<div style="border:1px solid black">

**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.*

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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 (https://w2.csun.edu/) to access CHRS Recruitment. You will be prompted to log in with your CSUN credentials.
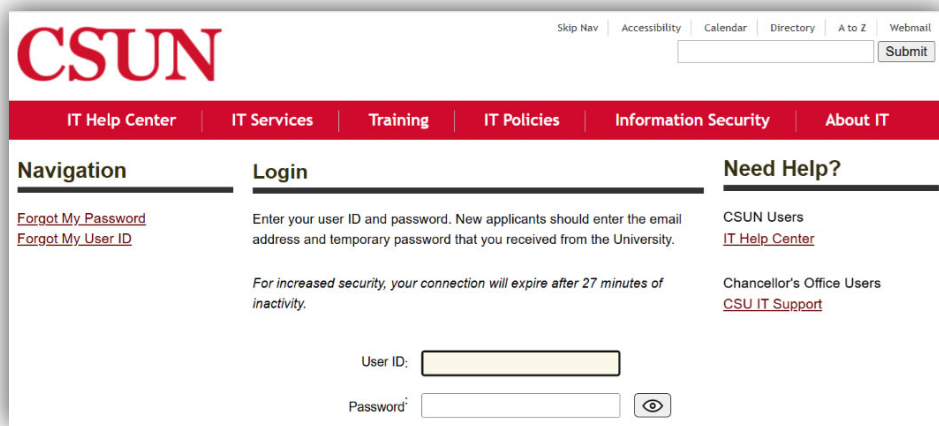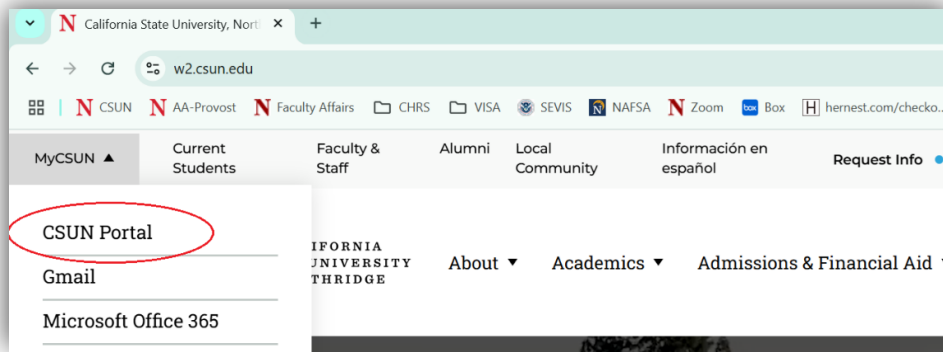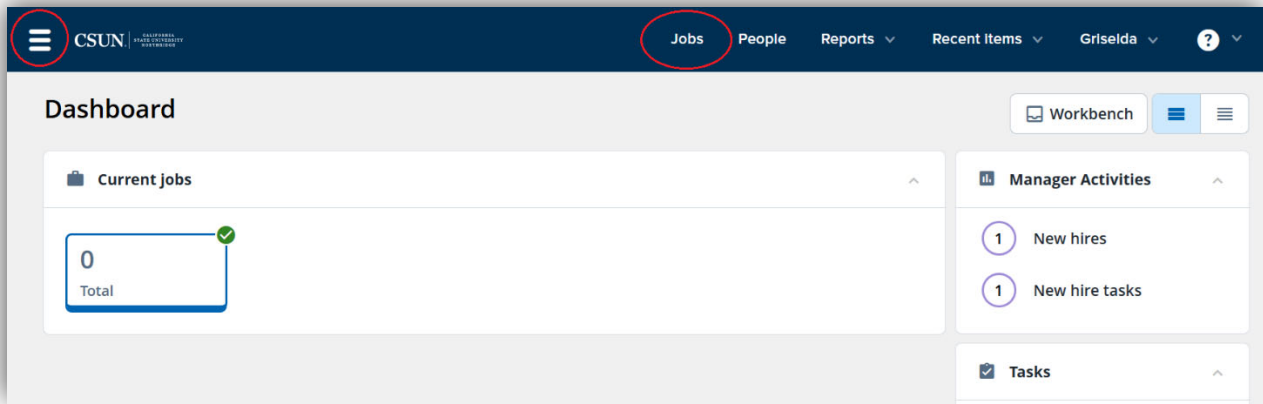

