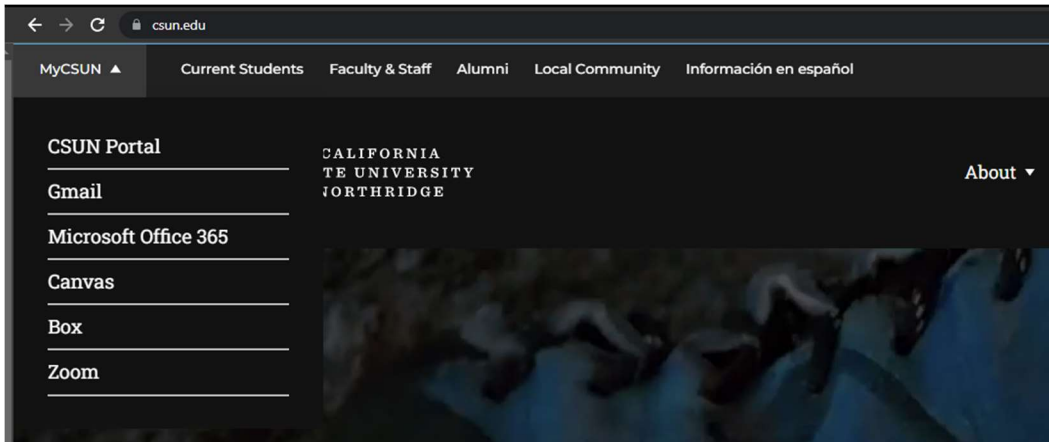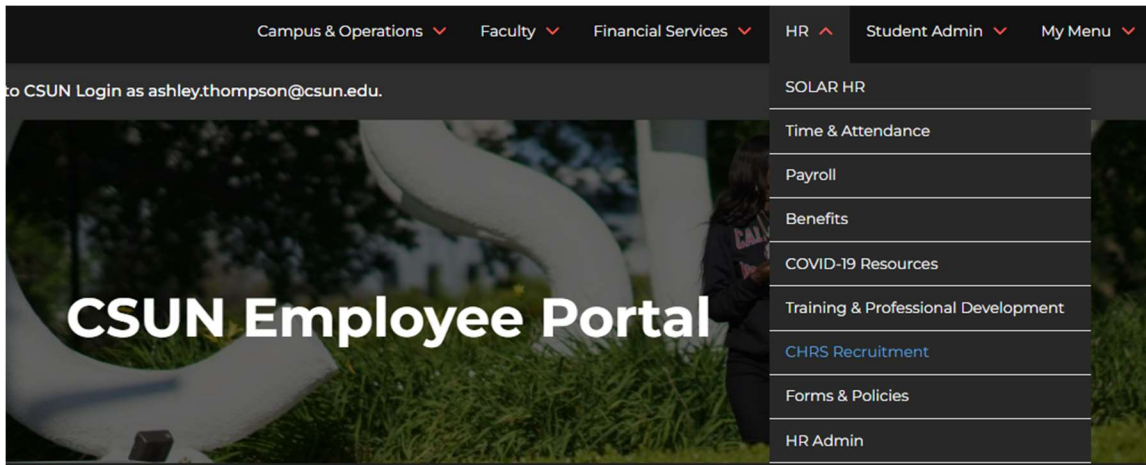# CHRS Tenure-Track and Full-Time Faculty Recruiting
Approving an Offer Card: Deans and Dean's Assistants

Go to CSUN's home page at www.csun.edu and click on the MyCSUN dropdown. Click on the CSUN Portal link to access CHRS Recruiting.
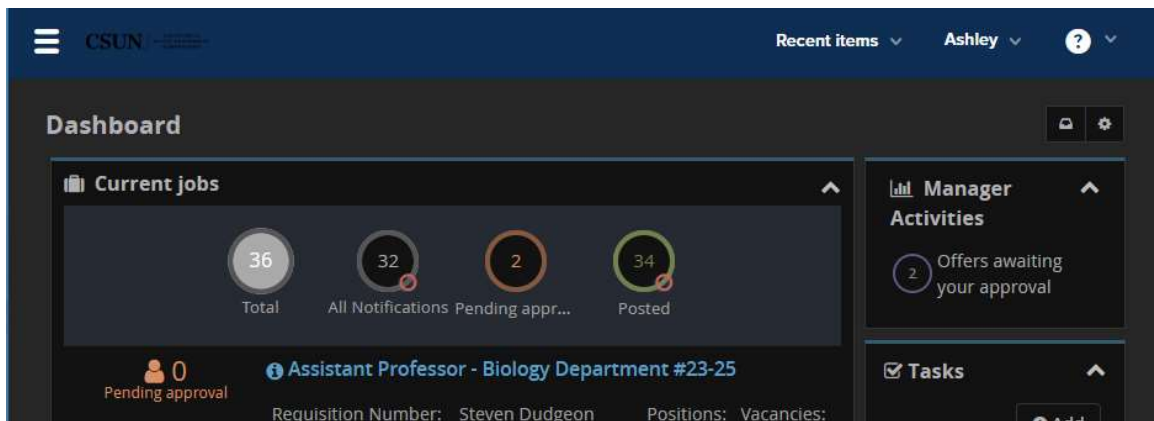

Click the HR dropdown menu, and locate the CHRS Recruiting link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.

