

**CHRS Tenure-Track and Full-Time Faculty Recruiting
Initiating an Offer Card (Offer Approval request) Guide**

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

Congratulations! You have made it to the last part of the recruitment process: **The official offer!** In order to submit a requisition for the official offer, there are a couple of steps you must follow which are outlined below.

Who can prepare an Offer in CHRS?

Deans Assistants. Before you start this process, however, you must ensure that part 1, part 2, and part 3 documents have been approved by all reviewers in the OnBase system.

Step 1: Review carefully the two (2) packets of documents submitted by the Department that are to be uploaded into CHRS via the Offer Card.

The hiring department should have included the following documents along with any additional documents listed on the hiring checklist and consolidated these items into **two (2) packets:**

Please name the packets as follows adding the search number: **Packet 1: Recruitment Record #24-?? & Packet 2: Hire Packet #24-??**

Packet 1: EEO approved Recruitment Record/Search Report Documents:

- ✓ [Recruitment Record Certification form](#) - **Please note that this is the top sheet of the packet and the Office of Equity and Compliance will review and sign within CHRS. Do not send via email or Adobe sign for signature.*
 - 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. Upload the completed Master Tracker*
 - copy of the evaluation instruments
 - interview questions asked
 - itinerary/schedule for each candidate interviewed on campus.

Packet 2: Hire Packet Documents (attach as page 1 of hire packet):

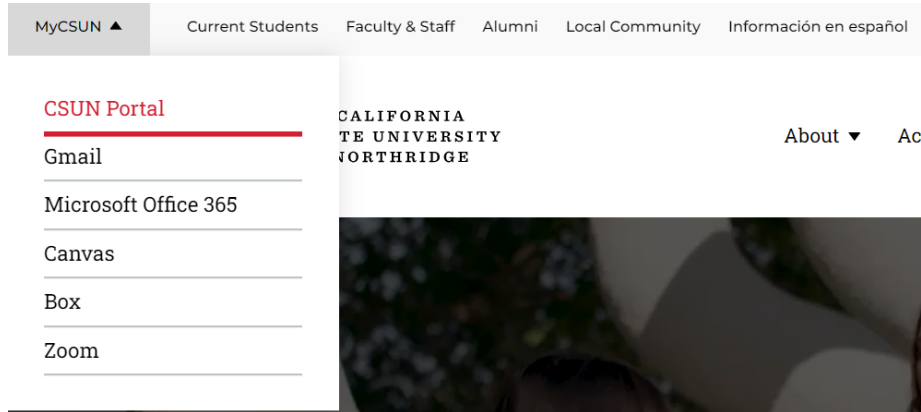
- ✓ [Full Time Faculty Hiring Checklist](#)
 - Full-Time Faculty Requisition/PAR
 - Original SC-1 Form
 - Moving and Relocation Expenses Reimbursement Authorization Form
 - moving.com estimate (*if international provide an explanation of how the amount needed was determined*)
 - Current Resume/Vita & Cover Letter
 - Background Check Clearance– Include confirmation email from HR
 - CPCs written recommendation (**Senior appointments: Associate or Full Professor hires**)
 - Original Transcripts of Highest Degree

- ✓ **Visa Requirements** - <https://www.csun.edu/faculty-affairs/tenure-track-faculty-international>

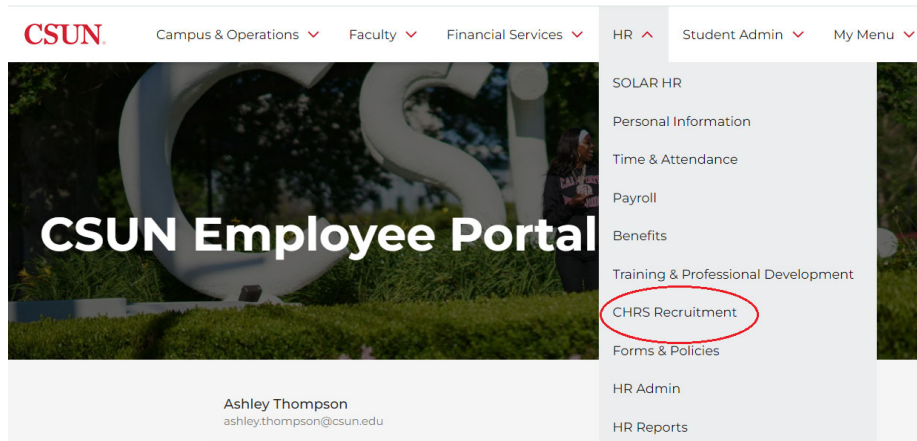
With this documentation ready, you can initiate the **Offer Card** in CHRS.

