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## Overview

This business process guide demonstrates how to submit a Recruitment Request for Staff and MPP positions through PeopleSoft. This is a customized online process and replaces the old paper process for Staff and MPP recruitment. Before starting the online recruitment request process, the hiring department needs to have a conversation with the Human Resources (HR) Manager to ensure all aspects of the recruitment plan are in compliance. Before submitting the online recruitment request, the hiring department also needs to have internal conversation about their recruitment plan with their supervisor/manager/dean/VP/Provost, as applicable.

Once the appropriate conversation about the recruitment has happened with HR and your division, submit the online recruitment request. After you submit the 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:

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<tr>
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<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>
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<tr>
<td>President's Office</td>
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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
Log In

Navigate to the Staff homepage (http://www.csueastbay.edu/staff)

1. Click PeopleSoft HR/Student

   The PeopleSoft login page displays.

2. Enter your NetID and Password

3. Click Sign In

   The Main Menu displays.
Recruitment Request
This section demonstrates how to submit a recruitment request for an **existing** Staff/MPP position and/or a **new** Staff/MPP position.

Before creating the recruitment request in PeopleSoft, you (the hiring department) need to follow your normal manual internal process/conversation and get permission to recruit. When your recruitment request is submitted in PeopleSoft, it triggers an email notification to HR. Once HR approves your recruitment request, the approvers in your area are automatically notified via email. The approvers in your area should already be aware of this recruitment based on the conversation and permission given to you to begin this process.

**Request an Existing Position (Staff/MPP)**
This process is used when you are recruiting for an **existing** Staff or MPP position in your department. For example, when a current employee leaves a position and you want to recruit to replace that employee. A change to the Reports-To information for this position is permitted with this request. **Do not use this process to request a new Staff or MPP position,** see the next section for steps on how to request a **new** Staff or MPP position.

Navigate to East Bay HR > eRecruit > Recruitment Request

The Recruitment Request search page displays.

1. **Click the Add a New Value tab**
The Basic Recruit Info page displays.

2. **Effective Date**: The Effective Date defaults to today’s date and should not be changed.

3. **Department**: Enter the Department ID for your recruitment.

*Note: The Division name defaults based on the department ID entered.*
4. I would like to request: Click the Existing Position radio button

5. Is this an MPP Position: Select Yes or No, as appropriate

Note: In this example, we are requesting an Existing Staff position (not MPP).

6. Position Number: If you are requesting an existing position, type in the position number or click the lookup icon to search for the position number

Note: The EmplID and Name will automatically populate with the information of the employee who last held this position.

If you do not have the Position number, you can enter the EmplID of the last person who held this position and it will automatically populate the Position number.

7. Reason for Leaving Position: Optional field

8. Click the Save for Later button. This will not trigger the Approval process, but prevent loss of data in case you need to stop or get interrupted

Note: The Job Opening Requisition ID gets generated upon clicking Save for Later. This is not the same number as Job Opening ID.

9. Click the Position Information hyperlink
The Position Information page displays.

10. Verify the position data which defaults from Position Management

Note: You can change any of the Job Information and Work Location fields except the Job Code field after having a conversation with the HR Manager.

11. Click the Department Budget Information hyperlink
12. Enter the funding data, as applicable

13. Click the Return to Position Information button

The Position Information page displays.

14. Click the Search Plans hyperlink
15. Click the Marketing ID lookup icon to see a list of advertising options

Note: If you are only using the standard CSUEB advertising, skip this field.

16. If you plan to do paid advertising for your recruitment, enter the Authorized Amount

17. Select the Job Posting Period from the drop-down menu

18. Enter the Names and/or EmplIDs or Position numbers of the Search Committee members

Note: You can use this section as a textbox to enter any other information/comments about your recruitment plans.

19. Click to View Standard Advertising hyperlink provides the list of CSUEB’s standard advertising sources

20. Click the Posting Information hyperlink
21. Enter data in the Job Descriptions section

- **Posting Title:** Change if applicable
- **Department Statement**
- **About the Position**
- **Responsibilities**
- **Requires**
- **Minimum Qualifications**

Note: Instead of typing the job description information, you can attach it on the Attachments hyperlink.

Enter the job description information to the best of your ability. Your HR Manager will work closely with you to fine tune this information for eventual posting online. Additional standard items will be added before posting.

22. **Help:** Optional, click the Help hyperlink for recommended content for each section

23. **Spell Check:** Optional, click the dictionary icon to spell check your text
24. Click the **Applicant Attachments** hyperlink

The Applicant Attachments page displays.

