



Faculty 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		
Click New Job from the Jobs tile on the dashboard		
Campus Link	verify/enter applicable campus department link (defaults to User primary team)	
Position	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	
Campus	Select Stanislaus	
Template	Select the applicable template for the type of hire ST-Tenure Track Faculty: tenure-track, librarians, counselors ST-Temporary Faculty: temporary lecturers, librarians, counselors, coaches and teaching associates ST-Lecturer Pools: lecturer pool postings (annual continuous posting)	
On the New job page: Requisition Information		
Internal team	verify/select applicable internal team (department/discipline)	
Recruitment Process*	verify/select ST-Tenure Track Faculty or ST-Temporary Faculty	
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. Assistant Professor of Accounting and Finance)
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*	<p>All position numbers must have <u>ST-</u> prefix – if already populated, verify accuracy by viewing details in the blue drop down box.</p> <p>If no position number is listed, enter the number of open positions in the New or Replacement box and click the Add more button.</p> <p>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, enter ST-00001111 for New Position Number.</p>
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	
Reason*	select the applicable reason for the recruitment
Justification for Recruitment*	enter a summary of the justification for the recruitment; additional documents (organizational chart, memo, etc) can be attached to the requisition using the Documents tab above

Previous/Current Incumbent	if applicable, enter incumbent name (helps with identification of the position)
Position Type*	verify/select applicable type (defaults based on template selected)
Hiring type*	verify/select applicable type, typically as follows: <i>Probationary</i> - for TT faculty and some librarians <i>Temporary</i> - for full and part-time lecturers, counselors, librarians, coaches and teaching associates
Job Status*	verify/select applicable status, as follows: <i>Regular</i> – for TT faculty and some librarians <i>Temporary</i> – for full and part-time lecturers, counselors, librarians, coaches and teaching associates
Time Basis*	verify/select applicable time basis (full or part time)
FTE	verify/enter correct FTE (time base i.e. 1.0 = full time equivalent)
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 (Position field from original position announcement sample)
Minimum Qualifications	edit and enter details specific to job
Preferred Qualifications	edit and enter details specific to job
Special Conditions (How to Apply and Deadline)	edit and enter details specific to job (How To Apply and Deadline field from original position announcement sample)
Supervises Employees*	verify/correct the entry
Position Designation	
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)
Posting Details	
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 (for temporary assignments)
Advertising Sources	Faculty Affairs will post to the standard sites automatically. (already checked with template)
Additional/Other Advertising Sources	For informational purposes, you may enter the names of other sites or organizations where you will be posting the announcement.
Search Details	
Search Committee Chair	Enter the name of the Search Committee Chair for the recruitment, click the magnifying glass to search for the name
Search Committee Members	Enter the name of the Search Committee Members for the recruitment, click the Add Search Committee Member box to search for the name(s)
Selection Criteria	Click the New button and enter selection criteria as indicated in the position announcement. Click the drop-down box and select either ST-Required or ST-Preferred Criteria indicating the category for the selection criteria, then click the add button. Selection criterion entered here are then available on the search committee review screen for scoring, otherwise scoring will only be indicated as an overall outcome score.

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 for Tenure Track hires and the name of the Department Chair for Temporary Faculty hires
Approval process*	<p>Verify/select the applicable approval process by clicking on the drop-down box.</p> <p>The approval process will populate with most of the responsible approvers. Verify their accuracy, utilizing the search functions to correct as necessary. If there appear to be errors, verify the accurate approval process was selected. If the approval process is initiated with the incorrect selection, it will have to be restarted with the correct one, delaying processing.</p>
Approval Process Levels	
Chair or Director	enter the Department Chair or Director for the position
Dean, Budget, Provost/VP Faculty Affairs	verify the Dean, Budget, Provost/VP and Faculty Affairs fields are completed and accurate – they should default correctly
HR/Faculty Affairs Representative	Verify that Nancy Moghadas 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	<p>Position info Notes Documents</p> <hr/> <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>
Documents	<p>Position info Notes Documents</p> <hr/> <p>Click the Documents tab at the top of the requisition to upload the PD. 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 faculty:

2360	Instructional Faculty, Academic Year
2361	Instructional Faculty, 12 Month
2358	Lecturer, Academic Year
2359	Lecturer, 12 Month