Step 2: Log into CHRS

Log into the [CSUN Portal](https://w2.csun.edu/) at <https://w2.csun.edu/> to access [CHRS Recruitment](#).

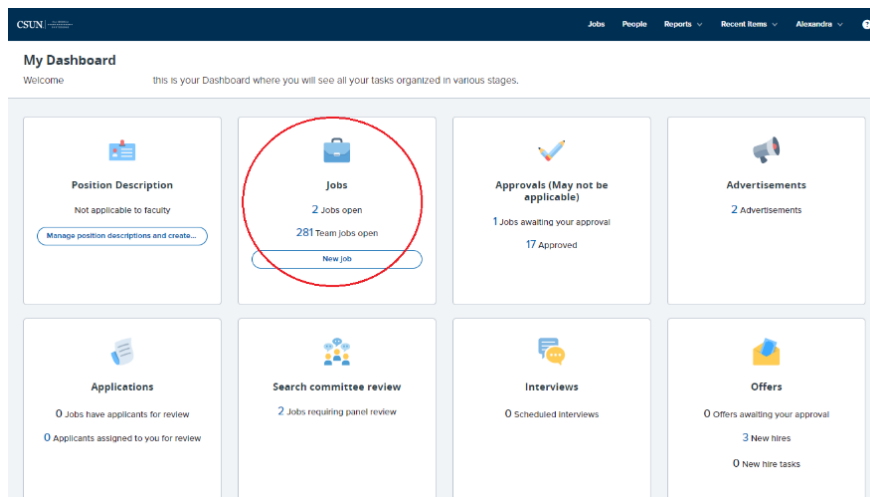


Click the HR dropdown menu, and locate the [CHRS Recruitment](#) link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.



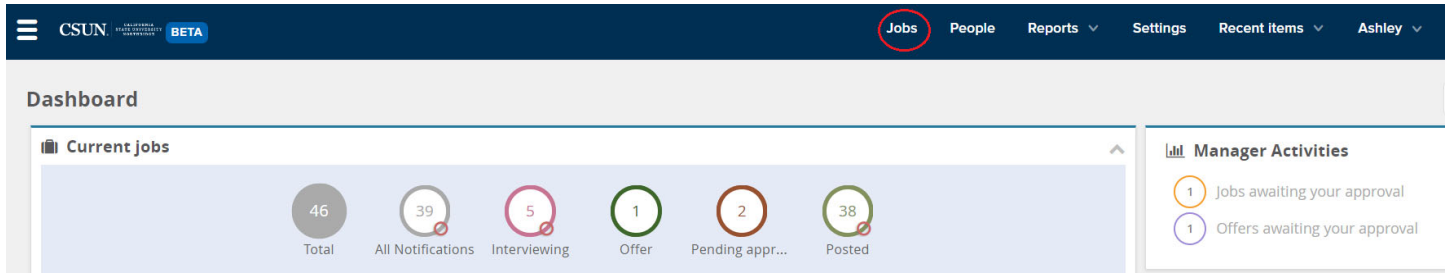
The look of the dashboard page will vary depending on the type of CHRS system access you were assigned.

Example 1:

