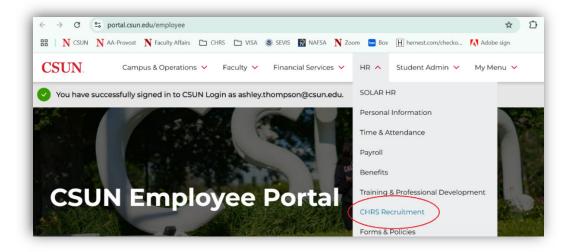
CHRS Tenure-Track and Full-Time Faculty Recruiting Guide to Initiating a Job Card - Advertisement Approval request Please note that it can take up to two or three (2-3) weeks for a Job Card to complete the approval process.

To initiate a Job Card in CHRS for advertisement approval and publication, please use the following instructions.

On behalf of the committee, the Department Coordinator (or Dept. Chair) will log into the CSUN Portal (<u>https://w2.csun.edu/</u>) to access CHRS Recruitment. You will be prompted to log in with your CSUN credentials.

	w2.csun.ed						_		_		
HI N CSUN	AA-Provost	N Faculty	Affairs	CHRS	🗅 VISA	SEVIS	NAFSA	N Zoor	n 🔤 Box	H her	nest.com/chec
MyCSUN 🔺	Current Students		Faculty a Staff	&	Alumni	Local Commur	nity	Informa español		R	equest Info
CSUN Portal Gmail	>		IFORNI JNIVER THRIDG	SITY	About	▼ Ac	ademics	▼ Ad	mission	ıs & Fin	ancial Ai
Microsoft Off	fice 365										
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CSU IT Help Cen		۲ Services		Training	: IT	ski Policies		rmation S			uto Z Webmi Subm
IT Help Cen		Services Login		Training	: IT					Ab	Subm
IT Help Cen Navigation		Login Enter you	r user ID a	and passw	rord. New app vord that you	Policies	Info	rmation S email	ecurity	Ab Help?	Subm
IT Help Cen Navigation		Login Enter your address a	r user ID a nd tempor	and passw rary passw	vord. New ap	Policies plicants sho received fro	Info uld enter the pm the Unive	email rrsity.	Need	At Help? errs enter	Subm
CSSU IT Help Cen Navigation		Login Enter your address a For increa	r user ID a nd tempol	and passw rary passw	vord. New ap	Policies plicants sho received fro	Info uld enter the pm the Unive	email rrsity.	CSUN Us IT Help C	At Help? errs enter	Subm

Click the HR dropdown menu, and locate the CHRS Recruitment link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.



There are several ways to initiate a Job Card:

The Department Coordinators CHRS user Dashboard

	Jobs People Reports v Recent Items v Griselda v ? v
Dashboard	Uworkbench
🛍 Current jobs	A Manager Activities
0 Total	1 New hires 1 New hire tasks
	🖄 Tasks 🛆

- 1. The "Jobs" link at the top center-right of the dashboard page
- 2. The hamburger menu at the top left corner of the dashboard page. A blue sidebar menu will appear:

Dashboard		Jobs	People	Reports 🗸	Recent Items 🗸 🛛 Griseida 🤟	• ?
New task						
Dashboard					Uworkbench	=
Jobs						
New job				^	Manager Activities	
My search committee jobs					~	
Manage jobs					1 New hires	
My jobs					1 New hire tasks	
My sourced jobs					1 New hire tasks	
My job approvals						
Manage position descriptions					Tasks	

The Department Chair's "Jobs" tile of their CHRS user Dashboard

- 1. The "Jobs" link at the top center-right of the dashboard page
- 2. The hamburger menu at the top left corner of the dashboard page.
- 3. The "Jobs" tile of the Department Chair CHRS dashboard.

