#### UNIVERSITY PERSONNEL 408-924-2250

### Introduction

Approvals in CHRS Recruiting occur only for the Job Card, which is completed to initiate a recruitment. Email notifications will be sent to approvers in sequence. After one person approves, the next will receive an email and so forth.

## **Step-by-Step Process**

| Approve a Job Card –     |  | Job Requisition Approval Index ×   |  |        |    |  |
|--------------------------|--|--|--|--------|----|--|
| <b>Optio</b><br>1.<br>2. | n 1<br>Reply to the email<br>Enter "Approve" in<br>the body of the | Job or PD approval <jobapproval.rvhppm.vvm.lvmbbl@m.dc4.pageuppeople.com> Thu, Jun 4, 2:37 PM (2 days ago) to me 👻</jobapproval.rvhppm.vvm.lvmbbl@m.dc4.pageuppeople.com>  | ☆  | *      | :  |  |
| 3.                       | email<br>Send the message  | A requisition for position Test-Admin Support - Job Number: 493775 has been routed to you for approval.<br>You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter befor<br>You can also decline the job if this requisition is not approved.  | ore app                                    | provin | g. |  |
|                          |  | Quick Reference Job Details:         Job Title: Test-Admin Support         Job Number: 493775         Classification Title:         Department: Student Affairs Office         Manager: Demo HM Baseline,         Hiring Type: Probationary         Position Type: Staff         FTE: 1         Pay Plan:         Salary Range: 2358-A-Grade-2         To approve the job requisition via email, please reply to this email with the word "Approve". Please Note: the word "Approve" is the only valid reverse accepted via the email job approval option.         OR         OR         Yew requisition         Regards,         Demo Campus Recruitment Team | the system to<br>requisition and<br>pprove |        |    |  |