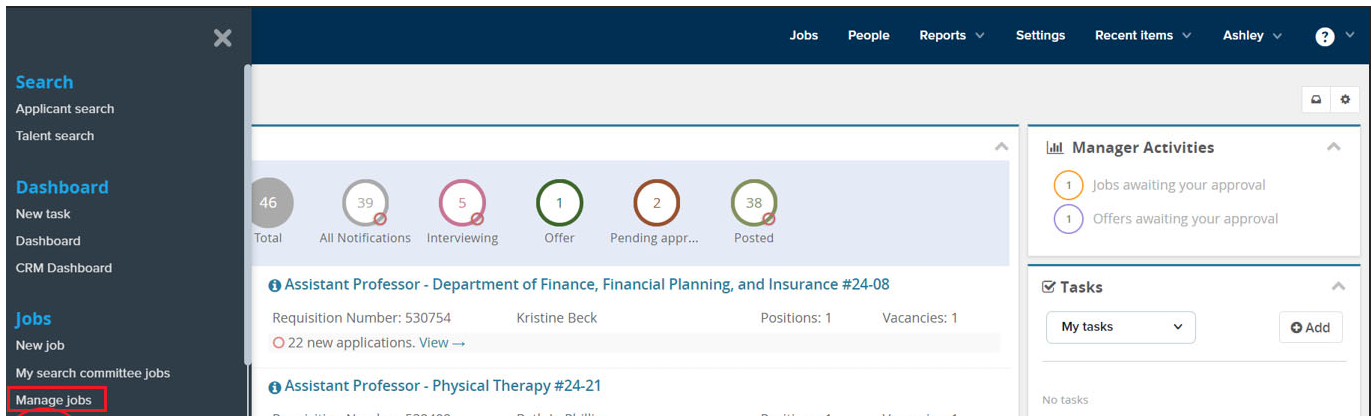


Use the Job tile to navigate to your open searches.

Example 2:






Use the Jobs link at the top of the page to navigate to your open searches.

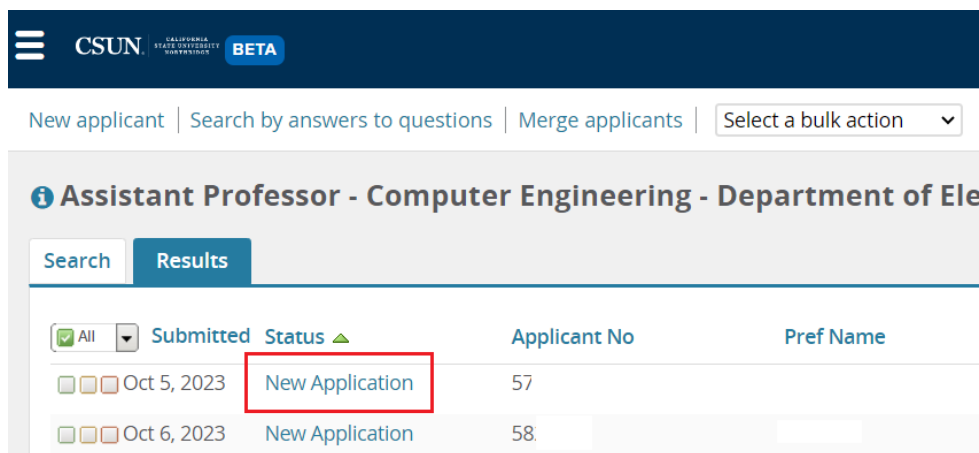


Click the hamburger menu at the top left of the screen to access the sidebar menu. Use the **Manage Jobs** link to access your open searches.

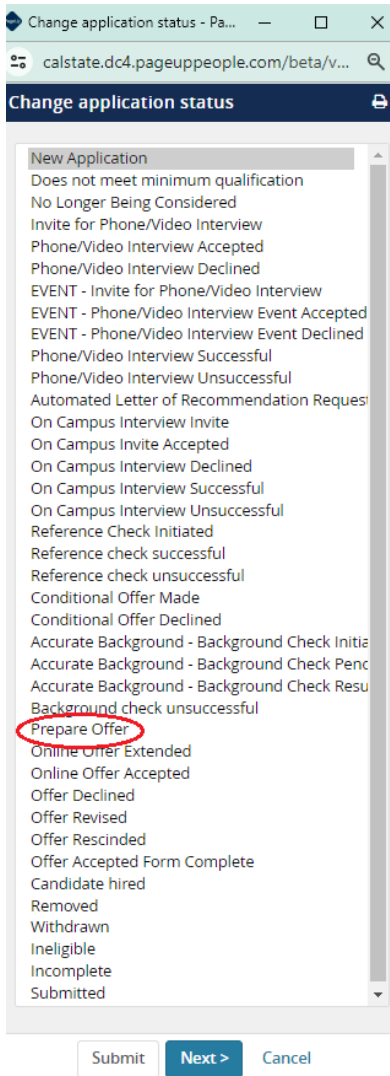
Step 3: Initiating the Offer Requirement

[Dean's Assistants](#) and [Department Coordinators](#) can click on the person  **101**  **83 new**  next to the title of the search from the list of department/college searches listed on your dashboard and this will take you to the list of applicants.