		Jobs People Reports v	Recent items 🗸 Shereazad Jimmy 🗸 💡 🔇
Position Description Not applicable to faculty Manage position descrip	Jobs Jobs open O Team jobs open New Job	Approvals (May not be applicable) O Jobs awaiting your approval O Approved	Advertisements O Advertisements
Applications	Search committee review	Fig.	Offers

The next page opens to the New Job template. Preview:

	Recent items 🗸	
Select a job template		How to fill ou the New Job template:
	1. Team link NR-Faculty Affairs-8220 - 10047 🗸	1. Team link – Use the drop-down menu to select the department, program, or unit that owns the search.
	 2. Position Number No position selected Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page. Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values. Campus 	 2. Position Number – To enter the position number, click the binocular or magnifying glass symbol, a new window will open. 2. Position Number Please wait *Check to make sure your pop-ups aren't blocked for this site.
	Maritime Academy Monterey Bay Northridge Pomona Sacramento Select a job template: A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a	If this is a <i>new</i> position, HR will create the permanent position number and it will be provided to you by the Faculty Affairs Academic Personnel Analyst for Full-time and Tenure-Track Recruitment. If this is an existing position number, enter that number in the Number: field and click
	template that is appropriate to your department and job type. Select 'No Template' if there is no suitable template available	search/select, you will be taken back to the New Job template.
	4. TemplateNo template NR - Assistant Professor NR-Department Chair - Electrical and Computer Engineering	 Campus – Select Northridge (NR-) as your campus. Template – Select the NR template
	▼ Preview Next > Cancel	appropriate for your search. This will ensure that the correct Position Announcement is brought up as the template for you to fill out and publish as the position announcement. * <i>The template will almost always be NR – Assistant</i> <i>Professor.</i>

Scroll to the bottom of the page and click the **Next** button. You will be taken to the main Job Card page to complete the necessary information related to the search you are recruiting for.

Be sure to complete all of the required fields which are indicated by an asterisk (*). Please <u>also complete</u> all other nonrequired fields when you have information requested. Much of the information on this page will be used for reporting purposes or for completing information in PeopleSoft when a candidate is officially hired.

Thank you in advance for you cooperation! ~Ashley

CHRS Job Card Fields:

N. statistics		Jobs People R	eports v Settings Recent items	
	New job			dov
				der
Position info				-
Requisition information	View Job Card User Guides			sea
Open positions		REQUISITION INFORMATION		Re
Requisition details			2	
Job details	Internal Team:	* Available to all teams *	·	dro
Position designation	Recruitment Process:*	Select	•	app
Budget details	Application Form:	Select	Preview Customize for job	be
Posting details	Job Code/Employee Classification:*	Q	I	
Search details		No job code/employee classification selecte	d	Re
Users and approvals	Salary Range/Grade:*	Q	2	A
Notes		No salary range/grade selected		Ар
Posting				dov
Documents	Classification Title:			app
	CSU Working Title:*			
	MPP Job Code:			1.]
	Classification of Instructional Program (CIP) Code:	Select	·	
	Campus:*	Northridge	•	Te
	Division:*	Select	•	2.1
	College/Program:*	No College/Program found	/	Co
	Department:*	No Department found	/	3.]

Internal Team: Use the dropdown menu to select the department/dept. code of the search

Recruitment Process: Use the drop-down menu to select the appropriate process. It will likely be NR-Tenure-Track Faculty Recruitment Process

Application Form: Use the dropdown menu to select the appropriate form.

 NR-Faculty Application for Tenure Track Position
 NR-Faculty Application for Counseling Services-focus
 NR-Faculty Application for Counseling Services-no focus

Job Code/Employee Classification: Use the drop-down menu to select the appropriate. Commonly use codes for FT/TT faculty searches:

- o Assistant/Associate Professor: 2360 (select appropriate rank)
- o Assistant Librarian/Sr. Asst. Librarian: 2920 (select appropriate rank)
- o Staff Counselor/ Psychologist SSPARI: 3070
- o Staff Counselor/ Psychologist SSPARII: 3072
- Post-Doctoral Counselor Intern: 2338

Salary Range/Grade: Same job code as above; select the appropriate rank to display appropriate pay range

Classification Title: Please reference <u>CSU Salary Schedule</u> search Job Code in keyword field. The fourth column will show you the Class Title

Pay Letter	- Year	Number				_	
2023	\sim	3	\sim	Search	by Pay Lette		
4 records	found.						Export as (

CSU Working Title: Assistant Professor (of Emphasis) – [Department Name] #??-?? This will be the title that shows on the job announcement.

MPP Job Code: IGNORE UNLESS HIRING AN ADMINISTRATOR

Classification of Instructional Program (CIP) Code: Not required

Campus: Northridge

Division: VP Academic Affairs

College/Program: Choose your college

Department: Choose your department

Requisition Number: "Leave blank to automatically create a Requisition Number" The CHRS system will auto populate a requisition number for you.