# **APPROVE JOB CARDS**

|                                  |  | UNIVERSITY PERSONNEL 408-924-2250   |  |  |  |  |  |
|----------------------------------|--|---|--|--|--|--|--|
| Approve a Job Card –<br>Option 2 | <ul> <li>Senior Business Analyst</li> <li>View applications</li> </ul> |   |  |  |  |  |  |
| 1. From the email                | Position info Notes Posting Docu                                       | iments Reports  |  |  |  |  |  |
| notification, Click              |  |   |  |  |  |  |  |
| View requisition                 |  |   |  |  |  |  |  |
| 2. CHRS Recruiting               |  |   |  |  |  |  |  |
| uses your SJSUOne                | View Job Card User Guides  |   |  |  |  |  |  |
| credentials to login             |  |   |  |  |  |  |  |
| - if you already                 |  | REQUISITION INFORMATION   |  |  |  |  |  |
| logged in it will                |  |   |  |  |  |  |  |
| take you to directly             | Internal Team:   | SJ-University Personnel - 1237 *  |  |  |  |  |  |
| to the Job Card                  | Recruitment Process:*  | SJ-Staff/MPP 🗘  |  |  |  |  |  |
| 3 View the Job Card              | Application Form:  | SJ-Staff/MPP Application Form    Preview Customize for job                    |  |  |  |  |  |
| 5. View the Job Card             | Job Code/Employee Classification*                                      |   |  |  |  |  |  |
| and scroll to the                | job code/Employee classification.                                      | Crifdril Tech Support 12 Mo   |  |  |  |  |  |
| bottom of the page               |  | J <u>ob Code: 1173</u> ~  |  |  |  |  |  |
| 4. Click Approve (A)             |  |   |  |  |  |  |  |
|                                  | Salary Range/Grade:*   | 1173-PSL III-Grade-3 Q 🍠  |  |  |  |  |  |
| If applicable, you may           |  | Minimum: \$ 4 500.00  |  |  |  |  |  |
| decline the Job Card as          |  | Maximum: \$ 11,566.00   |  |  |  |  |  |
| well. This will notify the       |  | Pay Frequency:  |  |  |  |  |  |
| hiring manager and the           | Classification Title:  | Confident Tarch Support 12 Mo   |  |  |  |  |  |
| person who created the           | classification ritle.  |   |  |  |  |  |  |
| lob Card                         |  |   |  |  |  |  |  |
|                                  | Approval process:*   | SJ-PRES-Staff All & MPP Existing  |  |  |  |  |  |
| Please note you can see          | 1. Reports_to 1:   | Kenneth Guzzetta 🖋 Approved Jun 1, 2020                                       |  |  |  |  |  |
| the full approval process        | 2. Reports to 2:   | Carrie Medders () You are here  |  |  |  |  |  |
| che full approval process,       |  | Resend email to approver B  |  |  |  |  |  |
|                                  | 3. Office of the President: Melissa Millora                            |   |  |  |  |  |  |
| approval. Depending on           | 4. Budget Office:  | Claudia Gasca   |  |  |  |  |  |
| your access you may be           |  |   |  |  |  |  |  |
| able to edit the approval        |  | Edit Cancel   |  |  |  |  |  |
| process. We recommend            |  |   |  |  |  |  |  |
| leaving as is. (B)               |  |   |  |  |  |  |  |
|                                  | HR/Faculty Affairs Representative:*                                    | Rosalina Calderon   |  |  |  |  |  |
|                                  |  | Nevt nage   |  |  |  |  |  |
|                                  | Please fill in all mandatory field with an astorick (#)                |   |  |  |  |  |  |
|                                  | Prease in in an manuacory in <b>A</b> With an asterisk (").            |   |  |  |  |  |  |
|                                  |  | $\sim$  |  |  |  |  |  |
|                                  | Save a draft Approve Decline Cancel                                    |   |  |  |  |  |  |
|                                  |  |   |  |  |  |  |  |
| Annual a lab Cand                |  |   |  |  |  |  |  |
| Approve a Job Card –             | SAN JOSÉ STATE UNIVERSITY  |   |  |  |  |  |  |
|                                  |  | t would you like to do?   |  |  |  |  |  |
| 1. Navigate to                   | Contendar Parta  |   |  |  |  |  |  |
| one.SJSU                         | Spartan App Portai Browse C  | Categories - Staff -  |  |  |  |  |  |
| 2. Search for or click           |  | ⊠ 🗘 🛔 Sign In 👻   |  |  |  |  |  |
| the CHRS                         |  |   |  |  |  |  |  |
| Recruiting tile                  | My Recently Used 🏶   |   |  |  |  |  |  |
| 3. If you are already            | Marketo  | Enroll in Training Classes CSULearn DocuSign                                  |  |  |  |  |  |
| logged in, you will              |  | PeopleSoft - HR Online training DocuSign                                      |  |  |  |  |  |
| he taken to your                 |  |   |  |  |  |  |  |
| CHRS Pecruiting                  | CHRS Recruiting  | My Video Conferencing MySJSU PeopleSoft - CS LinkedIn Learning Online courses |  |  |  |  |  |
| dachhaard                        | C zoom   |   |  |  |  |  |  |
| uashbuard;                       |  | t ▼ t ▼ t ▼   |  |  |  |  |  |
| otnerwise you will               | Qualitics  | G Suite   |  |  |  |  |  |
| be prompted to                   | etros i • G  | 2 · •   |  |  |  |  |  |
| login using your                 |  |   |  |  |  |  |  |
|                                  | 1  |   |  |  |  |  |  |

Approve Job Cards 07/01/2020

# SJSU | UNIVERSITY PERSONNEL

# **APPROVE JOB CARDS**

#### UNIVERSITY PERSONNEL 408-924-2250

# SJSUOne credentials

#### The Dashboard is displayed – Tile Dashboard

On the tiled dashboard, the Approvals tile will show the number of jobs awaiting your approval and the number you have already approved.