25. The **Resume Attachments** is the default Attachment Type, if it is required that applicants attach a resume along with their application, check mark the **Required** check box.

26. Click the **plus sign** to add more Attachment Types, such as Cover Letters and References. Check mark the **Required** check box if any of the additional attachment types are required.

27. Click the **Attachments** hyperlink
The Attachments page displays.

28. Click the **Add Attachment** hyperlink to attach any supporting documents for this recruitment request.

The Recruitment Request Attachments page displays.

29. Click the Attachment Type drop-down menu and select the attachment type.

Note: At a minimum, attach a position/job description. You can add more attachments later. Check with your HR Manager if you have questions about what attachments are required.

30. Click the **Add Attachment** hyperlink.

Note: In this example, **Position Description** is selected.
The Browse button displays.

31. Click the **Browse** button to retrieve the document from your computer.

The Choose File to Upload dialog box displays.

32. Locate the file on your computer and select it.

33. Click the **Open** button.

The Browse button and file information displays.

34. Click the **Upload** button.

The Recruitment Request Attachments section displays.

35. Click the **Save & Return** or **Save & Add More** button if you want to add other attachments at this time.
The Attachments page displays with the Attachments that you added.

Note: If you want to delete your attachment, you can click the Trash can.

36. Click the Save for Later
37. Click the **Print Recruitment Request** button to view all of the data you have entered for this request in single view.

A file download dialog box displays.

38. Click the **Open** button.
The Recruitment Request displays in Microsoft Word format.

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

Note: The purpose of this document is for distribution and review of the request and its content with the decision makers. It is critical that this document is distributed with the decision makers in your area before the request is submitted. You can keep a Recruitment Request in Saved for Later status as long as you need. Wait until the request is fully discussed before submitting it in PeopleSoft.
40. When you are finished with the data entry for the Recruitment Request, and after confirming that all decision makers for the request have reviewed it, click the **Submit** button.

**Note:** Clicking the Submit button triggers the approval process. An automatic email will be sent to Human Resources for review and approval of your Recruitment Request. This may take a few moments to process. You can no longer edit any of the information. You will only be able to add **Attachments** or edit **Applicant Attachments** section. Consult with your HR Manager if you need to add attachments after the request has been submitted.

The Submitting Recruitment Request acknowledgement page displays.

41. Click the **OK** button to proceed or click the **Cancel** button if you are not ready to submit the Recruitment Request.
The Approvals page displays.

Note: The Approvals page displays the name of the person who submitted this request along with the date and time stamp.

The approval process starts with Human Resources. Once HR reviews and approves your Recruitment Request, an automatic email is sent to the next approver in the approval workflow and so on. Once the Recruitment Request is fully approved, HR is automatically notified via email. HR then creates the Job Posting and notifies the hiring department.
Request a New Position (Staff/MPP)
This process is only used when a brand new Staff or MPP position recruitment is needed in your department. First check the active positions available for your department and only submit a New Position Recruitment Request if the position does not exist for your department.

Navigate to East Bay HR > eRecruit > Recruitment Request

The Recruitment Request search page displays.

1. Click the Add a New Value tab

Recruitment Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search by:  Job Opening Requisition ID  =

Search  Advanced Search

Find an Existing Value | Add a New Value
The Basic Recruit Info page displays.

2. **Effective Date:** The Effective Date defaults to today’s date and should not be changed.

3. **Department:** Enter the Department ID for your recruitment.

   *Note: The Division name defaults based on the department ID entered.*

4. **I would like to request:** Click the **New Position** radio button.

5. **Is this an MPP Position:** Select Yes or No, as appropriate.

   *Note: In this example, we are requesting a New MPP position.*

6. **Number of Positions to Create:** Enter the number of new positions you want to create.
7. Click the **Save for Later** button. This will not trigger the Approval process, but prevent loss of data in case you need to stop or get interrupted.

**Note:** The Job Opening Requisition ID gets generated upon clicking Save for Later. This is not the same number as Job Opening ID.

8. Click the **Position Information** hyperlink.

The Position Information page displays.

9. Enter the **Job Code**

**Note:** In this example the request is for an MPP position, so an MPP job code is entered.

All other fields for the Job Information section get automatically populated based on the Job Code you entered.

10. Enter the **Reports To** position number or click the lookup icon to search.

11. Click the **Save for Later** button to ensure your data is not lost.
The Position Information page displays.

*Note: A temporary position number gets generated*

12. Click the Department Budget Information hyperlink

The Department Budget Chartfields page displays.

