
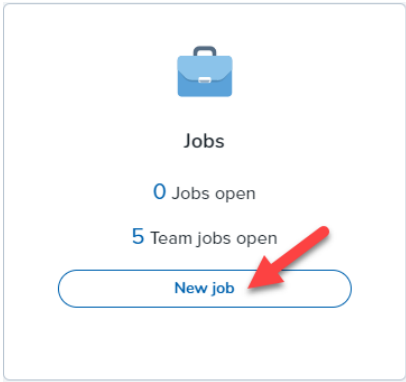




Special Consultant Job Requisition Quick Reference Guide

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

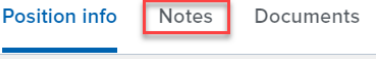
How do you log in?	From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon 
Creating the Job Requisition – Special Consultant jobs begin from a job template.	
From your main dashboard, select the New job link within in the Jobs tile	
Select a job template page	
Campus Link*	Verify campus link (department/discipline)
Position*	Enter existing position number, if available or leave blank
Campus	Select Stanislaus
Template	Select ST-Special Consultant and click Next
Requisition Information	
Internal team	Verify/select applicable internal team (department/discipline)
Recruitment Process*	Select ST-Special Consultant
Job Code/Employee Classification*	Populates from the template, verify accuracy
Salary Range/Grade*	Populates from the template, verify accuracy
Classification Title	Populates from the template, verify accuracy
CSU Working Title*	Enter the position title (i.e. Special Consultant)
Campus*	Populates from the template, verify accuracy
Division*	Select applicable Division

College/Program*	Select applicable College/Program
Department*	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-46600000 for a Special Consultant placeholder.</p>
New or Replacement	If multiple special consultants are being hired, enter the number in the New or Replacement box and click the Add More button. Then, search for the position number as indicated above.
Requisition Details	
Auxiliary Recruitment*	Populates from the template, verify accuracy (No)
Reason*	Select the applicable reason for the hiring of the special consultant
Justification for Recruitment*	Enter a summary of the justification for the hiring of the special consultant(s); 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)
Work Type*	Populates from the template, verify accuracy (Special Consultant)
Hiring type*	Populates from the template, verify accuracy (Immediate Pay)
Workplace Type (Exclude Inst Fac):	Populates information on PD and Job Requisition that details if the position is onsite, telecommute, or remote.
Job Status*	Select Temporary
Time Basis*	Populates from the template, verify accuracy (Part Time)
FTE	Populates from the template, verify accuracy (0.01)

Hours Per Week	Populates from the template, verify accuracy (N/A)
CSU Campus (Integration for 3rd Party Solutions) *	Click the magnifying glass and enter <u>ST-</u> prefix in the Site Number field and click search. Select "California State University, Stanislaus" and click Okay.
Job Details	
Job Summary/Basic Function:	Enter the following details about the Special Consultant: Consultant Name: Consultant Email Address: Consultant Phone Number: *If Consultant is a current Stanislaus State faculty (R03) member, please contact Faculty Affairs. DO <u>NOT</u> submit request electronically via CHRS Recruiting.
Minimum Qualifications:	Enter the following details about the Special Consultant: Is consultant a current CSU (system-wide) employee? Enter YES or NO If "No" skip to Special Conditions field. CSU campus consultant is primarily employed at: Will this appointment result in more than 125% within the CSU system? Enter YES or NO
Required Qualifications:	Enter the following details about the Special Consultant: Is appointment outside normal CSU work hours? Enter YES or NO If "No" complete the following: Is consultant taking vacation to complete this assignment? Is consultant adjusting work schedule to complete this assignment?
Preferred Qualifications:	Leave box blank
Special Conditions:	Enter the following details about the Special Consultant: Has a conditional verbal offer been made and accepted? Enter YES or NO NO If "No" please go ahead and contact your finalist and extend a conditional verbal offer. The verbal offer needs to be made with clear and indisputable

	wording as follows: "This offer is contingent on successful completion of background checks, and Stanislaus State University has the right to rescind the offer if the results are unsatisfactory."
License / Certifications:	Leave box blank if not applicable
Physical Requirements:	Enter the following details about the Special Consultant: enter number of workdays appointment is not to exceed: enter the daily rate: enter the maximum budgeted amount:
JOB DUTIES	<p>Enter the Special Consultant job duties. Click the New button. Enter % of time, Duties/Responsibilities, Essential/Marginal. Click Add** Job duties will not be saved unless the Add button is clicked.</p> <p>JOB DUTIES</p> <p>% of time Duties / Responsibilities Essential / Marginal</p> <p><input type="button" value="New"/>  There are no items to show</p> <p>JOB DUTIES</p> <p>% of time Duties / Responsibilities Essential / Marginal</p> <p><input type="text" value="% of tim"/> <input type="text" value="Duties / Responsibilities"/> <input type="text" value="Essential"/> <input type="button" value="Add"/> </p>
Supervises Employees: *	Select No
Position Designation	
Mandated Reporter*	Populates from the template, verify accuracy (Not mandated)
Conflict of Interest*	Populates from the template, verify accuracy (None)
Is this a Sensitive position? (all questions)	Answer Yes/No to all questions. This information is required for determining the appropriate background checks.
Budget Details	
Anticipated Hiring Range	Leave blank

Budget/Chart field/Account string	Enter the applicable details as they relate to the funding of the position including the chart string information to bill the background checks.
Pay Plan	Populates from the template, verify accuracy (12 Months)
Posting Details	
Posting Type*	Select Direct appointment
Anticipated Start Date	Enter the appointment start date for the Special Consultant
Anticipated End Date	Enter the appointment end date for the Special Consultant
Posting Location*	Select Stanislaus-Turlock or Stanislaus-Stockton
Advertising Summary*	Populates from the template (N/A - This position will not be posted)
Advertisement text*	Populates from the template (N/A - This position will not be posted)
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 hiring manager for this position – The hiring administrator must always be an MPP or Department Chair.
Approval process*	<p>Select the applicable approval process by clicking on the drop-down box.</p> <p>Select ST-Special Consultant.</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 appears 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	
Human Resources	Verify that Areli Ortiz is populated in this field
Human Resources	Verify that Veronica Taylor is populated in this field
Budget	Select the appropriate budget approver as follows:

	<p>Lisa Butler- for Academic Affairs</p> <p>Kathy Trent- for Student Affairs</p> <p>Budget Services- for all other divisions</p>
HR/Faculty Affairs Representative	Verify that Areli Ortiz is populated in this field
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>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>