Long) Application Form Select →

Job Code/Employee Classification:* ★ Admin Support Assistant 12 Mo Q ✎
Job Code: 1032

Salary Range/Grade:* ★ 1032-ASSISTANT I-Grade-1 Q ✎
Minimum: \$ 2,705.00
Maximum: \$ 3,829.00
Pay Frequency:

Classification Title: ★ Administrative Support Assistant I

CSU Working Title:* Revise → SB-HR-Carly Test Position- ASAI (Pool)

MPP Job Code: ★ Use for MPP Recruitments Only

Campus:* San Bernardino Revise as needed →

Division:* Information Technology Srvc Revise as needed →

College/Program:* Information Technology Svs Div Revise as needed →

Department:* ITS-AdministrativeComputingSys - FS0401 Revise as needed →

Requisition Number: Leave this blank
Leave blank to automatically create a Requisition Number

Open Positions

OPTION A: Use when Position Number was entered on Position Description

Expand the blue box and verify for accuracy.

OPTION B: Use when Position Number has not been entered

A. Input the number of open positions

B. Select Add More

C. Type "SB-PositionNumber" (no spaces)

D. Press Enter, Tab Out, or Select the Looking Glass to begin search

E. Expand the blue box and verify for accuracy.

Reminder: Position Numbers are managed through PeopleSoft

Option A: Verify the Position Number

Positions:*

Position no	Type:*	Applicant	Application status
1 Administrative Analyst Specialist	New	-	-

Position no: SB-00003375

Position Name: Specialist

Current Incumbent:

Reports To:

Campus: San Bernardino

Division: Information Technology Svcs

College: Information Technology Svcs Div

Department: ITS-Vice President Office - FS0100

Grade:

Cost Center: GFND

Funded: Yes

FTE: 1.000000

MPP Job Family:

Hours Per Week: 40.00

Union:R09

Critical:No

Reminder: Position numbers are managed through PeopleSoft

Option B: Add the Position Number

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no	Type:*	Applicant	Application status
No positions exist for this job.			

New: Replacement:

Positions:*

Position no

No position selected.

Positions:*

Position no

Please wait...

Note: This may take up to 30 seconds.

Positions:*

Position no	Type:*	Applicant	Application status
Administrative Analyst Specialist	New	-	-

Position no: SB-00003375

Position Name: Administrative Analyst Specialist

Current Incumbent:

Reports To:

Campus: San Bernardino

Division: Information Technology Svcs

College: Information Technology Svcs Div

Department: ITS-Vice President Office - FS0100

Grade:

Cost Center: GFND

Funded: Yes

FTE: 1.000000

MPP Job Family:

Hours Per Week: 40.00

Union:R09

Critical:No

Reminder: Position numbers are managed through PeopleSoft

Requisition Details

Reason: Select
Justification: Validate Only

Prev/Curr. Incumbent: If applicable

Work Type: Select Staff or MPP
Hiring Type: Validate Only

Job Status: Select
Time Basis: Select FT/PT
FTE: Numeric Time Base

Hours Per Week: Per time base
FLSA Status: Validate Only
Position Location: San Bernardino

REQUISITION DETAILS

Reason:* Select from drop-down

Justification for Recruitment:* ★

Justification for Position (this populates from the Position Description). Verify the information here and add details if needed.

Previous/Current Incumbent:

Work Type:* Staff or Management (MPP)

Hiring Type:* ★

Job Status:* Regular, Emergency Hire, Per Diem, Temporary

Time Basis:*

FTE: Input Timebase Information

Hours Per Week:

FLSA Status: ★

Position Location: 🔍 ✍️
City: San Bernardino

Job Details

Job Summary:
 Validate/Review Only

Minimum Qualifications:
 Validate/Review Only

Required Qualifications:
 Validate/Review Only

Preferred Qualifications:
 Validate/Review Only

JOB DETAILS

Job Summary/Basic Function: ★

Under supervision, the Administrative Support Assistant is responsible for providing general office, clerical, and secretarial support to students, faculty, staff, and community members. Processes mail, maintains files and records, processes documents and records, gathers data, and interacts with and solves problems for work unit customers and staff. Responds to customers via email, telephone, and in person. Uses a variety of office support technology and systems.

*Consult with classification and Compensation Services if you are making fundamental changes to the Position Description

Minimum Qualifications: ★

High School diploma or the equivalent and three years of experience in general office, clerical or secretarial work or the equivalent.

