



## 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.**

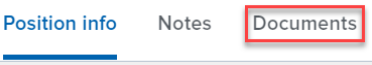
How do you log in?	From the Stan State homepage, click <a href="#">myStanState</a> to get to the employee portal, then click on the CHRS Recruiting icon 
<b>Creating the Job Requisition</b> <b>*Asterisked fields are REQUIRED.</b>	
Click New Job from the Jobs tile on the dashboard	
<b>Team Link*</b>	verify/enter applicable campus department link (defaults to User primary team)
<b>Position Number</b>	enter the PeopleSoft position number with the ST- prefix (ie. ST-00001982) or; search for the position number (use the ST- prefix in the number search field), if new, enter ST-00001111
<b>Campus</b>	Select Stanislaus
<b>Template*</b> – 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
<b>On the <a href="#">New job</a> page: Requisition Information</b> <b>*Asterisked fields are REQUIRED.</b>	
<b>Internal team</b>	verify/select applicable internal team (department/discipline)
<b>Recruitment Process*</b>	verify/select ST-Academic Student Employee

<b>Job Code/Employee Classification*</b>	populates from position number entered on template screen, verify/enter/correct, enter number or title when utilizing the search function and make applicable selection
<b>Salary Range/Grade*</b>	Verify or search and select the applicable grade
<b>Classification Title</b>	populates from position number entered on template screen, should match the Job Code/Employee Classification
<b>CSU Working Title*</b>	enter the position title for posting announcement (ie. Peer Tutor, Graduate Research Assistant, Teaching Associate)
<b>Campus*</b>	verify/select Stanislaus
<b>Division*</b>	verify/select applicable Division
<b>College/Program*</b>	verify/select applicable College/Program
<b>Department*</b>	verify/select applicable Department
<b>Open Positions</b>	
<b>Position No*</b>	<b>All position numbers must have <u>ST-</u> prefix</b> – 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 <b>Add more</b> 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-nnnnnnnn) or enter the classification title to filter results. If the position is new and no position number exists yet, enter ST-00001111 for New Position Number.
<b>Type*</b>	select whether the position is a new baseline position or if you're replacing to fill a vacated or soon to be vacated position
<b>New or Replacement</b>	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.
<b>Requisition Details</b>	
<b>Auxiliary Recruitment*</b>	select No

<b>Reason*</b>	select the applicable reason for the recruitment
<b>Justification for Recruitment*</b>	enter a summary of the justification for the pay if paying over minimum salary.
<b>Work Type*</b>	verify/select applicable type (defaults based on template selected)
<b>Hiring type*</b>	verify/select applicable type, typically as follows: <i>ISA – Student (Other)</i> <i>GA or TA – Student (GA/TA)</i>
<b>Workplace Type</b>	select the appropriate workplace type
<b>Job Status*</b>	select Temporary
<b>Time Basis*</b>	verify/select applicable time basis (full or part time)
<b>FTE</b>	Verify/enter the expected FTE (.5 or less)
<b>Hours Per Week</b>	Enter the expected hours per week
<b>Job Details</b>	
<b>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.</b>	
<b>Job Summary/Basic Function (Position)</b>	edit and enter details specific to job. Job title and description <ul style="list-style-type: none"> <li>• Program name, details of work.</li> <li>• Job Description: Enter job description details - paste bullets below <ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> </ul> </li> <li>• Wage/Salary: [Enter wage/salary amount]</li> <li>• Hours per Week: [enter range of hours expected]</li> <li>• Location: [enter location which work will be performed]</li> <li>• # of Openings: [enter number of openings]</li> <li>• Expected Start Date:</li> <li>• Expected End Date:</li> <li>• Point of Contact Person</li> <li>• Deadline to Apply</li> </ul>
<b>Preferred Qualifications</b>	edit and enter details specific to job
<b>Special Conditions</b>	edit and enter details specific to job

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

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

	<p>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.</p>
<b>Documents – optional</b>	<p></p> <p>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.</p>

## 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)