Recruitment Strategies

Human Resources Department
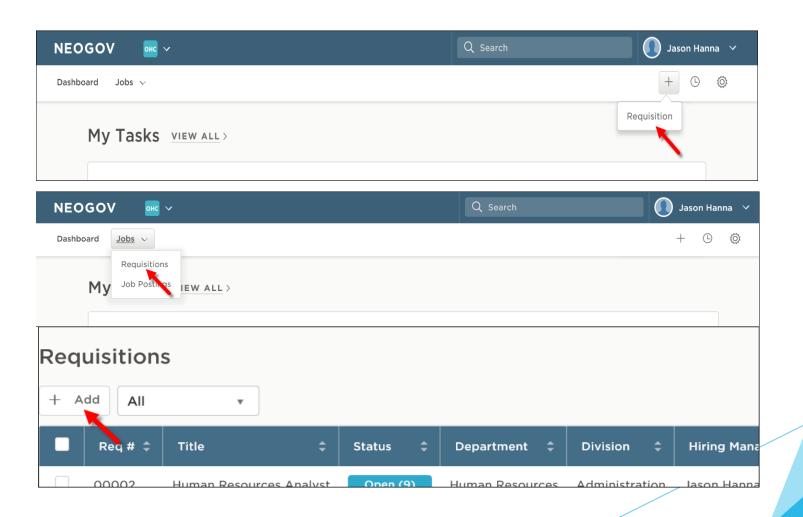
Angela Rivera

Objectives

- Open recruitment requisition in NeoGov
- Create the requisition
- Approval Workflow
- Attachments

Open a New Requisition

When a hiring department has an open position, they'll submit a requisition as a request to fill the vacancy.

Create the Requisition

Each requisition should include:

Division/Department

Class Specification

Working Title: What is going into Directory

Desired Start Date

Hiring Manager

Job Term: Full-time, Permanent

List Type: Regular

Number of Vacancies

Position Type: New Position or Replacement of Staff

Position Control: Position Number

Transaction Reason: Recruitment

Hiring Process: Emergency Hire, Long-Term Temp,
                    Permanent Staff Appointment,
                    MPP Appointment, etc….

Proposed Salary

Annual Salary: Including Benefits (CSU Total Compensation
                 on Benefits Website)_

Is this a new MPP Position: **Justification should be attached**

Search Committee

Source of Fund: State General Fund or Other
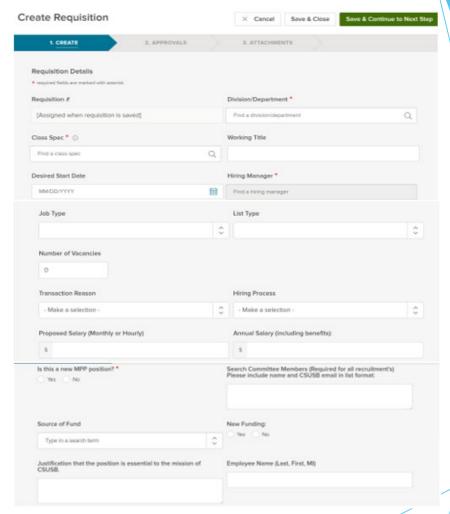
New Funding: Yes or No

Justification for the position

Reports To: MPP or Chair: Absence Management Validator

If Temporary Position: Include Expiration date

If Permanent Position: Include Probationary End Date

Fund Source: Funding String

Approval Workflow

- Hiring Manager – Dean/AVP/Director

- Human Resources – HR Manager

- Provost/Vice President

- Human Resources – HR Manager

Attachments

Job Posting:

- Overview – Strong Introduction

- Typical Activities

- Minimum Qualifications

  - Knowledge, Skills, and Abilities

  - Education and Experience Required

  - Preferred Qualifications

- Supplemental Information

Position Description:

- Job functions should be specific, measurable, attainable, relevant, and time bound (SMART)

- Essential duties should be listed in order of importance.

New MPP Position:

- Include justification memo

Recruitment Ready

RECAP

- Open up the requisition
- Create the requisition and ensure all fields are filled out appropriately
- Ensure you have created the workflow appropriately
- **Ensure all attachments are included**

NeoGov 101 Training:
By attending this workshop, you will learn the process flow for recruitment and employment transactions administered by the Human Resources Department. Registration link is found on the Staff Development Center Website.