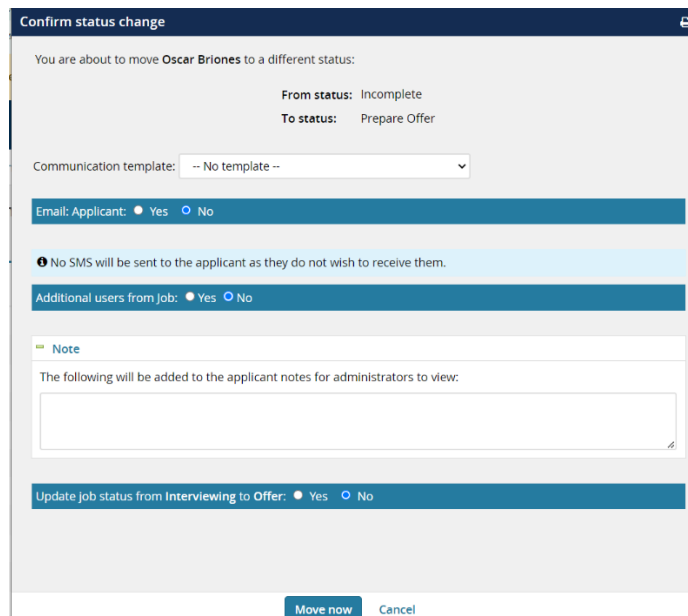
Once you have arrived at the list of applicants it's time to change the chosen applicant's status to [Prepare Offer](#). Click on the current status of the applicant.



A pop-up window will open to a list of available statuses, click [Prepare Offer](#) to open the [Offer Card](#). Click on the *Next* button to continue:

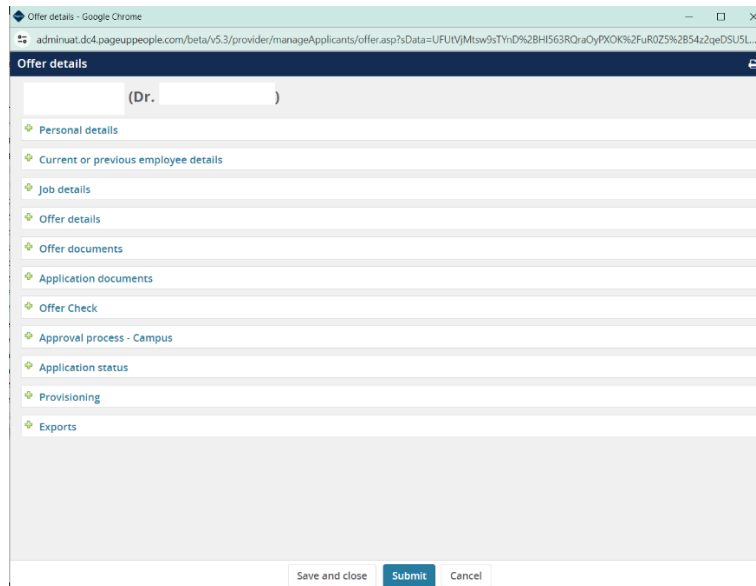


The [Confirm status change](#) window will open. **Do not** select a communication template. Keep “No” as the selection for **E-mail: Applicant**, **Additional user from Job**, and **Update job status from Posted to Offer**. Then, click on the **Move Now** button at the bottom of the page to open the **Offer details Card**.



