Overview
This business process guide demonstrates how to approve a Recruitment Request for Staff and/or MPP position through PeopleSoft. When a department submits a Recruitment Request in PeopleSoft, the approval workflow and email notifications get triggered. An email notification first goes to Human Resources (HR) for approval; then it goes to different approvers based on your division’s approval structure (up to the President’s Office for new MPP positions). The chart below shows the Staff and MPP Recruitment Request approval structure for all CSUEB divisions.

Once the Recruitment Request is fully approved, HR creates the Job Posting on the Careers website for internal and external applicants (MyCSUEB/PeopleSoft) and notifies the hiring department. Please note: this process is not used for Faculty recruitment.
Approval Structure for all CSUEB divisions:

<table>
<thead>
<tr>
<th>Division</th>
<th>New MPP</th>
<th>Existing MPP</th>
<th>New Staff</th>
<th>Existing Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;F</td>
<td>All Reports To up to the President</td>
<td>All Reports To except the VP &amp; President</td>
<td>All Reports To except the VP &amp; President</td>
<td>All Reports To except the VP &amp; President</td>
</tr>
<tr>
<td>Advancement</td>
<td>All Reports To up to the President</td>
<td>All Reports To up to the VP</td>
<td>All Reports To up to the VP</td>
<td>All Reports To up to the VP</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>All Reports To up to the President</td>
<td>All Reports To up to the Provost</td>
<td>All Reports To up to Dean</td>
<td>All Reports To up to Dean</td>
</tr>
<tr>
<td>PEMSA</td>
<td>All Reports To up to the President</td>
<td>All Reports To up to the VP</td>
<td>All Reports To up to the VP</td>
<td>All Reports To up to the VP</td>
</tr>
<tr>
<td>ITS</td>
<td>All Reports To up to the President</td>
<td>All Reports To up to the CIO</td>
<td>All Reports To up to the Deputy CIO</td>
<td>All Reports To up to the Deputy CIO</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Chief of Staff &gt; President</td>
<td>Chief of Staff</td>
<td>Chief of Staff</td>
<td>Chief of Staff</td>
</tr>
</tbody>
</table>
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Approve Recruitment Request without Online Review
This section demonstrates how to approve pending Recruitment Request without online review. When a Recruitment Request is submitted, the approval workflow and email notifications get triggered. An email notification first goes to Human Resources (HR) for approval; then it goes to different approvers based on your division’s approval structure. If you are part of an approval workflow, you will get an email to approve the pending Recruitment Request.

A sample email notification displays.

1. Click the hyperlink in the email message

The PeopleSoft login page displays.

2. Enter your NetID and Password

3. Click Sign In

The Main Menu displays.
Navigate to Recruiting > Pending Approvals

**The Pending Approvals page displays.**

*Note: If there are multiple pending Recruitment Requests, they all will display.*

4. Select the check box next to each Recruitment Request you wish to approve.

5. Use the drop-down menu to select **Approve** and click the **Go** button.

*Note: Do not Deny the request without having appropriate communication with the hiring department or the person who originally submitted this Recruitment Request.*

If a request is denied, it cannot be used anymore and a new Recruitment Request needs to be submitted to proceed with the recruitment process.

**The Pending Approvals page displays with no Pending Approvals message.**

*Note: The pending recruitments you selected are now approved. An email notification will be sent automatically to the next approver in the approval workflow, as applicable.*
Approve Recruitment Request with Online Review

This section demonstrates how to approve pending Recruitment Request with online review. If you are part of the approval workflow, you have access to review all the details of the Recruitment Request. It is recommended that you review all the sections of the Recruitment Request before approving it. Once you receive the email notification about the pending Recruitment Request, log in to PeopleSoft using the hyperlink in the email message.

The Main Menu displays.

Navigate to Recruiting > Pending Approvals

The Pending Approvals page displays.

Note: If there are multiple pending Recruitment Requests, they all will display.

1. Click the hyperlinked subject.

The Approvals page displays.

2. Review the approval workflow and any comments that may have been entered by the previous approvers

Note: Below the comments field, notice the Approve, Pushback and Deny buttons.

- Clicking the Approve buttons approves the Recruitment Request
- Clicking the Pushback button, sends the Recruitment Request back to the previous approver in the approval workflow
- Clicking the Deny button cancels the Recruitment Request. A new Recruitment Request needs to be submitted to proceed with the recruitment process.

3. Click the Basic Recruit Info hyperlink
The Basic Recruit Info page displays.

4. Review the **Job Opening Request** section (see below for field descriptions)

5. Click the **Position Information** hyperlink

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**Field Descriptions:**

- **Department:** Department number and name where the position resides.
- **Division:** Name of the division.
- **I would like to...:** Action taken for the Recruitment Request.
- **Is this an MPP Position?** MPP position information.
- **EmplID, Name, Position Number:** Position being filled and employee being replaced, if applicable.

The Position Information page displays.

6. Review the **Position Information**, **Job Information**, and **Work Location** sections (see below for field descriptions)

7. Click the **Department Budget Information** hyperlink
Field Descriptions:

- **Position Number**: The number of the position.
- **Job Code**: The job code and job title.
- **FLSA Status**: Indicates whether this position is exempt or non-exempt.
- **Regular/Temporary**: Indicates whether position is regular (permanent) or temporary.
- **Grade**: Grade number displays, if applicable.
- **Step**: Step number displays, if applicable.
- **Full/Part Time**: Indicates whether this position is full-time or part-time.
- **Union Code**: Union code number and description.
- **Standard Hours/FTE**: Number of work hours per week.
- **Title**: The position title or job title.
- **Work Location**: Indicates department location and person this position reports to.

The Department Budget Chartfields page displays.

8. Review the information and click the **Return to Position Information** button
The Position Information page displays.

9. Click the Search Plans hyperlink

10. Review the advertising and search committee information

11. Click the Posting Information hyperlink
12. Click the Applicant Attachments hyperlink

13. Review the Application Attachments section

14. Click the Attachments hyperlink

15. Optional, click the File Name hyperlink to view an attachment

16. Click the Approvals hyperlink
The Approvals page displays.

17. Click the **Approve** button

The Recruitment Request displays showing your approval.

Note: At any point in the process, you can click the **Print Recruitment Request** button to generate a Word document summarizing this Recruitment Request in a single view.

18. Click the **Print Recruitment Request** button.

A file download dialog box displays.

19. Click the **Open** button

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. **What’s the risk?**
The Recruitment Request Summary report displays.

20. You have an option to navigate to File > Save As to save it on your computer for distribution to your supervisor/manager.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).