

Office of Academic Affairs Request to Initiate Recruitment Reference Guide

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Overview

This document serves as a guide to the *Request to Initiate Recruitment* process. Failure to follow these steps may lead to a delay in processing or in a denial of requests as untimely.

Form Fields

Each section of the request is listed below in order in which they appear on the form.

Requestor

This section captures information about the appropriate administrator who will serve as lead management for the position. Put another way, this is a direct report of the Provost and Vice President of Academic Affairs.

| Field | Description |
|-----------------------|--|
| Name – Classification | The full name and classification of the employee making the request. |
| NetID | The requestor's NetID. |

Department

This section captures the primary department in which the position will be appointed.

| Field | Description |
|--------------------------|---|
| DEPTID – Department name | The position's DEPTID and department (e.g. 10020 – Academic Affairs) as found within Job Data in PeopleSoft MyHR. |
| Position number – Title | The position number and title of the position as found within Job Data in PeopleSoft MyHR. For replacement requests, this is typically the position number of the prior incumbent. For new requests, this is only the proposed title. |
| FTE | The FTE of the position (1.0 = 40 hours a week). Requests are assumed to be made on a 12-month basis. |
| Annual Salary | The proposed annual salary of the position. |
| Prior Incumbent | The EMPLID and name of the most previously appointed employee to the position as found within Job Data in PeopleSoft MyHR. New requests should complete the field with a value of "New position." |
| Supervisor | The name and classification (job code) of the employee who will serve as the supervisor of the position as found within Job Data in PeopleSoft MyHR. In the case of recruitments to be supervised by other represented employees (such as faculty department chairs), the appropriate administrator reporting to the requestor is listed (such as an Associate Dean or Director). |

Position Summary

This section captures the purpose of the position and how it furthers student success goals. The proposed **Start Date** should be one that is realistically accomplishable when considering the *entire* recruitment process – from creation of the recruitment through offer and background check.

Labor Cost Distribution

This section captures the financial cost center for the total payout via chartfield string. The requestor must have fiscal authority over the cost center(s) listed. In the case of split costs, multiple chartfield strings must be listed. Any chartfield listed without proper fiscal authority of the requestor or the appropriate administrator may result in a declined request.

Procedure

1. The office of the requestor initiates the *OAA – Request to Initiate Recruitment* workflow within Adobe Sign. The workflow is located in Adobe Sign via *Home > Start from Library > Workflows*.
2. Upon email notification by Adobe Sign of request for approval, Academic Resources and Planning (ARP) will contact the office of the requestor to consult on resource implications of the request. Note that signature by ARP only indicates that consultation has occurred; it is neither an endorsement or opposition to the request.
3. Upon email notification by Adobe Sign of the approval by the Provost or designee (at the time of this writing, Rafael Hernandez), the office of the requestor may engage with Human Resources to begin the formal recruitment process (at the time of this writing, though the Page Up system).

Questions

General questions about this guide may be direct to:

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