*Consult with classification and Compensation Services if you are making fundamental changes to the Position Description

Required Qualifications: ★

Entry to this classification requires fundamental written and oral communication skills, including a sound foundation in English grammar, spelling, and punctuation; an ability to understand standard office procedures; an ability to operate standard office equipment; an ability to learn office technology systems; an ability to perform basic arithmetic calculations; and typing and keyboard skills. Experience to be proficient in performing most or all work assignments. General

*Consult with Classification and Compensation Services if you are making fundamental changes to the Position Description

Preferred Qualifications: ★

- Knowledge of higher education systems and experience working on international educational collaborations
- Experience in English as a second language

*Consult with Classification and Compensation Services if you are making fundamental changes to the Position Description

Special Conditions

Validate/Review Only

License/Certifications:

Validate/Review Only

Physical Requirements:

Validate/Review Only

Job Duties

Validate/Review Only

Special Conditions:

*Consult with Classification and Compensation Services if you are making fundamental changes to the Position Description



License / Certifications:

*Consult with Classification and Compensation Services if you are making fundamental changes to the Position Description



N/A

Physical Requirements:

*Consult with Classification and Compensation Services if you are making fundamental changes to the Position Description



JOB DUTIES

***Job Duties are approved on the Position Description.**

****If you need to make changes to the Job Duties of a position, consult with Classification and Compensation Services BEFORE submitting the Job Requisition (Job Card)**

% of time

Duties / Responsibilities

Essential / Marginal

38%



Program management:

- Responsible for ensuring timely program management. Communicates independently with partnership entities representatives, and organizations such as Saudi Arabian Cultural Mission (SACM), and Saudi Ministry of Education. Manages program correspondence, document processing, recruitment timelines, report writing, and program assessment and improvement.
- Independently evaluates, analyzes, and takes course of action on prospective partnerships.
- Coordinates negotiations with international entities and represents CSUSB in events, conferences, and seminars.
- Utilizes working relationships with extended networks of organization, schools and university representatives to advance CSUSB's enrollment growth.
- Develops plans and makes appropriate decisions based on established parameters, guidelines, and regulations.

Essential

[Edit](#) [Remove](#)

37%



Student Support:

- Independently provides comprehensive advisement to GCC and MEAN students, helping them adjust to the new environment and achieve successfully their educational goals by assisting them:
 - o Solve problems
 - o Thinking them through
 - o Evaluating them realistically
 - o Selecting suitable solutions
 - o Implementing measures to alleviate the area of tension and ease the adjustment
- Must utilize human relations skills to interact with persons with hostile reactions and bring such situations under control.

Essential

[Edit](#) [Remove](#)

25%



Program expansion and recruitment:

- Responsible for ensuring strong relationships with existing partners and for development of new university partners to support revenue growth per CSUSB strategic goals
- Serves as the main CSUSB representative for Middle East and North Africa (MEAN) and Gulf Council Countries (GCC).
- Provides expert advice to campus on the region related opportunities

Essential

[Edit](#) [Remove](#)

New

Supervises Employees:*

Select Yes/No

Yes No

If position supervises other employees; list position titles:

Complete if previous question is answered "Yes"

Supervises Employees:

Select Yes/No

If yes, list the position titles

	Lead Work vs. Supervision																		
	<div style="display: flex; justify-content: space-between; font-weight: bold; font-size: small;"> MANAGING / SUPERVISION WORK LEAD DIRECTION </div>																		
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> All responsibilities listed under "Work Lead Direction" Hire Transfer Suspend Layoff Recall Promote Discharge Reward Discipline Adjust grievances, or effectively to recommend such action </div> <div style="width: 45%;"> <ul style="list-style-type: none"> Scheduling Work Flow Planning Assigning Work or Giving Directions Monitoring Work Training Employees Orienting Employees Providing input into Employee Selection (Hiring) Providing input into Performance Evaluation </div> </div> <p style="font-size: x-small; margin-top: 10px;">Definitions noted in the Higher Education Employer-Employee Relations Act (HEERA) (California State Government Code 3580.3)</p>																		
Position Designation	POSITION DESIGNATION																		
<p>Mandated Reporter: Validate Only</p> <p>Conflict of Interest: Validate Only</p> <p>NCAA: Select No</p> <p>Is this a Sensitive position? Validate Only</p> <p>Sensitive Position Criteria: Validate Only</p>	<div style="margin-bottom: 10px;"> <p>Mandated Reporter:* ★ <input type="text" value="Not mandated"/></p> <p>Conflict of Interest:* ★ <input type="text" value="None"/></p> <p>NCAA: ○ Yes <input checked="" type="radio"/> No Select</p> <p>Is this a Sensitive position?: ★ <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <p style="font-size: x-small; margin-top: 10px; color: red;">*Sensitive Position criteria is approved on the Position Description and should not be revised on the Job Card. View Sensitive Position criteria and select from below where relevant.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Care of People (incl. minors) Animals and Property:</td> <td style="border: 1px solid #ccc; padding: 2px;">Yes</td> </tr> <tr> <td style="padding: 2px;">Authority to commit financial resources:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Access/control over cash cards and expenditure:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Access/possession of master/sub-master keys:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Access to controlled or hazardous substances:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Access/responsibility to personal info:</td> <td style="border: 1px solid #ccc; padding: 2px;">Yes</td> </tr> <tr> <td style="padding: 2px;">Control over Campus business processes:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Responsibilities requiring license or other:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> <tr> <td style="padding: 2px;">Responsibility for use of commercial equipment:</td> <td style="border: 1px solid #ccc; padding: 2px;">No</td> </tr> </table>	Care of People (incl. minors) Animals and Property:	Yes	Authority to commit financial resources:	No	Access/control over cash cards and expenditure:	No	Access/possession of master/sub-master keys:	No	Access to controlled or hazardous substances:	No	Access/responsibility to personal info:	Yes	Control over Campus business processes:	No	Responsibilities requiring license or other:	No	Responsibility for use of commercial equipment:	No
Care of People (incl. minors) Animals and Property:	Yes																		
Authority to commit financial resources:	No																		
Access/control over cash cards and expenditure:	No																		
Access/possession of master/sub-master keys:	No																		
Access to controlled or hazardous substances:	No																		
Access/responsibility to personal info:	Yes																		
Control over Campus business processes:	No																		
Responsibilities requiring license or other:	No																		
Responsibility for use of commercial equipment:	No																		

