



# Recruitment Strategies

Human Resources Department

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# 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.

The image consists of three vertically stacked screenshots of the NEOGOV web application interface, illustrating the steps to open a new requisition. The user is identified as Jason Hanna.

**Top Screenshot:** Shows the main dashboard with a search bar and user profile. A '+' icon in the top right corner is highlighted with a red arrow, and a tooltip labeled 'Requisition' is visible next to it.

**Middle Screenshot:** Shows the 'Jobs' dropdown menu expanded, with a red arrow pointing to the 'Requisitions' option.

**Bottom Screenshot:** Shows the 'Requisitions' page with a table of existing requisitions. A red arrow points to the '+ Add' button in the top left corner of the table area.

	Req #	Title	Status	Department	Division	Hiring Manager
<input type="checkbox"/>	00002	Human Resources Analyst	Open (9)	Human Resources	Administration	Jason Hanna

# 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

The screenshot shows a web form titled "Create Requisition" with three main steps: 1. CREATE, 2. APPROVALS, and 3. ATTACHMENTS. The form is currently on the "1. CREATE" step. It contains several sections for data entry:

- Requisition Details:** Includes fields for Requisition # (with a note "[Assigned when requisition is saved]"), Division/Department (with a search icon), Class Spec (with a search icon), Working Title, Desired Start Date (MM/DD/YYYY), and Hiring Manager (with a search icon).
- Job Type and List Type:** Two dropdown menus.
- Number of Vacancies:** A text input field.
- Transaction Reason and Hiring Process:** Two dropdown menus.
- Proposed Salary (Monthly or Hourly) and Annual Salary (including benefits):** Two text input fields with dollar signs.
- Is this a new MPP position?:** Radio buttons for Yes and No.
- Search Committee Members (Required for all recruitment's):** A text input field with a note "Please include name and CSUSB email in list format."
- Source of Fund and New Funding:** A dropdown menu for Source of Fund and radio buttons for Yes and No for New Funding.
- Justification that the position is essential to the mission of CSUSB:** A text input field.
- Employee Name (Last, First, MI):** A text input field.

At the top right of the form, there are three buttons: "Cancel", "Save & Close", and "Save & Continue to Next Step".

# 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.

