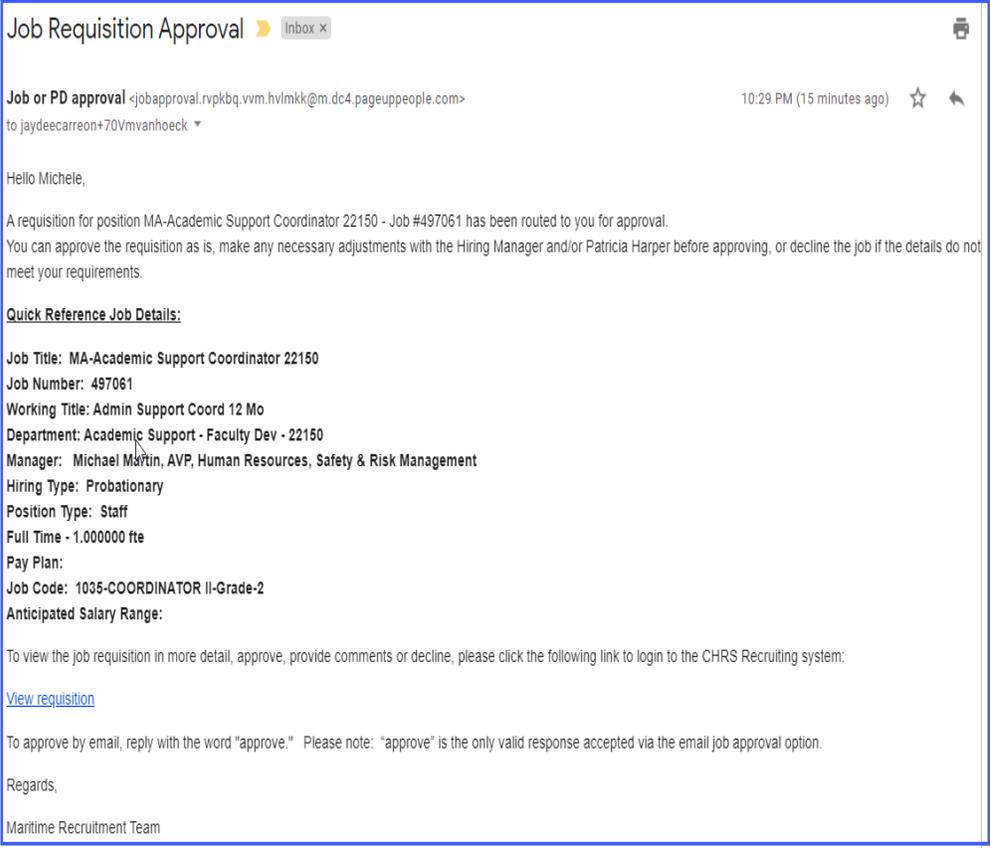
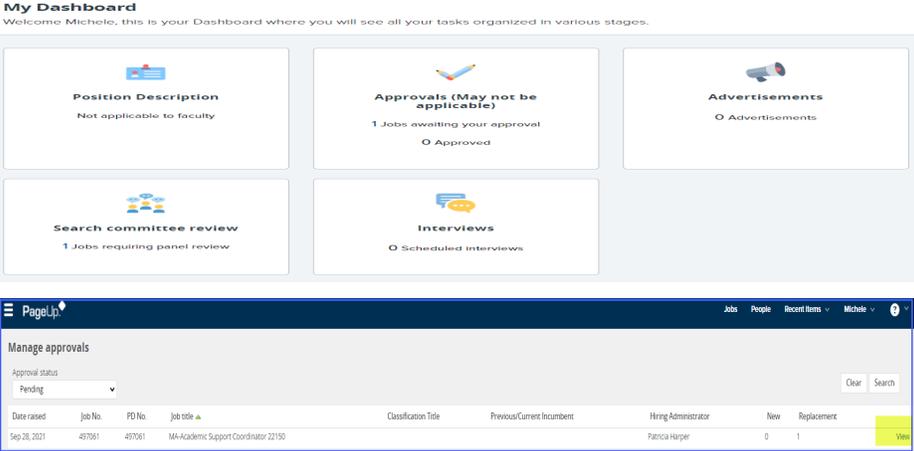


CHRS Recruiting: Approving Job Requisitions and Job Offers

Things to Know:

CHRS Recruiting is a shared environment with all CSU campuses and the CO, therefore:

- You may see jobs, documents, or templates used by other campuses
- Use the naming convention “MA-“ to search for Maritime jobs, offers, positions, etc.