Budget Details

Benefit Eligible: Select Y/N
Anticipated Hiring Range: Complete
BCA String: Complete with funding source Chartfield String and % Distribution.
Cost Center: Complete
Pay Plan: Complete
Months Off: Complete only for 10/12, 11/12 pay plans

BUDGET DETAILS

Benefit Eligible?: Yes No

Anticipated Hiring Range:

Budget/Chart field/Account string:

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

Cost Center:

Pay Plan:

Pay Plan Months Off:

Posting Details

Posting Type: Select
Review Begin Date: Blank
Anticipated Start Date: Complete as an estimate only.
Anticipated End Date: Complete if applicable
Posting Waiver: Y/N
Reason: Complete only if Yes
Posting Location: SB or PDC
Advertisement Sources: Optional
Advertising Summary*: Mandatory Field. This will display directly on the position advertisement (posting).
Advertisement Text*: Mandatory Field. Complete advertisement template prompts prior to submission. This will display directly on the position advertisement (posting) and on internal applicant portals.

POSTING DETAILS

Posting Type:* Select

Review Begin Date:

Anticipated Start Date:

Anticipated End Date:

Do you wish to apply for a waiver for the posting?: Select: Yes/No

Reason for Waiver:
Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:* *Select: San Bernardino or Palm Desert Campus

If you plan to advertise externally indicate the advertising sources: *Optional at this time

CSU Careers Chronicle of Higher Ed
 Inside Higher Ed LinkedIn
 CalJobs JobElephant

Additional/Other Advertising Sources:
*Optional at this time

Advertising Summary:*

Advertisement text:* Review San Bernardino advertisement template. Input department/position information

B *I* U ~~S~~ Formats A A ?


**CALIFORNIA STATE UNIVERSITY
 SAN BERNARDINO**
 Human Resources

Search Details

Search Committee Chair (A): Mandatory for recruitments using committees.

Search Committee Member (B): Add the name of each search committee member.
See B-E instructions

Note:

Search Committee Chair and Search Committee Member name(s) **must** be named on the Job Requisition to access the search committee review process.

Selection Criteria: Leave blank. Not in use at this time.

Users and Approvals

- A. This name transfers to the Offer Card and is responsible for Onboarding tasks.
- B. The **Admin Support** named in this field is the HR Liaison for Human Resources and must be named here to view the Job Requisition.
- C. Leave Blank.
- D. This field is rarely used. User can select a **Final Candidate** in lieu of the Hiring Manager

- (B) Select "Add a Committee Member"
- (C) Type First Name and Last Name (legal)
- (D) Locate the correct person and select "Add"

Repeat Steps (B) through (D) for all committee members

Select (E) "Done" to return to job requisition

SELECTION CRITERIA

E. The **Hiring Administrator** is a required field. User can move applicants when the "shortlisting" feature is turned on.

Hiring Administrator:*  

[Email address:](#)

Approval Process

Option 1: Submit Requisition for Approval.

To submit a requisition, select the appropriate **Approval Process** from the drop-down menu. Input the user names for each title. When you are ready to submit, select **Submit** at the bottom of the page.

- A. The **Approval Process (A)** controls the approval workflow and communication
- B. The **HR/Faculty Affairs Representative** is a required field and populates based upon the selected approval process.

Option 2: Save as a Draft

- A. To save, select **Draft** from the Recruitment Status drop-down. This is a required field.
- B. Select Save a Draft

OPTION 1- Submit Requisition for Approval (no Job Card edits needed)

Select the approval process and complete the names per department/division hierarchy.

Only set up an approval workflow if you are ready to submit the requisition for approval.

Approval process:* 

1. Director:  No user selected

2. VP Assistant:  No user selected

3. VP Student Affairs:  No user selected.

HR/Faculty Affairs Representative:*  No user selected

OPTION 2 - Save Job Requisition as a Draft (Job Card edits needed)

Do not select or complete an approval process if the intent is to save the draft document and return at a later time. The approval process will not save on the draft document.

Recruitment Status:* 

[Close job](#)  

[Next page](#) 

Please fill in all mandatory fields marked with an asterisk (*).