Open Positions

		OPEN POSITIONS
Position info Requisition information		Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)
Open positions	Positions:*	
Requisition details	Position no:*	Type:* Applicant Application status
Job details		Select V - Cancel
Position designation	No position selected	
Budget details		New: Replacement: Add more

Position no: Please use the same position number you entered on the first page of the job card.

Click the binocular or magnifying glass symbol, a new window will open. *Check to make sure your pop-ups aren't blocked for this site.*

Enter the position number into the "Number" field and click search.

Ono positions were found based on your c	riteria, please select a position below:	
Title:	Number:	>
Incumbent:	Reports to:	
Search		

If active, the position number will populate below the search button.

ONo positions were	e found based on your criteria,	please select a position below:		
Title:		Number:	****	
Incumbent:		Reports to:		
Search				
Title 🔻	Number	Incumbent	Reports to	
Instr Fac AY	NR- ########		Department Chair	

Hover over the row. It should highlight pale yellow. Click the row to select and the system will populate the Position information and the highlighted row will turn pale green.

ANa positions was	a found bacad on your criteria	place coloct a position below.		
UNO POSICIONS WER	e found based on your criteria,	please select a position below:		
Title:		Number:	#########	
Incumbent:		Reports to:		
Search				
Title 🔻	Number	Incumbent	D	
Instr Fac AY	NR ########	incumbent	Reports to	
insu ruc Ar			Department Chair	
Page 1 of 1				Records 1 to 1 of
Position informa	tion:			
Position no: NR ##				
Position: Instr Fac	AY			
Incumbent: Reports To: Dept. (Chair Campus: Northridge			
Division: Academic	Affairs			
Department: Colleg FTE:	ge of <your college=""></your>			
		Okay Cancel		

If **Position Information** is accurate, click the "Okay" button at the bottom of the page. You will be taken back to the previous page. The position number you entered in the pop-up window should now be reflected under the **Position No:***field

		OPEN POSITIONS
ition info Requisition information		Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)
Open positions	Positions:*	
Requisition details	Position no:*	Type:* Applicant Application status
ob details	1 Instr Fac AY	Select V Cancel
osition designation	Position no: NR ########	
Budget details		New: Replacement: Add mor

Type: Use the drop-down menu to select the type of position - **New** or **Replacement** then enter the number of positions in the **New** box or **Replacement** box.

Requisition Details

- 1-6-		REQUISITION DETAILS
ion info	Auxiliary Recruitment:*	○ Yes ● No
Requisition information	Reason:*	Select 🗸
Open positions	Justification for Recruitment:*	N/A
Requisition details		
Job details		
Position designation	Previous/Current Incumbent:	
Budget details	Work Type:*	Instructional Faculty - Tenured/Tenure- 🗸
Posting details	Hiring Type:*	Select v
Search details		View Workplace Type Selection Job Aid and select
Users and approvals	Workplace Type (Exclude Inst Fac):	Select v
lotes	Job Status:*	Select 🗸
osting	Time Basis:*	Part Time 🗸
locuments	FTE:	1.000000
	Hours Per Week:	40
	FLSA Status:	Exempt *
	CSU Campus (Integration for 3rd Party Solutions):*	California State University, Northrid 🛛 🥥
		City: Northridge

Hiring Type: Probationary

Job Status: Regular

Time Basis: Full time

FTE: 1.0

Hours Per Week: 40

FLSA Status: Exempt

CSU Campus (Integration for 3rd Party Solutions): This should be automatically chosen for you, but if not, be sure to choose California State University, Northridge.

Auxiliary Recruitment: Choose No

Reason: Select reason for recruitment (i.e.- New Position)

Justification for Recruitment: You may keep this as "N/A", or you can provide a justification if desired.

Work Type:

Instructional Faculty – Tenured/Tenure-Track or Non-Instructional Faculty (Coach/Counselor/Librarian)

Previous/Current Incumbent: if

you noted resignation or replacement in the reason/justification fields above, please enter incumbents name. Job Details - The fields in this section are not required, except for Supervises Employees. Select Yes or No.