I: Approving Job Requisitions																					
Action	Screen Shots																				
<p>When you are listed as an Approver on a Job Card, you will receive an email alerting you that a New Job requires your approval.</p> <p>You may approve the job by replying to the email with the word “Approve”</p> <p>Or you may review, approve, or decline the job by logging in to CHRS Recruiting using the View Requisition link in the email.</p> 																					
<p>Find the Approvals tile on your dashboard. It shows the number of jobs pending approval and the number of jobs approved.</p> <p>Click on “Jobs awaiting your approval” to open the list.</p> <p>Click the View button to open a Job Card</p>	 <table border="1"> <caption>Manage approvals</caption> <thead> <tr> <th>Date raised</th> <th>Job No.</th> <th>PD No.</th> <th>Job title</th> <th>Classification Title</th> <th>Previous/Current Incumbent</th> <th>Hiring Administrator</th> <th>New</th> <th>Replacement</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Sep 28, 2021</td> <td>497061</td> <td>497061</td> <td>MA-Academic Support Coordinator 22150</td> <td></td> <td></td> <td>Patricia Harper</td> <td>0</td> <td>1</td> <td>View</td> </tr> </tbody> </table>	Date raised	Job No.	PD No.	Job title	Classification Title	Previous/Current Incumbent	Hiring Administrator	New	Replacement	View	Sep 28, 2021	497061	497061	MA-Academic Support Coordinator 22150			Patricia Harper	0	1	View
Date raised	Job No.	PD No.	Job title	Classification Title	Previous/Current Incumbent	Hiring Administrator	New	Replacement	View												
Sep 28, 2021	497061	497061	MA-Academic Support Coordinator 22150			Patricia Harper	0	1	View												

Scroll through the page to view the job details.

Note: the example depicts only portions of the job card

Scroll to the bottom to find the **Approve** and **Decline** buttons.

Click **Approve** to accept the job. You can make changes before approving. You may enter comments in the **Notes** link at the top of the page.

-or-

Click **Decline** to reject the Job Card.

A reason is required. Select one from the dropdown options and add comments.

Click the **Submit** button.

Dropdown options:

- Budget concerns
- Business operations
- Insufficient business justification
- Withdraw

Please select a reason as to why the job has been declined*:

Select ▼

Additional comments:

(505657) MA-Instr Fac AY 12101
View applications
⋮

Position info
Notes
Documents
Reports

[View Job Card User Guides](#)

REQUISITION INFORMATION

Internal Team:	MA-Provost/VP Academic Affairs - 40500
Recruitment Process:*	MA-Faculty TT
Application Form:	MA-copy of Cal Maritime Employment Application Preview
Job Code/Employee Classification:*	Instr Fac AY <div style="border: 1px solid #0070c0; padding: 2px; display: inline-block;">Job Code: 2360</div>
Salary Range/Grade:*	2360-ASSISTANT PROFESSOR-Grade-3 <div style="border: 1px solid #0070c0; padding: 2px; display: inline-block;">Minimum: \$ 5,046.00</div> <div style="border: 1px solid #0070c0; padding: 2px; display: inline-block;">Maximum: \$ 11,197.00</div> <div style="border: 1px solid #0070c0; padding: 2px; display: inline-block;">Pay Frequency:</div>
Classification Title:	Instr Fac AY
CSU Working Title:*	MA-Instr Fac AY 12101
MPP Job Code:	
Campus:*	Maritime Academy
Division:*	Provost/VP Academic Affairs
College/Program:*	School of Engineering - Admin
Department:*	Engineering Technology - 12101
Requisition Number:	505657

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no	Type:*	Applicant	Application status		
1	Instr Fac AY <div style="border: 1px solid #0070c0; padding: 2px; display: inline-block;">Position no: MA-00051336</div>	Replacement	-	-	Cancel

REQUISITION DETAILS

Auxiliary Recruitment:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Reason:*	Resignation
Justification for Recruitment:*	Faculty member resigned effective xx.xx.xxxx
Previous/Current Incumbent:	E. Chang-Siu
Work Type:*	Instructional Faculty – Tenured/Tenure-Track
Hiring Type:*	Probationary
Job Status:*	Regular
Time Basis:*	Full Time
FTE:	1.000000
Hours Per Week:	40.00
FLSA Status:	Exempt
CSU Campus (Integration for 3rd Party Solutions):*	California State University, Maritime Academy