Offer Card

The Offer Card consists of the following fields. Within each you will find fields with an **Asterisk symbol ***. These fields are absolutely required however it is important that you **fill out as much additional information as possible** in order for FA/HR to generate accurate reports:

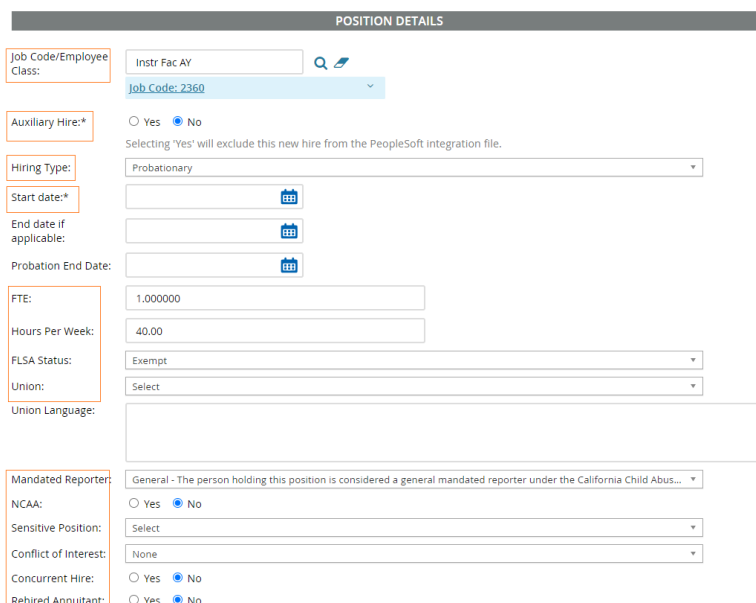


Personal details – This is the candidate’s information and the contact information here will be used for the official Offer Letter signed by the Provost.

Current or previous employee details - If the candidate is a current employee, be sure to enter their name in this section so that the system can update their information as this offer is processed. Note: There is a link in this section to a CO guide for assistance.

Job details/Offer details – This information should auto-populate from the information entered on the Job Card. Please ensure that the position information is correct, such as the position type, the department, time basis and position number.

Position Details – Please pay special attention to the following sections and provide as much information as possible:



- Job Code/Employee Class = **double check job code**
- Auxiliary Hire = **No**

- Hiring Type = **Probationary**
- Start Date = **usually the start of Fall semester**
- FLSA Status = **Exempt**
- Union = **California Faculty Association (CFA)**
- Mandated Reporter = **usually “General”**
- NCAA = **No**
- Sensitive Position = **Select appropriate**
- Conflict of Interest = **Select appropriate**
- Concurrent Hire = **No**
- Rehired Annuitant = **No**

Budget Details – please pay special attention to the following sections:

- Budget/Chart field/Account string: **dependent on the department**
- Pay Plan: **dependent upon appointment type**
- Pay Plan Months Off: **dependent upon appointment type**
- Salary Range/Grade:* **dependent upon appointment type**
- Anticipated Hiring Range: **provided by committee during the offer card process**
- Maximum budgeted amount: **may be left blank**

SALARY and COMPENSATION – please pay special attention to the following sections:

- Base Pay Rate:* **\$00,000 monthly amount**
- Unit basis:* **monthly**
- Monthly Pay: **\$00,000 monthly**
- Annual salary: **\$000,000 annual**

- Relocation: **amount from moving.com**
- Sign on bonus: blank
- Other supplementary compensation: **dependent upon soft offer negotiations**
- Salary notes:
- Benefits Eligible?: **YES**
- Benefit Eligibility Details: **Full**
- Auxiliary Benefits: **N/A**

FACULTY / R03 DETAILS – please pay special attention to the following sections:

FACULTY / R03 DETAILS	
Rank:	Select
Service Credit:	Select
Start Up Amount:	
Duration of Start Up Funds:	
Assigned/Release Time (in terms of WTU's):	
Duration of Assigned/Released WTU:	
Contingent annual salary:	
Contingent pay rate:	
Term:	
Total Term Pay:	
Duration of Appointment:	Select
Weighted Teaching Units (WTU's):	
Faculty Fraction Numerator:	
Faculty Fraction Denominator:	

- Rank: **dependent on approved search**
- Service Credit: **dependent on committee/dean review of applicant**
- Start Up Amount: **dependent upon soft offer negotiations**
- Duration of Start Up Funds: **dependent upon soft offer negotiations**
- Assigned/Release Time (in terms of WTU's):
- Duration of Assigned/Released WTU:
- Contingent annual salary:
- Contingent pay rate:
- Term:
- Total Term Pay:
- Duration of Appointment:
- Weighted Teaching Units (WTU's):
- Faculty Fraction Numerator:

EDUCATION and LICENSE VERIFICATION - optional - Please fill out as much information as possible.