		JOB DETAILS
Position Info	Job Summary/Basic Function:	***THIS SECTION IS NOT REQUIRED. PLEASE SKIP TO NEXT REQUIRED SECTION***
Open positions		
Requisition details	Minimum Qualifications:	
Job details	Minimum Qualifications.	N/A
Position designation Budget details	Required Qualifications:	N/A
Posting details		
Search details		
Users and approvals	Preferred Qualifications:	N/A
lotes		
lasting	Special Conditions:	N/A
locuments		
	License / Certifications:	
	cicense / ceruncations.	N/A
	Physical Requirements:	N/A
	JOB DUTIES	
	JOB DUTIES	Essential /
	% of time Duties / Responsibilities	Marginal
	New	There are no items to show
	Supervises Employees:*	○ Yes ○ No
	If position supervises other employees; li position titles:	st

Position Designation

		POSITION DESIGNATION
Position info		
Requisition information	Mandated Reporter:*	General - The person holding this positio *
0	Conflict of Interest:*	Select
Open positions	NCAA:	○ Yes 🖲 No
Requisition details	Is this a Sensitive position?:	⊖ Yes ⊖ No
Job details		View Sensitive Position criteria and select from below where
Position designation	Care of People (incl. minors) Animals and Property:	Select
Budget details	Authority to commit financial resources:	Select *
Posting details	Access/control over cash cards and expenditure:	Select *
Search details	Access/possession of master/sub-master keys:	Select •
Users and approvals	Access to controlled or hazardous substances:	Select *
Notes	Access/responsibility to personal info:	Select *
Posting	Control over Campus business processes:	Select *
Documents	Responsibilities requiring license or other:	Select •
	Responsibility for use of commercial equipment:	Select v
	Is this a Campus Security Authority (CSA):	🔿 Yes 💿 No
		View CSA Position criteria and select from below where relevant
	Serves as security function:	Select
	Designated recipient for crime/misconduct reports:	Select *
	Significant responsibility for Student Activities:	Select *
	Significant responsibility for Campus Activities:	Select *

Mandated Reporter: Use the drop-down menu to select General, Limited, or Not Mandated

Conflict of Interest: Use the drop-down menu to select the appropriate option for the position

*ALL other fields are optional at this time

Budget Details

-		BUDGET DETAILS
tion info Requisition information Open positions Requisition details Job details Position designation	Benefit Eligible?: Other supplementary compensation: Anticipated Hiring Range: Budget/Chart field/Account string:	○ Yes ○ No
Budget details Posting details		Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.
Search details	Cost Center: Pay Plan:	Ay •
	Pay Plan Months Off:	

Benefit Eligible?: Yes

Anticipated Hiring Range:

This would be the Dean Approved budgetary range not the actual CSU salary range.

*ALL other fields are optional at this time

Posting Details

		POSTING DETAILS	
Position info			
Requisition information	Posting Type:*	Select *	
Open positions	Review Begin Date:	t	
Requisition details	Anticipated Start Date:	(iii)	
Job details	Anticipated End Date:	i i i i i i i i i i i i i i i i i i i	
Position designation	Do you wish to apply for a waiver for the posting?:	Select *	
Budget details	Reason for Walver:		
Posting details		Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.	
Search details	Posting Location:*	Northridge V	
Users and approvals	If you plan to advertise externally indicate the advertising sources (fees may apply):	CSU Careers Chronicle of Higher Ed Linkidin Caljobs Collobs Collobs	
Notes	Additional/Other Advertising Sources:		
osting			
locuments	Advertising Summary:*	<enter display="" here-this="" job="" on="" posting="" summary="" will=""></enter>	
	Advertisement text*	*** <u>Standard Posting Template</u> *** *** <u>Marketing Posting Template</u> ***	
	B I ⊻ S ■- 10 - 10 Formata -	<u>A</u> - 画 -	
	Tenu	CSUN PARTY AND AND A CONTRACT TO TRANSPORT	
	Department: [FILL IN BLANK]		
	Faculty Hire Number: (FILL IN BLANK AFTER O	EC DESIGNEE ASSIGNS SEARCH NUMBER]	
	Rank: (FILL IN BLANK)		
	Effective Date of Appointment: [FILL IN BLAN	K] (Subject to Budgetary Approval)	

Posting Type: Open recruitment

Review Begin Date: *Please note that this date may change during the approval process and will ultimately be set to at least three weeks from the date the ad is published.*

Anticipated Start Date: Generally, the first day of the fall quarter.

Anticipated End Date: Leave blank for tenuretrack faculty as the assumption is that the appointment is indefinite.

Do you wish to apply for a waiver for the posting?: No

Reason for Waiver: N/A Posting Location: Northridge

Additional/Other Advertising Sources: Not required. You may enter "Departmental ad plan has been uploaded to the documents page."