1. Hiring Manager:	Michele Van Hoeck 👤 You are here Resend email to approver
2. Vice President:	Franz Lozano
3. Budget:	Andrew Som
4. HR Review:	Andrea Zamora-Blair

HR/Faculty Affairs Representative:*

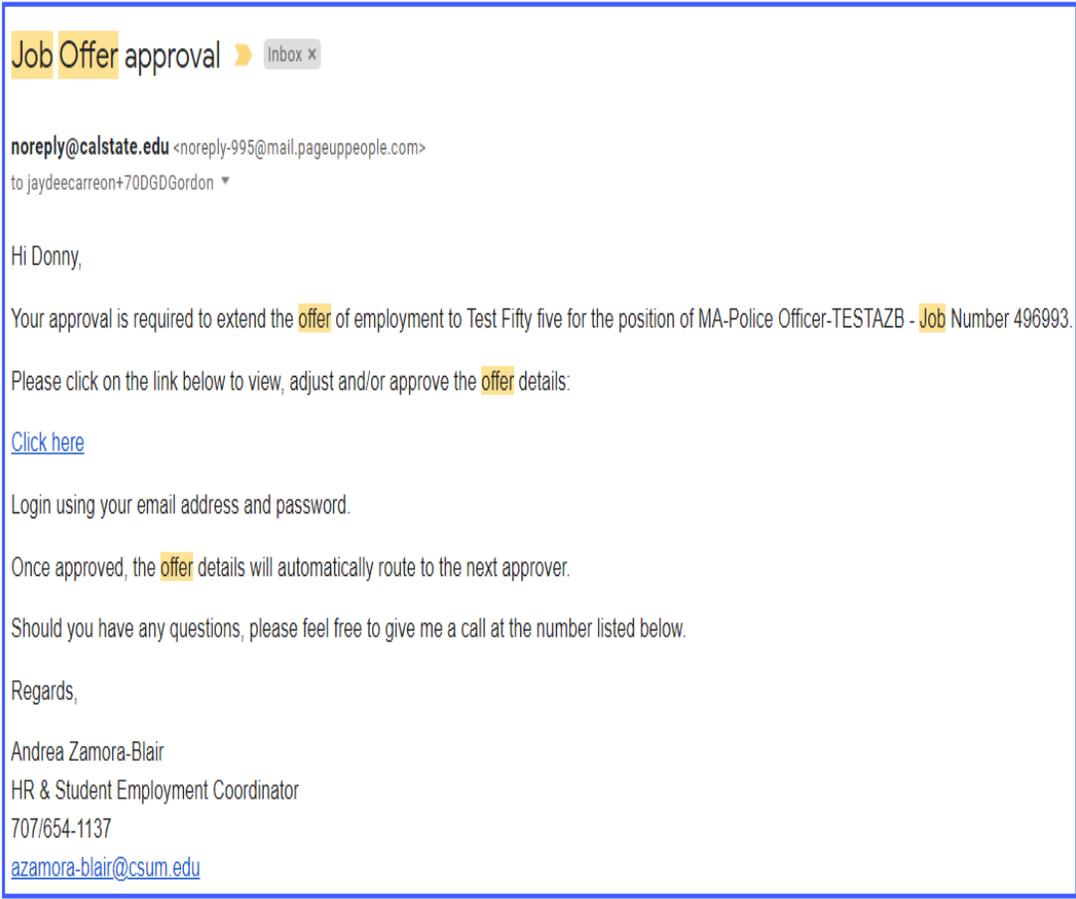
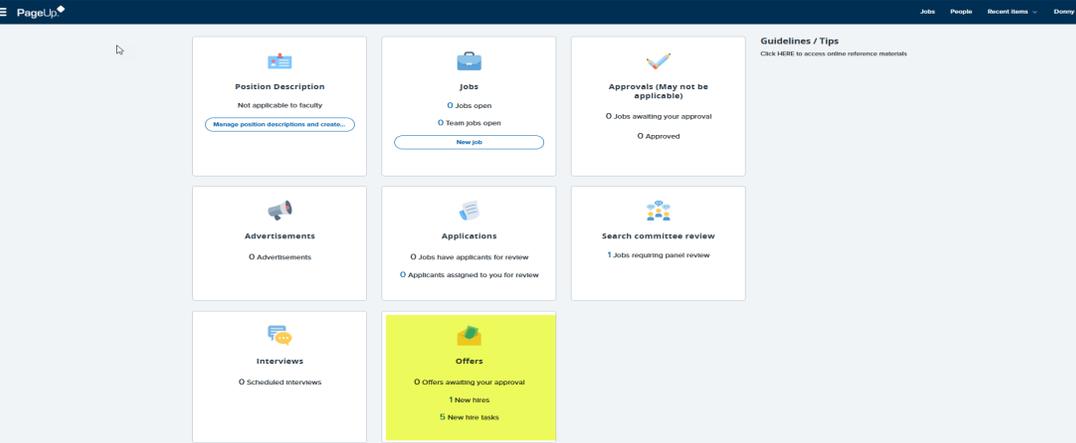
Andrea Zamora-Blair