> Click the hyperlinked number to view the Job Card and approve

*Please note, your role dictates which dashboard you will see. There are two types: List, Tiles.* 

#### The Dashboard is displayed – List Dashboard

On the list dashboard, approval information can be seen in three places:

A – The pink Pending Approvals circle will display when you have pending approvals; click the circle to see the list of jobs to approve then click View to view the Job Card; please note, this list will include jobs you need to approve now and other jobs for which you are in the approval chain (some you may have approved already, some may still be in process)

**B** – In the full list of jobs, those Pending Approval will be noted with a pink icon; click the icon to see the full list of jobs to





# **APPROVE JOB CARDS**

|   |                                     | UNIVERSITY PERSONNEL 408-924-2250                           |  |  |  |  |
|---|-------------------------------------|---|--|--|--|--|
| approve or click the job<br>title from the main list  |                                     |   |  |  |  |  |
| <b>C</b> – In the Manager<br>Activities section, the jobs<br>awaiting your approval will<br>be listed with a pink circle;<br>click the hyperlink to see<br>the full list of jobs to<br>approve then click View on<br>the Job you wish to<br>approve |                                     |   |  |  |  |  |
| The Job Card displays   | · Conjor Rusinges Analyst           | View applications   |  |  |  |  |
| 1. Scroll to the bottom   | () Sellior Dusiliess Analysi        | view appreations  |  |  |  |  |
| of the page   | Position info Notes Posting         | Documents Reports   |  |  |  |  |
| 2. Click Approve (A)  |                                     |   |  |  |  |  |
|   |                                     |   |  |  |  |  |
| If applicable, you may  |                                     |   |  |  |  |  |
| well You will be prompted   | View Job Card User Guides           |   |  |  |  |  |
| to select a reason for the  |                                     | REQUISITION INFORMATION                                     |  |  |  |  |
| denial and given a space  | Internal Team                       | SLI Iniversity Personnel - 1237 v                           |  |  |  |  |
| to enter notes. This will   | Recruitment Process:*               | SI-Staff/MPP \$   |  |  |  |  |
| notify the hiring manager   | Application Form:                   | SI-Staff/MPP Application Form                               |  |  |  |  |
| and the person who  | Iob Code/Employee Classification:*  |   |  |  |  |  |
|   | job code/employee classification.   | Cridinti Tech Support 12 Mo                                 |  |  |  |  |
| Please note, you can see  |                                     | Job Loae: 11/3  |  |  |  |  |
| the full approval process,  | Salary Range/Grade:*                | 1173-PSI III-Grade-3  |  |  |  |  |
| along with dates of   |                                     | Minimum: \$ 4,500.00  |  |  |  |  |
| approval. Depending on  |                                     | Maximum: \$ 11,566.00                                       |  |  |  |  |
| your access you may be  |                                     | r dy requercy.  |  |  |  |  |
| able to east the approval<br>process We recommend   | Classification Title:               | Cnfdntl Tech Support 12 Mo                                  |  |  |  |  |
| leaving as is. (B)  |                                     |   |  |  |  |  |
| 2   | Approval process:*                  | SJ-PRES-Staff All & MPP Existing                            |  |  |  |  |
|   | 1. Reports_to 1:                    | Kenneth Guzzetta 🗳 Approved Jun 1, 2020                     |  |  |  |  |
|   | 2. Reports_to 2:                    | Resend email to approver <b>B</b>                           |  |  |  |  |
|   | 3. Office of the President:         | Melissa Millora   |  |  |  |  |
|   | 4. Budget Office:                   | Claudia Gasca   |  |  |  |  |
|   |                                     | Edit Cancel   |  |  |  |  |
|   |                                     |   |  |  |  |  |
|   |                                     |   |  |  |  |  |
|   | HR/Faculty Affairs Representative:* | Rosalina Calderon   |  |  |  |  |
|   | Next page >                         |   |  |  |  |  |
|   | with an asterisk (*).               |   |  |  |  |  |
|   |                                     | $\sim$  |  |  |  |  |
|   |                                     | Save a draft         Approve         Decline         Cancel |  |  |  |  |
|   |                                     |   |  |  |  |  |