Advertising Summary: This section should be a brief description of what the department is looking for. An advertisement appetizer. 😳 This will show up on the Careers page before an applicant opens the job for further description.

Advertisement Text: Enter (type or cut/paste) the text from the approved advertisement template that has been deemed EEO compliant. This section of the Job Card is where the published advertisement is pulled from. Please take time to make sure the ad text is accurate and pay close attention to the formatting. You can expand this field using the arrow at

the bottom right corner.

Position Info	BIUSET Formats - A - M - B - I O	0
Regulsition Information	CSUN.	
	Tenure-Track Faculty Position Announcement	
Open positions	Department: [FILL IN BLANK]	
Requisition details	Faculty Hire Number: [FILL IN BLANK AFTER OEC DESIGNEE ASSIGNS SEARCH NUMBER]	
Job details	Rank: (FILL IN BLANK)	
,	Effective Date of Appointment: [FILL IN BLANK] (Subject to Budgetary Approval)	
Position designation	Salary Scale: [FILL IN] \$00,000 to \$00,000 (Dependent upon qualifications)	-
Budget details	CSUN's Commitment to You:	
Posting details	CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation, and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of divility and respect. CSUN is	
Search details	especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.	
Users and approvals	As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching,	
Notes	research, and engagement. As of Fall 2023, CSUN enrolls ~36,000 students, where 55.7% are Latinx, 19.7% are White, 8.9% are Asian-American, 5.0% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander.	
Posting	For more information about the University, visit: http://www.csun.edu	
	About the College:	
Documents	For more information about the College of [FILL IN BLANK], see: [insert link to college's website]	
	About the Department:	
	For more information about the Department of [FILL IN BLANK], see: [insert link to department's website]	-
		1

Search Details

		SEARCH DETAILS	
Position info	Search Committee Chair:	Q 2	
Open positions		No user selected.	
Requisition details	Search Committee Members: Add Search Committee Member		
Job details	Recipient		Remove all
Position designation	Search Committee Member information:	No Search Committee Member selected.	
Budget details			
Posting details			
Search details			
	SELECTION CRITERIA		
	Add		
	New	• There are no items to show	

Search Committee

Chair: Enter the name of the search committee chair here. You can look for them by clicking on the magnifying glass. His will open a pop-up window. Search for the committee chair by email address or name. Be sure that you select the right person from our campus.

As a reminder, CHRS is a shared system with other CSUs, so it's important to ensure that the right person is selected.

Add Search Committee Member: Add other committee members by selecting "Add Search Committee Member" button. A pop-up window will open.

First name:		Preferred nam	ie:	Last name:	
Team (internal te	am):	Search			
First name	Preferred name	Last name 🔻	Team (internal team)		
FIRST		LAST	NR-########		Add
Page 1 of 1				Re	cords 1 to 1 of

Users and Approvals

	USERS AND APPROVALS	
Reports to Supervisor Name:		
	No user selected	
Administrative Support:	Q	
	No user selected	
Compliance Panel Facilitator:		
	No user selected.	
Additional viewers:		
Add Additional viewers		
Recipient		Remove all
Additional viewers information:	No Additional viewers selected.	
Hiring Administrator:*		
Hiring Administrator:*		
Hiring Administrator:*	Email address:	
\pproval process:*	Email address:	
Approval process:* 1. Department Chair:	Email address:	
Approval process:* 1. Department Chair: 2. Dean/VPSA:	Email address: ~ NR-Tenure Track Faculty Job Approval Image: Approved Nov 14, 2024	ĺ
Approval process:* 1. Department Chair: 2. Dean/VPSA: 3. FA Academic Personnel Analyst:	Email address: NR-Tenure Track Faculty Job Approval Approved Nov 14, 2024 Approved Nov 14, 2024	*
Approval process:* 1. Department Chair: 2. Dean/VPSA: 3. FA Academic Personnel Analyst: 4. AVP Faculty Affairs:	Email address: NR-Tenure Track Faculty Job Approval Approved Nov 14, 2024 Approved Nov 14, 2024 Ashley Thompson Approved Nov 15, 2024	
 Hiring Administrator:* Approval process:* Department Chair: Dean/VPSA: FA Academic Personnel Analyst: AVP Faculty Affairs: Equity and Compliance Manager: FA Academic Personnel Analyst: 	Email address: NR-Tenure Track Faculty Job Approval Approved Nov 14, 2024 Approved Nov 14, 2024 Ashley Thompson Approved Nov 15, 2024 Christina Von Mayrhauser Approved Nov 15, 2024 Bianca Alvarez O You are here	*
Approval process:* 1. Department Chair: 2. Dean/VPSA: 3. FA Academic Personnel Analyst: 4. AVP Faculty Affairs: 5. Equity and Compliance Manager:	Email address: NR-Tenure Track Faculty Job Approval Approved Nov 14, 2024 Approved Nov 14, 2024 Ashley Thompson Approved Nov 15, 2024 Christina Von Mayrhauser Approved Nov 15, 2024 Bianca Alvarez O You are here Resend email to approver	A