Click the HR dropdown menu, and locate the CHRS Recruitment link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.
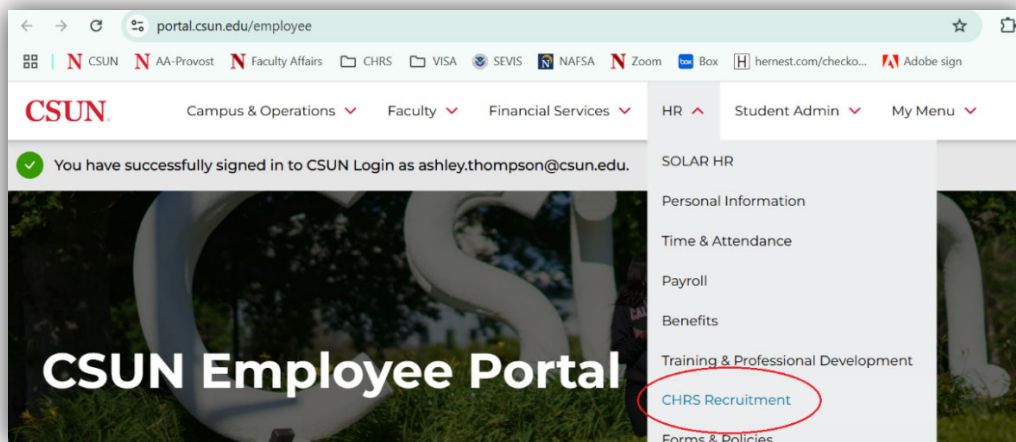
There are several ways to initiate a Job Card:

**The Department Coordinators CHRS user Dashboard**

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

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 [icon] at the top left corner of the dashboard page.
3. The "Jobs" tile of the Department Chair CHRS dashboard.
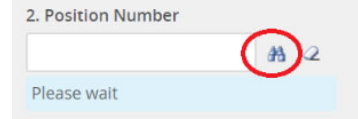
Updated by Faculty Affairs on 11/19/2024
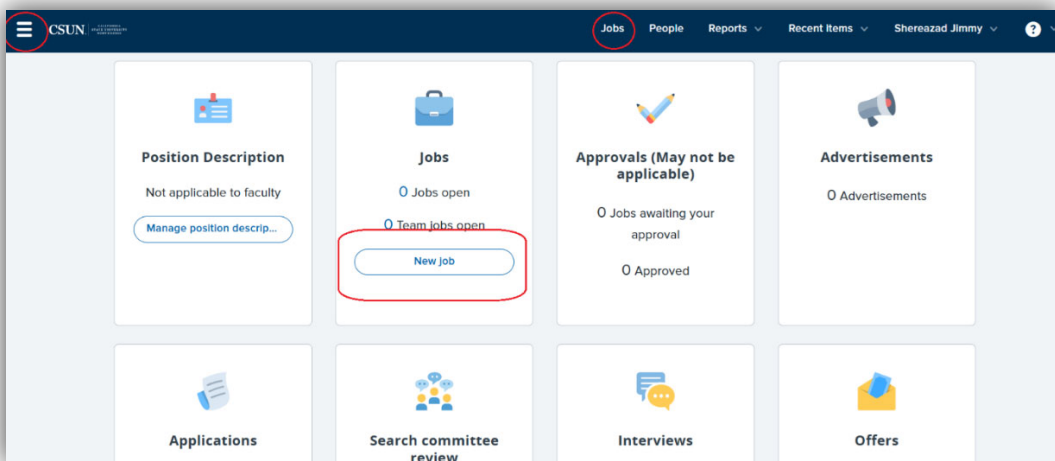
The next page opens to the New Job template. Preview:

How to fill ou the New Job template:

1. **Team link** – Use the drop-down menu to select the department, program, or unit that owns the search.

2. **Position Number** – To enter the position number, 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.

If this is a *new* 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 search/select, you will be taken back to the New Job template.

3. **Campus** – Select **Northridge (NR-)** as your campus.

4. **Template** – Select the *NR-_____* template 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.
The template will almost always be NR – Assistant Professor.

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 non-required 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:

Requisition Information

Internal Team: Use the drop-down 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 drop-down menu to select the appropriate form.