13. Enter the funding data, as applicable

14. Click the Return to Position Information button
The Position Information page displays.

15. Click the **Search Plans** hyperlink and then select Marketing ID (if additional advertising is used). Enter the names of the Search Committee members.

16. Click the **Posting Information** hyperlink and enter information in the Job Descriptions section.

*Note: Instead of typing the job description information, you can attach it on the **Attachments** hyperlink.*

Enter the job description information to the best of your ability. Your HR Manager will work closely with you to fine tune this information for eventual posting online. Additional standard items will be added before posting.

17. Click the **Applicant Attachments** hyperlink. Select the Attachment Types you want from the applicants. Indicate whether it is required or not.

18. Click the **Attachments** hyperlink and add attachments of supporting documents for your Recruitment Request.

*Note: At a minimum, attach a position/job description. You can add more attachments later. Check with your HR Manager if you have questions about what attachments are required.*
19. Click the **Print Recruitment Request** button to view all of the data you have entered for this request in single view.

20. When you are finished with the data entry for the Recruitment Request, and after confirming that all decision makers for the request have reviewed it, click the **Submit** button.

*Note: Clicking the Submit button triggers the approval process. An automatic email will be sent to Human Resources for review and approval of your Recruitment Request. This may take a few moments to process. You can no longer edit any of the information. You will only be able to add **Attachments** or edit **Applicant Attachments** section. Consult with your HR Manager if you need to add attachments after the request has been submitted.*
The Submitting Recruitment Request acknowledgement page displays.

21. Click the **OK** button to proceed or click the **Cancel** button if you are not ready to submit the Recruitment Request.

The Approvals page displays.

Note: The Approvals page displays the name of the person who submitted this request along with the date and time stamp.

The approval process starts with Human Resources. Once HR reviews and approves your Recruitment Request, an automatic email is sent to the next approver in the approval workflow and so on. Once the Recruitment Request is fully approved, HR is automatically notified via email. HR then creates the Job Posting and notifies the hiring department.
View Existing Recruitment Requests
This section demonstrates how to view existing Recruitment Requests (that have been submitted or saved for later) using the Recruitment Request search page and the Recruitment Request Inquiry page.

Recruitment Request Search Page
Use the Recruitment Request search page to return to an incomplete Recruitment Request that you have saved for later or to access submitted Recruitment Request.

Navigate to East Bay HR > eRecruit > Recruitment Request

The Recruitment Request search page displays.

1. Click the Find an Existing Value tab
2. Click the Search button
3. Optional- Use the Search by drop-down menu to search by Department ID number or Job Opening Requisition ID. Enter the Department ID or Job Opening Requisition ID and click the Search button
The Recruitment Request search results display.


You can only view Recruitment Requests for the departments that you have access to.

4. Click the Job Opening Requisition ID number you wish to view

The selected Recruitment Request displays.

5. Navigate throughout the different hyperlinks to view the data

Note: If this is a saved for later request, you can edit it and submit it when ready. If it is a submitted request, it cannot be edited, but additional documents can still be attached on the Attachments page and edits can be made on the Applicant Attachments page.
**Recruitment Request Inquiry**

This inquiry page displays saved for later or submitted Recruitment Requests. Use this page to see a snapshot of the status of a request without having to navigate into the Recruitment Request itself. This page displays the status of the request whether it is open in an approval state, the name of the pending approver is also displayed.

Navigate to East Bay HR > eRecruit > Recruitment Request Inquiry

1. Click **Refresh Data** button

   **Note:** You can search by Department ID or Recruitment Request Status. Use the **Recruitment Request Status** drop-down menu to select status. See below for list of statuses.

**Status Descriptions:**

- **All Requests:** All requests viewable based on your security.
- **Draft Request:** Requests that are saved for later.
- **Finalized:** Requests that have been approved.
- **Open in approval state:** Requests that have been submitted and not completely approved.
- **Waiting for Approval:** Enter an employee ID and search for their pending approvals. Not a recommended search method.
2. View the Recruitment Request information. See column descriptions below.

Column Descriptions:

- **Job Req ID**: Number for the Recruitment Request.
- **Department**: Dept ID.
- **Department Descr**: Name of department.
- **Job Code**.
- **Position number**: If the position hasn’t been created, the Job Req ID displays.
- **Position Descr**: Position title or blank for new position request.
- **Reports to Position Number**.
- **Reports To Name**.
- **Approval Level**: Point where the approval process is.
- **Approvers**: Pending Approver.
- **Job Opening ID**: Number for the job opening, if it has been created.
- **Recruitment Request**.
- **Details**: Clicking the button takes you into the Recruitment Request pages.
**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).