1. Search for the committee member by email address or name.

2. Hover over the name and it will highlight light yellow. Click to populate detailed information about the committee member.Again, be sure that you select the right person from our campus.3. If the information is correct, click "add" to add the committee member to the Job Card. Repeat this step for each additional committee member

Reports to Supervisor Name: Select the individual who is responsible for supervising this position. For tenure-track faculty this is usually the Department Chair.

Administrative Support: Select the name of the administrative individual (department coordinator or analyst) in your department who will assist the committee throughout the recruitment.

Compliance Panel Facilitator: Please enter your FECRs name

Hiring Administrator: Change to the Department Chair

Approval Process (choose appropriate): **if the process doesn't begin with NR*-, *then it's not for Northridge use.*

NR-Tenure Track Faculty Job Approval Process (*this approval process is used for FT Lecturer searches also)

- 1) Department Chair: Enter name of Department Chair
- 2) Dean/VPSA: Enter name of the College Dean

The remaining approval fields should automatically populate.

- 3) Academic Personnel Analyst:
- 4) AVP Faculty Affairs:
- 5) Equity and Compliance:
- 6) Academic Personnel Analyst:

NR-Counseling Services Temp Faculty Approval Process

1) Director

2) Resource Manager

3) VP Student Affairs

The remaining approval fields should automatically populate.

- 3) Academic Personnel Analyst:
- 4) AVP Faculty Affairs:
- 5) Equity and Compliance:
- 6) Academic Personnel Analyst:

HR/Faculty Affairs Representative: This field should automatically populate with the Faculty Affairs Academic Personnel Analyst for faculty recruitment's name.

Recruitment Status: Pending Approval



Once the draft has been saved, use the menu un the box to the left of the Job Card to navigate to the documents page.

	6 Staff Counselor/Psychologist Services #25-??		
. earren weaßnaren		Position info	Select
Budget details		Notes	Select
Posting details	View Job Card User Guides		Document from a file
Search details		Posting	Document from library
Users and approvals	Internal Team:		Interview guide
Notes	Recruitment Process:*	Documents	Generate selection report
Posting	Application Form:	Benerts (legage)	Eval-Score Metric Secondary
Reports (legacy)	Job Code/Employee Classification:*	Reports (legacy)	
Reports		Reports	Applicant Master Tracker
	Salary Range/Grade:*		

This is where you will upload part 1 and part 2 documents deemed EEO compliant. To complete the Job Card, please use the drop-down menu to upload the following documents:

- 1. Applicant Screening Master Tracker Spreadsheet that shows the proposed components of the entire screening and evaluation process
- 2. Position Announcement
- 3. Recruitment and Advertising Plan
- 4. Evaluation rubrics and measurable scoring metrics for:
- Initial Screening
- Secondary Screening

Once your EEO compliant documents have been uploaded, you are ready to submit! Just scroll to the bottom of the page. This will start the approval process which was outlined above.

Please note that it can take up to two or three (2-3) weeks for a Job Card to complete the approval process.

After CHRS Approval

- Academic Personnel Analyst will post approved advertisement to CSUN Careers and CSU Careers then notify the committee of the FINAL approved Ad language that can be used for department outreach.
- Job Elephant will run a job board "scrape" and pull the faculty position announcements from CSUN careers page to be placed in the centrally funded list of publications.

Congratulations! You have officially submitted your first job! Once the job has been fully approved by all reviewing parties, you will get an email letting you know that the position has been approved.

If you have any questions, please reach out to Ashley in Faculty Affairs at ashley.thompson@csun.edu.