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft
Approve
Decline
Cancel

II: Approving Job Offers

Action	Screen Shots																		
<p>When you are listed as an Approver on an Offer Card, you will receive an email alerting you that a Job Offer requires your approval.</p> <p>You must log in to CHRS Recruiting to view, approve, or decline the offer.</p> <p>Click the link in the email to log in to CHRS Recruiting using your Single Sign-On user id and password.</p> 																			
<p>Find the Offers tile on your dashboard. IT shows the number of offers pending approval, new hires, and new hire tasks. Click on “Offers awaiting your approval” to open the list.</p>																			
<p>The pending offers will display. Click the View button to open an Offer Card.</p>	 <table border="1"> <thead> <tr> <th>Offer created</th> <th>Applicant name</th> <th>Originator name</th> <th>Job title</th> <th>Job number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sep 16, 2021</td> <td>Schroeder Schutz</td> <td>Jordana Carreon</td> <td>MA-Accountant II-70573</td> <td>496965</td> <td>View</td> </tr> <tr> <td>Nov 1, 2021</td> <td>Ash Ketchum</td> <td>Jordana Carreon</td> <td>MA-Police Officer-TESTAZB</td> <td>496993</td> <td>View</td> </tr> </tbody> </table>	Offer created	Applicant name	Originator name	Job title	Job number		Sep 16, 2021	Schroeder Schutz	Jordana Carreon	MA-Accountant II-70573	496965	View	Nov 1, 2021	Ash Ketchum	Jordana Carreon	MA-Police Officer-TESTAZB	496993	View
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Nov 1, 2021	Ash Ketchum	Jordana Carreon	MA-Police Officer-TESTAZB	496993	View														

Scroll to view the details of the offer.

Note: the example depicts only portions of the Offer Card.

The offer letter is attached in the Offer Card and can also be reviewed. To view the letter, scroll to the **Offer Documents** section. Click the **View** button to open a copy of the letter.

Peg Bundy (Peg) Revision history

Personal details

Address: 11 a street vallejo, California 94591, United States Phone:

E-mail: jaydeecarreon+pegbundy@gmail.com

Applicant No: 176855

[View profile](#)

Current or previous employee details

! For assistance completing this section, please review the instructions: [Employee Profile Link Instructions Job Aid](#)

PLEASE NOTE:
Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Select current active employee only:

Employee: Peg Bundy

Email address: jaydeecarreon+pegbundy@gmail.com

SALARY and COMPENSATION

Base Pay Rate:*

Unit basis:*

Monthly Pay:

Annual salary:

Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

Benefits Eligibility

Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

Benefits Eligible?: Yes No

Benefit Eligibility Details:

Auxiliary Benefits:

Offer documents

! Documents attached to the offer appear in the section below.

[Add document](#) - [Merge document](#)

Document	Date	Size	Category	View Delete
MA-Staff Offer Letter 9-16-21.docx	Nov 1, 2021	910Kb	Offer Letter	View Delete

Scroll to the bottom to **Approve** or **Decline** the offer. A decline requires an explanatory note. Click the **Submit** button to save your action. Click the Maritime logo to return to the Dashboard.

Exports

Export Title	Exported	Export Date (Eastern Standard Time)
No Exports were found.		

[Save and close](#)
[Submit](#)
[Cancel](#)
[Approve](#)
[Decline](#)

Please enter a note explaining why these offer details have been declined:

Enter an explanation here when declining the offer

[Submit](#)
[Cancel](#)