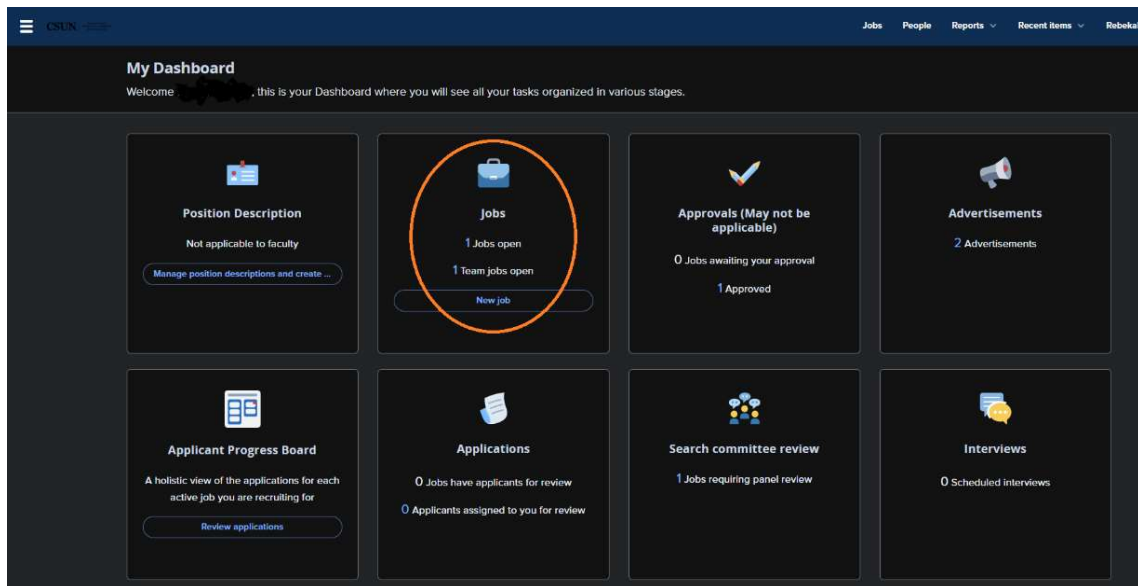The look of the page will vary depending on your type of CHRS access.

The Dean's Assistant and Department Coordinator dashboards should look similar to the image below.

CHRS Tenure-Track and Full-Time Faculty Recruiting
Approving an Offer Card: Deans and Dean's Assistants

The Department Chair and Dean's dashboards should look similar to the image below.

The **Manage Approvals** page displays all jobs that are pending your review and approval. In the example below, there are two jobs pending approval. Click on the **View** link to see more.

Carefully review each section of the Offer Card:

- Personal details
    - o This information is usually entered by the applicant and the information will be used for communication.
- Current or previous employee details
    - o This section should only be filled out if the department is hiring an applicant who is currently employed by CSUN or
- Job details
    - o CSU Working Title: **Title of search**
    - o Position Type: Instructional Faculty – Tenured/Tenure-Track or
    - o Campus: **Northridge**
    - o Division: **VP Academic Affairs**

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- o College/Program: **College of _____**
- o Department: _____
- o Time Basis: **Full Time**
- ▪ Offer details
  - o Approval status: Pending
  - o Recruiter: Ashley Thompson
  - o Date entered: DATE TIME
  - o Date updated: DATE TIME
  - o Application source: Internet - Other job boards
  - o Positions:
    - ▪ **Position number** will likely be a series of 7s as a place holder unless there is an incumbent for the position then you may enter the incumbents previous position number.
    - ▪ **Type:** "New" if the position number is a series of 7s as a placeholder.
    - ▪ **Applicant:** Name of person receiving the offer
    - ▪ **Application Status:** Prepare Offer
- ▪ Offer documents: You must view (download) both packets of documents in order to review.
  - o Packet 1: **EEO approved Recruitment Record #23-??**:
    - ▪ Recruitment Record Certification form
      - • Position Announcement
      - • Updated Recruitment and Advertising Plan
      - • Copies of advertisements placed by the department
      - • Applicant Screening Master Tracker spreadsheet and HIRE packet to CHRS
        *for now this may be uploaded as a third item given the difficulties formatting each tab in a way that it would print to PDF properly.
        - o copy of the evaluation instruments
        - o interview questions asked
        - o itinerary/schedule for each candidate interviewed on campus.
    - ▪ Recruitment and Advertising Plan
    - ▪ Applicant Screening Master Tracker spreadsheet and HIRE packet to CHRS
  - o Packet 2: **Hire Packet #23-??**:
    - ▪ Full Time Faculty Hiring Checklist
    - ▪ Full-Time Faculty Requisition/PAR
    - ▪ Original SC-1 Form
    - ▪ Moving and Relocation Expenses Reimbursement Authorization Form
    - ▪ moving.com estimate
    - ▪ Current Resume/Vita & Cover Letter
    - ▪ Background Check Clearance– Include confirmation email from HR
    - ▪ CPCs written recommendation (Tenure-Track hires/Lecturer to TT only)
    - ▪ Original Transcripts of Highest Degree
    - ▪ Visa Requirements

- Application documents = disregard
- Offer Check = disregard
- Approval process – Campus

- Application status = disregard
- Provisioning = disregard
- Exports = disregard

If the packets are complete and contain all the pertinent information and if the Offer Card is filled out completely, approve (**submit**) the Offer Card and move it forward in the approval process: