Initiating a Recruitment - Position Description

CSU Recruit
Administration & Finance
Human Resources
Option 1 – Recruiting from an Approved Position Description (no edits) ............................................. 2

Option 2 – Copying a Position Description from the Library (to edit) ...................................................... 4
**Initiating a Recruitment – Position Description**

**Option 1 – Recruiting from an Approved Position Description (no edits)**

This process allows an HR Liaison to fast track the time to hire process by utilizing a position description template as is to recruit for a position within their department. The position description library is designed to fast track the recruitment process for openings that are similar in job title, classification, and function to other positions across campus. Working from a template also fast tracks the new position approval process.

**Pre-Requisite:**
1. Departments must have a new or updated position number before beginning any recruitment
   See Budget Department Procedure
2. Designate the Search Committee Chair and preliminary members (if applicable)
3. Disable pop-up blocker

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**Navigation - HR Liaison Dashboard**

A. Click on the menu button located at the top-left of the dashboard

B. Click on “Manage position descriptions” from the drop-down to review all job position templates.
A. Enter “SB%” followed by the working title you will recruit for (no space between SB and %)  
Example: SB%Administrative Analyst

B. Push the “Search” Button

C. Notice, an approved position description is immediately available for recruitment

D. Select the “View” hyperlink to review position description

E. Review “Position info” page for fit. If the position description is appropriate as is, move to (F). Otherwise, return to search results.

F. Select “Recruit for position” to advance to the Job Card

This concludes the position description guide for Option 1.

After selecting “Recruit for position,”

1. Contact Talent Acquisition to schedule recruitment strategy meeting
2. Continue to complete the Job Card
Option 2 – Copying a Position Description from the Library (to edit)

This process allows an HR Liaison to fast track the time to hire process by utilizing a position description template as a base to create a custom position within their department. The position description library is designed to fast track the recruitment process for openings that are similar in job title, classification, and function to other positions across campus, but may be copied for edits when needed. Any edits made to a position description must go through the position description approval process.

Pre-Requisite:
1. Departments must have a new or updated position number before beginning any recruitment
   See Budget Department Procedure
2. Designate the Search Committee Chair and preliminary members (if applicable)
3. Disable pop-up blocker

Navigation- HR Liaison Dashboard

A. Click on the menu button located at the top-left of the dashboard

B. Click on “Manage position descriptions” from the drop-down to review all job position templates.
Initiating a Recruitment – Position Description

Copy a position description from the library

A. Enter Position Description number (if known), or use another search field, and search

B. Locate desired position description

Example: **PD-1365 SB-TEST2-Administrative Analyst/Specialist Non-Exempt**

C. View the position description. Note: PD-1365 has not been approved by Class and Comp, therefore “Recruit for position” option is not immediately available

D. Review “Position info” page for fit

E. Click the “…” icon

F. Assume the position fits recruitment need, select Copy Position Description

Important: Never edit the original PD Template. Always “copy”
**EDIT Position Information to fit recruitment need**

**This document highlights some of the available fields in a Position Description**

G. Select the following:
   i. Action Requested= **New**
   ii. Internal Team= **Available to all teams**

H. Review Job Code / Employee Classification:
   iii. Click the blue arrow to display classification information.

   **Note:** This information populates from the classification standard in PeopleSoft

I. Use the magnifying glass to search for assigned position number (reminder: an approved/updated position number must be obtained prior to recruitment)

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process
Initiating a Recruitment – Position Description

J. In the “Number” field type **“SB-your position number”** and select “search”

K. Select the position line

L. Review the position information, which populates from PeopleSoft, and select “okay” at the bottom of the screen to continue.

**Note:** Information should reflect current recruitment (updated position number is a prerequisite). If position number information is incorrect, verify the entry information**
Position number and details populate on the Position Description template.
Initiating a Recruitment – Position Description

N. Update CSU Working Title
   Note: must begin with “SB-”

NOTE: Salary Range/Grade pre-populated from Position Description Template and PeopleSoft integration

O. Designate the “reports to” supervisor and corresponding position number

NOTE: Use the magnifying glass to search for “reports to” supervisor by name or position title

P. Select mandatory position information from the drop-down menus. Selections should reflect the hiring department.

Remaining fields may be completed on the job card, rather than position description. Therefore, these are optional fields at this time.
Initiating a Recruitment – Position Description

**Q. Complete entire “Sensitive Position” section per recruitment**

**NOTE:** Click the “view Sensitive Position criteria” link for detailed information

For specific information regarding sensitive position requirements, please contact the **hiring manager** for the recruitment.