1. NR-Faculty Application for Tenure Track Position
2. NR-Faculty Application for Counseling Services-focus
3. 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:

- Assistant/Associate Professor: 2360 (select appropriate rank)
- Assistant Librarian/Sr. Asst. Librarian: 2920 (select appropriate rank)
- Staff Counselor/ Psychologist SSPARI: 3070
- 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 CSU Salary Schedule
search Job Code in keyword field. The fourth column will show you the Class Title

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

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.

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

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.

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

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

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.

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**.

Job Details - The fields in this section are not required, except for **Supervises Employees.** Select Yes or No.
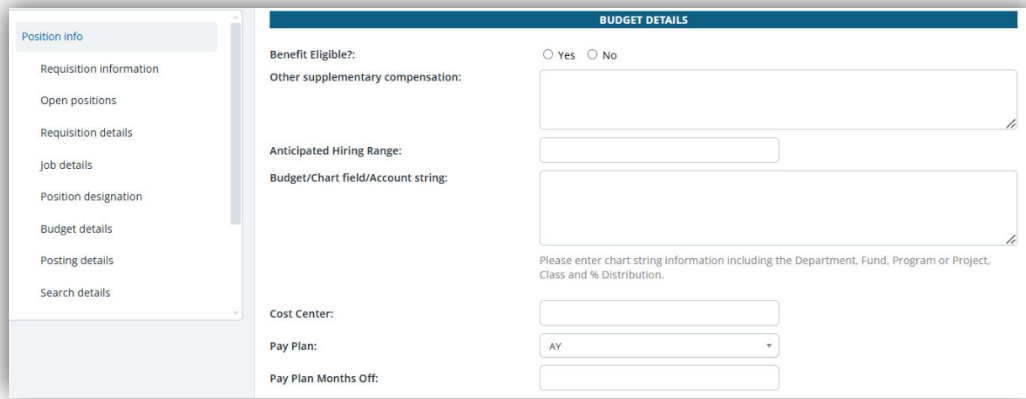

Position Designation

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

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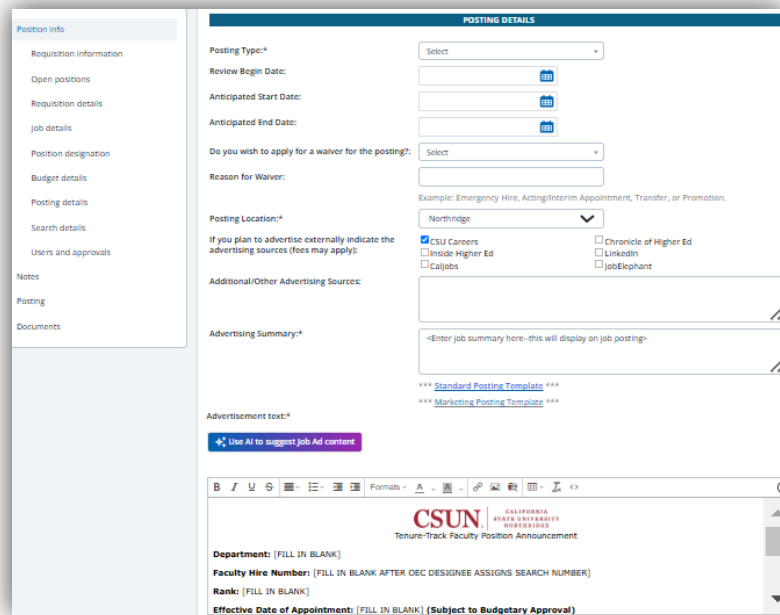
Budget Details