- Highest Level of Education:
- Degree Type:
- Terminal Degree for Discipline
- Date of Completion:
- Major Code:
- Institute Code:
- License/Certification Code:
- License/Certification Number:
- License/Certification Issue Date:
- License/Certification Expiry Date:

EMPLOYMENT CHECKS – optional

ONBOARDING

***Please note: If your faculty hire is active in PeopleSoft you only need to complete the first 3 fields:**

ONBOARDING	
OfferType:*	Select
Pay Group:*	Select
Offer Approval Type:*	Select
Onboarding Form:	Select
Onboarding Portal:	None
Onboarding workflow:	None

- Offer Type = **Hire**
- Pay Group = **Academic Calendar (ACD)**
- Offer Approval Type = **NR**
- Onboarding Form = **Base New Employee Data Form_V2020**
- Onboarding Portal = **NR Onboarding Portal_Updated**
- Onboarding workflow = **NR-Tenure-Track Faculty**
- Reports To = **Usually the Chair of the Department**

OFFER PROGRESS - optional - please fill out as much information as possible.

Offer documents – This is where you will upload your **Packet 1:** Recruitment Record #24-?? & **Packet 2:** Hire Packet #24-?? for the final offer approval.

Offer documents

Documents attached to the offer appear in the section below.

Add document - Merge document

Document	Date	Size	Category
Document library:			
Name	Date	Size	
Concurrent Hire 19 noRG 55A1945.rtf	Sep 20 2021	524Kb	View

- Click Add Document. A new window will open so you can upload **Packet 1:** Recruitment Record #24-?? & **Packet 2:** Hire Packet #24-?? Please do not upload documents of the two packets individually.

Upload a new document - PageUp - Google Chrome

calstate.dc4.pageuppeople.com/FileUpload?sData=UFUtvjMtdKxVXFrtqdgklQaCHWm...

Upload a new document

File:* Upload file

Document category:* Compensation

Title:

Save and add another Save and close Close

- Click on the Upload File button. From the **Document category** section, please select **Offer Letter – Non-Confidential**. This will ensure that those in the approval path are able to view the two (2) packets of information when it gets to their level for review.

Packet Titles:

- 1) **Hire Packet**
- 2) **Recruitment Record** (+ completed master tracker)

Application documents – N/A

Offer Check – N/A

Approval process – Campus – Be sure to choose **NR-Tenure-Track Offer Approval Process**

- Enter the Deans Assistant’s name and the Dean’s Name in the field to the right.

The screenshot shows a web browser window titled "PageUp People - Google Chrome" with the URL "calstate.dc4.pageuppeople.com/beta/v5.3/provider/approvalProcess/EditApprovers...". The form contains six numbered sections, each with a text input field and an email dropdown menu:


- 1. Dean Assistant: [Redacted]
- 2. Dean/VP/SA: [Redacted]
- 3. Academic Personnel Analyst: Ashley Thompson (Email: ashley.thompson@csun.edu)
- 4. Office of Equity and Compliance: Alexandra Lohman (Email: alex.lohman@csun.edu)
- 5. AVP for Faculty Affairs: Diane Guido (Email: diane.guido@csun.edu)
- 6. Academic Personnel Analyst: Ashley Thompson (Email: ashley.thompson@csun.edu)

At the bottom of the form are two buttons: "Submit" and "Cancel".

Application status – leave as “No”

Provisioning – N/A

Exports – N/A

If you are ready to submit the requisition, go ahead and click Submit  to initiate the approval process.

If not, you can save the request and go back to it at a later time by clicking on the **Save and close button**. *Note that when you save this requisition to submit later, you will get a message that the approval path will be deleted. Thus, when you go back in to the requisition to resubmit, please ensure that you select the correct approval process (**NR – Tenure-Track Offer Approval Process**).

What Happens Next?

Faculty Affairs will review the requisition and will work with the Provost’s office to issue the official offer letter to the candidate. The candidate will receive this letter via the CHRS system, in their applicant portal. They will receive an email notification when this takes places so that they may review and either accept or decline the offer. Faculty Affairs will let the hiring department and college know when the offer is finalized.