Academic Student Employee Job Requisition Quick Reference Guide

*This reference guide covers only the fields in which entry and/or verification is required to complete the Requisition for Faculty jobs.

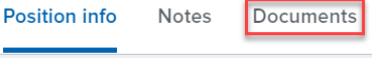**Turn off the pop-up blocker in your browser before you begin.**

How do you log in?	From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon
Creating the Job Requisition ***Asterisked fields are REQUIRED.**	
Click New Job from the Jobs tile on the dashboard	New job
Team Link*	verify/enter applicable campus department link (defaults to User primary team)
Position Number	enter the PeopleSoft position number with the ST- prefix (ie. ST-10001926) or search for the position number (use the ST- prefix in the number search field), if new, enter ST-11110000
Campus	Select Stanislaus
Template* – a template must be selected to properly populate the announcement details	Select the applicable template for the type of hire ST-Academic Student Employee ISA ST-Academic Student Employee GA ST-Academic Student Employee TA
On the New job page: Requisition Information ***Asterisked fields are REQUIRED.**	
Internal team	verify/select applicable internal team (department/discipline)
Recruitment Process*	verify/select ST-Academic Student Employee

Job Code/Employee Classification*	populates from position number entered on template screen, verify/enter/correct, enter number or title when utilizing the search function and make applicable selection
Salary Range/Grade*	Verify or search and select the applicable grade
Classification Title	populates from position number entered on template screen, should match the Job Code/Employee Classification
CSU Working Title*	enter the position title for posting announcement (ie. Peer Tutor, Graduate Research Assistant, Teaching Associate)
Campus*	verify/select Stanislaus
Division*	verify/select applicable Division
College/Program*	verify/select applicable College/Program
Department*	verify/select applicable Department
Open Positions	
Position No*	**All position numbers must have <u>ST-</u> prefix** – if already populated, verify accuracy by viewing details in the blue drop down box. If no position number is listed, enter the number of open positions in the New or Replacement box and click the **Add more** button. To search for a position number, click the magnifying glass and enter <u>ST-</u> prefix in the position number field followed by the position number (ST-nnnnnnn) or enter the classification title to filter results. If the position is new and no position number exists yet, enter ST-11110000 for New Position Number.
Type*	select whether the position is a new baseline position or if you're replacing to fill a vacated or soon to be vacated position
New or Replacement	If multiple positions are being recruited for, enter the number of New or Replacement positions in the appropriate boxes and click the Add More button. Then, search for the position number as indicated above.
Requisition Details	
Auxiliary Recruitment*	select No

Reason*	select the applicable reason for the recruitment
Justification for Recruitment*	enter a summary of the justification for the pay if paying over minimum salary.
Work Type*	verify/select applicable type (defaults based on template selected)
Hiring type*	verify/select applicable type, typically as follows: *ISA – Student (Other)* *GA or TA – Student (GA/TA)*
Workplace Type	select the appropriate workplace type
Job Status*	select Temporary
Time Basis*	verify/select applicable time basis (full or part time)
FTE	Verify/enter the expected FTE (.5 or less)
Hours Per Week	Enter the expected hours per week
Job Details	
The template language in the fields identified below must be updated to include the specific details and requirements for the position announcement. This information will be used to populate the position announcement.	

Job Summary/Basic Function (Position)	edit and enter details specific to job. Job title and description - Program name, details of work. - Job Description: Enter job description details - paste bullets below
	  X
	  X
	  X - Wage/Salary: [Enter wage/salary amount] - Hours per Week: [enter range of hours expected] - Location: [enter location which work will be performed] # of Openings: [enter number of openings - Expected Start Date: - Expected End Date: - Point of Contact Person - Deadline to Apply

Preferred Qualifications	edit and enter details specific to job
Special Conditions	edit and enter details specific to job

Supervises Employees*	select Yes or No
Position Designation	
Mandated Reporter*	Verify/select Limited – Faculty Affairs will correct if necessary
Conflict of Interest*	Verify/select None – Faculty Affairs will correct if necessary
Is this a Sensitive position? (all questions)	Yes/No This information is required for determining the appropriate background checks.
Budget Details	
Budget/Chart field/Account string	enter the applicable details as they relate to the funding of the position
Pay Plan	verify/select applicable pay plan (AY/12 month) TAs will typically be AY GAs and ISAs will typically be 12 month
Posting Details	
Posting Type*	Select Open Recruitment
Review Begin Date	Enter the date indicating when the review of applications will begin. This is critical for notifying applicants about the screening and review process and allows for moving forward with current applicants after the review date, even as we continue to receive applications in the case of open until filled
Anticipated Start Date	Enter the anticipated start date for the position
Anticipated End Date	Enter the anticipated end date for the position
Posting Location*	Verify/select: Stanislaus – Turlock or Stanislaus – Stockton
Advertising Sources	Faculty Affairs will post to the standard sites automatically. (already checked with template)
Advertising Summary*	Will populate from template – if blank enter TBD – Faculty Affairs will update
Advertising text*	Will populate from template – if blank, restart requisition from New Job link and select a Stanislaus template
Search Details	

Search Committee Chair	Enter the name of the person who will make the selection and recommendation for hire for the recruitment, click the magnifying glass to search for the name
Users and Approvals	
Reports to Supervisor Name	enter the name of the reports to supervisor for this position
Administrative Support	enter the name, if applicable, of the Administrative Support person for this job requisition
Hiring Administrator*	enter the name of the Dean, Department Chair or Director for the student hire
Approval process*	Select the ST- Academic Student Employee Unit 11 approval process
Approval Process Levels	
Director, Dept Chair, PI	enter the Director, Department Chair, or PI for the position
Budget- Kathy Trent or Lisa Butler	enter the applicable **Budget Analyst** in the field
MPP/AVP	enter the applicable **MPP** or **AVP** in the field
HR/Faculty Affairs Representative	Verify that Edwena Jacobs is populated in this field
Recruitment Status	Set the recruitment status to 'Pending Approval'.
Save a draft	Clicking save a draft will save the requisition in draft status saving all work, however the approval process will be reset and need to be reselected and populated before submitting.
Submit	Clicking Submit will submit the requisition and initiate the approval process immediately and you will remain on the page once submitted.
Submit and Exit	clicking Submit & Exit saves the requisition, initiates the approval process immediately, and will exit you out of the page
Notes – optional	Position info Notes Documents

	Click the Notes tab at the top of the requisition, to add a note to the job requisition. Select Note in the Add drop down box and enter the note. To upload a file/document, utilize the Upload file button, locate and select the file from your desktop and click open. To email the note with the document, click the "E-mail this note to" box and enter the user's full name or utilize the magnifying glass to select the appropriate user. The Other e-mail box can be utilized to add more email addresses, multiples separated by a semicolon (;). Click Submit to add the note/email/document.
Documents – optional	Position info Notes Documents Click the Documents tab at the top of the requisition to upload documents relevant to the position such as justification of hire for faculty. Select Document from a file in the Select dropdown box, utilize the Upload file button, locate and select the file from your desktop and click open. Then select the Position Description document category, entering a title for the document and click Save and close.

Appendix A

Commonly used Job Codes for Academic Student Employees:

1150	Instructional Student Assistants
2325	Graduate Assistants (12 month)
2355	Graduate Assistants (AY)
2354	Teaching Associate (AY)
2324	Teaching Associate (Summer)
2309	Teaching Associate Extended Education (for credit)