**R. Job Summary and Minimum Qualification** are required fields

a. If text boxes are **blank**, fill in per recruitment and classification standard

b. If text boxes are **prefilled**, please review. **Complete** any prompts and add additional criteria (if applicable)
S. Complete:

**Preferred Qualifications**

**Special Conditions**

**License/Certification**

per recruitment and classification standard

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T. **If known**, complete Mandated Reporter and Conflict of Interest fields by using the drop-down

**If unknown**, set to:

*Mandated Reporter* = Not Mandated

*Conflict of Interest* = None

Complete remaining fields and **Continue to Job Duties**

| Preferred Qualifications: | · Experience in living and working in MEAN and GCC.  
| · Experience in developing and designing programs for student populations.  
| · Experience in international outreach and recruitment.  
| · Working knowledge of culture, government, and education in countries outside the U.S.A.  |
| Special Conditions: |   |
| License / Certification: | N/A |
| Mandated Reporter:* | Not mandated |
| NCAA: | □ Yes  ○ No |
| Conflict of Interest:* | None |
| Supervises Employees:* | □ Yes  ○ No |
| If position supervises other employees; list position titles: |   |
Initiating a Recruitment – Position Description

-Job Duties Section-

U. Enter core job duties related to the position and percentage of time devoted to each.

**For pre-populated duties/responsibilities and % of time devoted. Edit or remove, as needed.

V. Selection Criteria is optional and can be edited/completed on Position Description or on the Job Card

Add from the library or Create New
Complete Physical and Mental Requirements per recruitment and classification standard

For questions regarding Physical/Mental Requirements, contact your Hiring Administrator.

**Physical and Mental Requirements**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Essentiality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>Concentrating</td>
<td>Frequently - Essential</td>
<td></td>
</tr>
<tr>
<td>Crawling</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>Decision Making</td>
<td>Frequently - Essential</td>
<td></td>
</tr>
<tr>
<td>Keyboarding and Mousing</td>
<td>Constantly - Essential</td>
<td></td>
</tr>
<tr>
<td>Lifting or Carrying up to 10 lbs.</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Lifting or Carrying up to 25 lbs.</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Lifting or Carrying up to 50 lbs.</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>Lifting or Carrying over 50 lbs.</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>Performing Calculations</td>
<td>Frequently - Essential</td>
<td></td>
</tr>
<tr>
<td>Pushing or Pulling</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Reaching Overhead</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Repetitive Motion of Upper Extremeties</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td>Constantly</td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Stooping Kneeling or Squatting</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>Occasionally</td>
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</table>

**Environmental Requirements**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive motorized equipment</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Excessive Noise</td>
<td>Never</td>
</tr>
<tr>
<td>Hazards</td>
<td>Never</td>
</tr>
<tr>
<td>Outdoor</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Elevated Work</td>
<td>Never</td>
</tr>
<tr>
<td>Extreme Temperature (hot or cold):</td>
<td>Never</td>
</tr>
<tr>
<td>Indoor (Typical office environment):</td>
<td>Constantly</td>
</tr>
</tbody>
</table>
POSTING DETAILS

Advertising Summary:

Department: Insert 1-2 sentences about the role.

*** Standard Posting Template ***

*** Marketing Posting Template ***

Excerpt from advertisement template (sample)

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Human Resources

Job Summary
Department Summary
Key Qualifications
Education and Experience
Salary:
Initiating a Recruitment – Position Description

-Users and Approvals Section-

**Complete:**

*Justification for Position*
*Hiring Administrator name*

**Y. Approval Process:**
Select appropriate approval process (Existing or New)

**Note:** Approval Process selection must begin with “SB-HR”

**Populate** empty approval boxes:

a. Type first / last name of appropriate person
b. Tab out of text box
c. Email address will populate from PeopleSoft integration

**NOTE:** All position descriptions must be approved by Class & Comp.

### Justification for Position:

- Department: Please detail the justification for the recruitment

### Hiring Administrator:

- Carly Hanson
- Email address: CHanson@csusb.edu

### Approval process:

- Approval process: SB-HR-PD New Position

<table>
<thead>
<tr>
<th>Approval process</th>
<th>SB-HR-PD New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Class &amp; Comp:</td>
<td>Class and Comp Services CSUSB</td>
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<tr>
<td></td>
<td><a href="mailto:classandcompservices@csusb.edu">classandcompservices@csusb.edu</a></td>
</tr>
<tr>
<td>2. Budget:</td>
<td>Budget CSUSB</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:budget@csusb.edu">budget@csusb.edu</a></td>
</tr>
<tr>
<td>3. Hiring Manager:</td>
<td></td>
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<tr>
<td></td>
<td>No user selected.</td>
</tr>
<tr>
<td>4. Vice President:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No user selected.</td>
</tr>
<tr>
<td>5. Cabinet:</td>
<td>Katherine Hartley</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Katherine.Hartley@csusb.edu">Katherine.Hartley@csusb.edu</a></td>
</tr>
<tr>
<td>6. HR Liaison:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No user selected.</td>
</tr>
</tbody>
</table>
Initiating a Recruitment – Position Description

Z. Verify HR Representative reflects Classification & Compensation manager

Zz. Select Submit or Submit & Exit

This initiates the Position Description Approval Process

After “submit,”
- Contact Talent Acquisition to schedule recruitment strategy meeting

After Position Description is approved
- Select “Recruit for position” and advance to the Job Card

This concludes the position description guide for Option 2.
Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
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<td>05/04/2020</td>
<td>J Corona TSC</td>
<td>Whole document</td>
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<td>Carly Hanson</td>
<td>Whole document- Content</td>
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<td>All</td>
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<tr>
<td>07/12/2020</td>
<td>Carly Hanson</td>
<td>Whole document- Format/Content</td>
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