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 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 tenure-track 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.
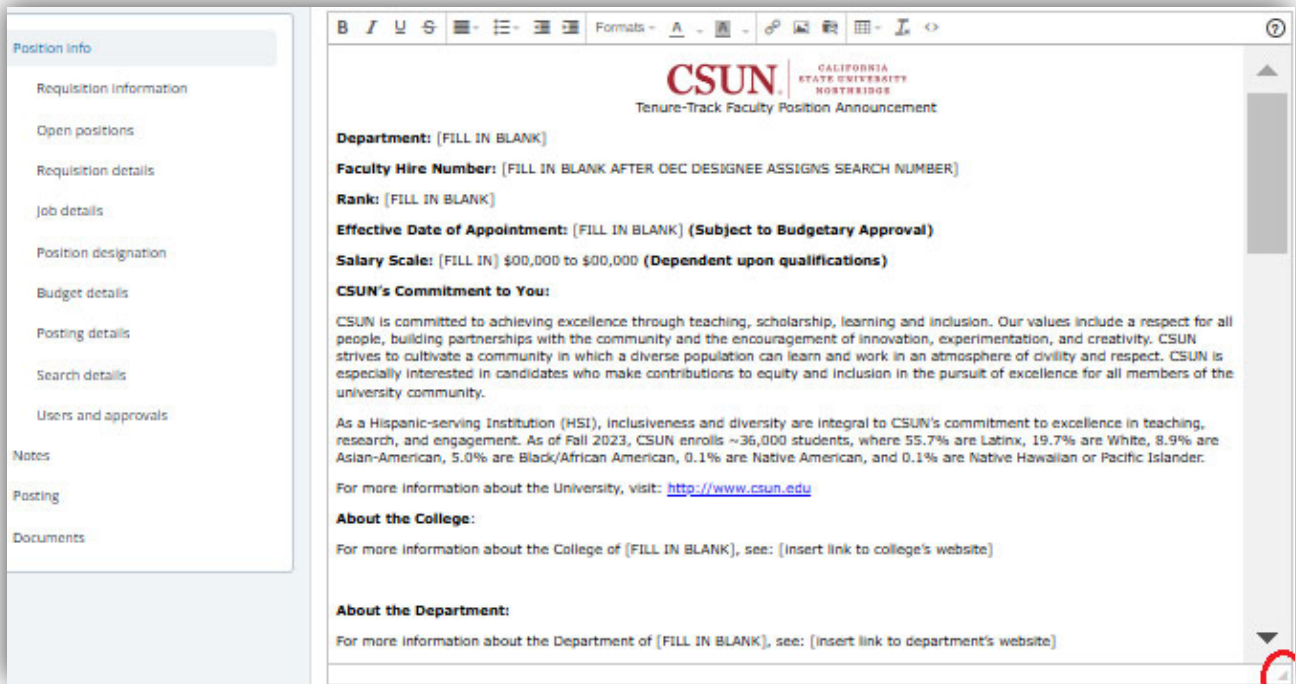
Search Details

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.

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

Users and Approvals

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:
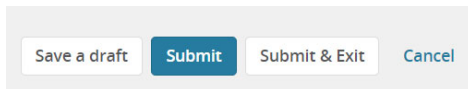
      4) AVP Faculty Affairs:

   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*

Click on *Save a draft*

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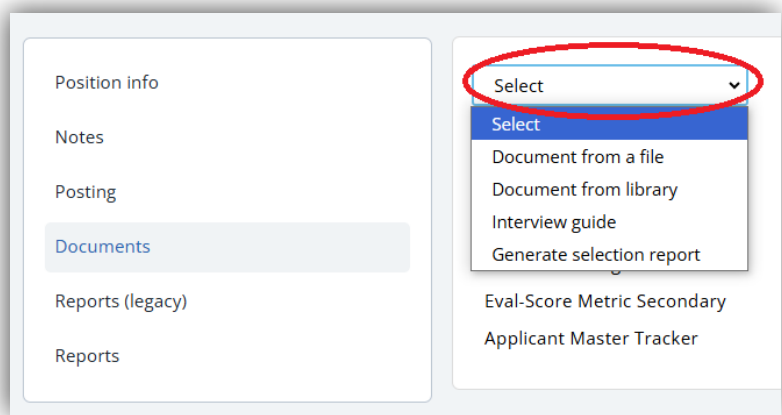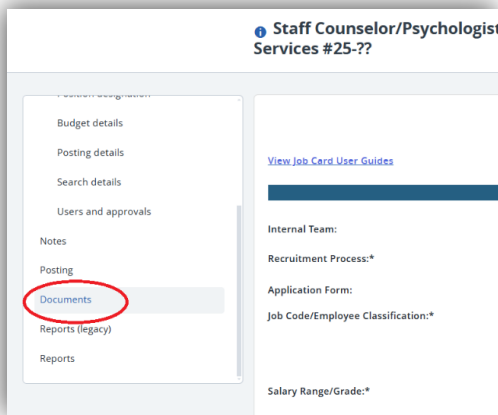
This is where you will upload part 1 and part 2 documents deemed EEO compliant. To complete the Job Card, please use the drop-down menu to upload the following documents:

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.