

## Overview

This step-by-step guide will show you how to complete and submit a Recruitment Request for your department.

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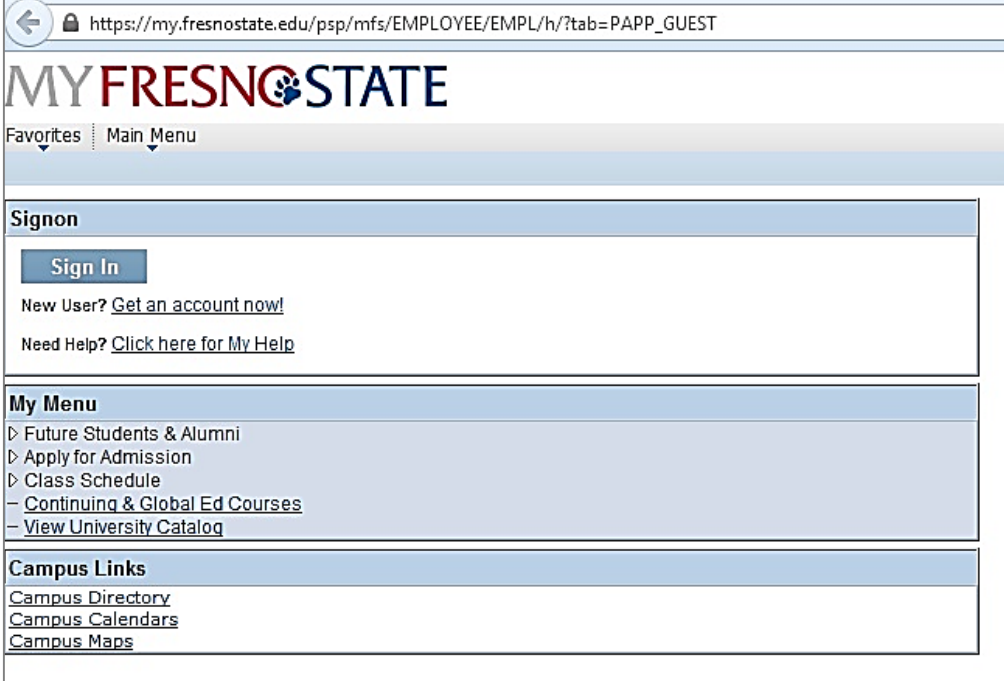
## Sign in to the MyFresnoState/PeopleSoft

To enter your absences, you must first log in to your MyFresnoState portal.

The MyFresnoState homepage displays.

1. Go to MyFresnoState (<http://my.fresnostate.edu/>).

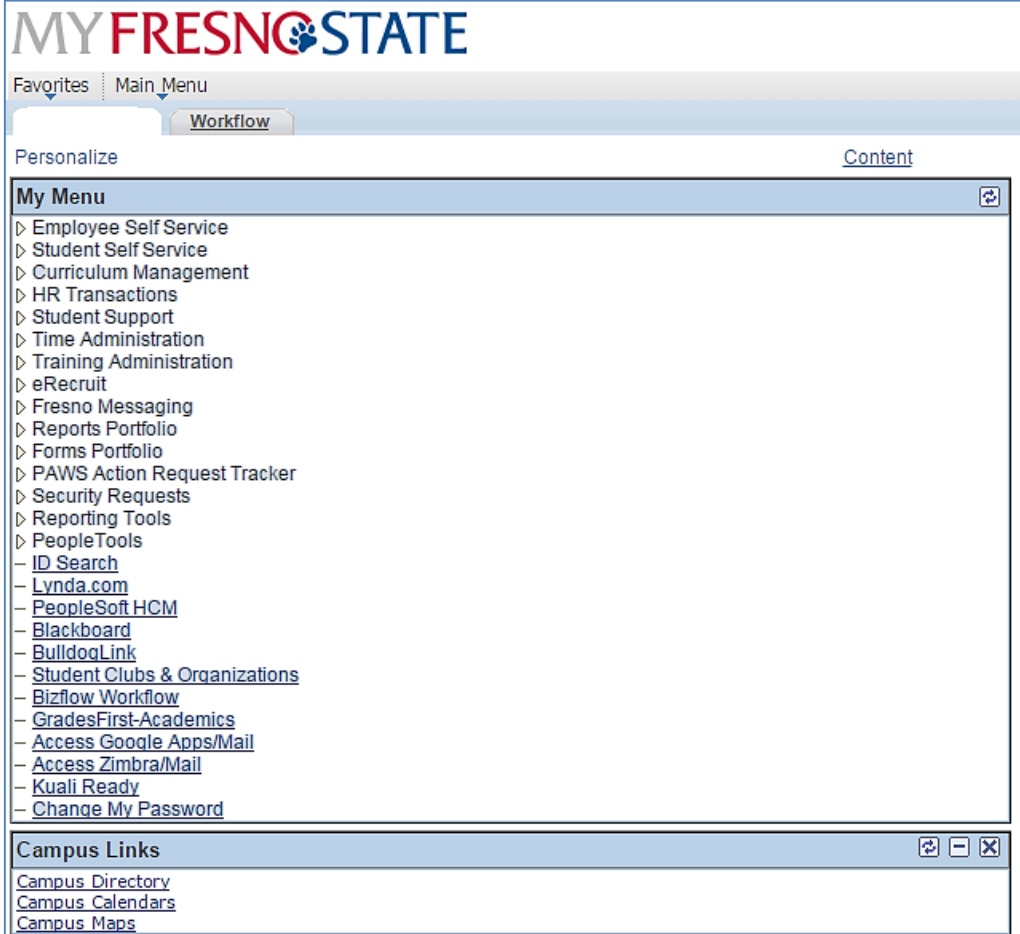
2. Click the MyFresnoState “Sign In” button.



The screenshot shows the MyFresnoState homepage. At the top, there is a navigation bar with the MyFresnoState logo and links for Favorites and Main Menu. Below this is a Signon section with a prominent Sign In button. Underneath the button are two links: "New User? Get an account now!" and "Need Help? Click here for My Help".

3. The MyFresnoState home page displays.

4. Click the eRecruit link.



The screenshot shows the MyFresnoState homepage after logging in. The Signon section is no longer visible. Instead, there is a My Menu section with a list of links. The eRecruit link is highlighted. Other links include Employee Self Service, Student Self Service, Curriculum Management, HR Transactions, Student Support, Time Administration, Training Administration, Fresno Messaging, Reports Portfolio, Forms Portfolio, PAWS Action Request Tracker, Security Requests, Reporting Tools, PeopleTools, ID Search, Lynda.com, PeopleSoft HCM, Blackboard, BulldogLink, Student Clubs & Organizations, Bizflow Workflow, GradesFirst-Academics, Access Google Apps/Mail, Access Zimbra/Mail, Kual Ready, and Change My Password. Below the My Menu section is a Campus Links section with links for Campus Directory, Campus Calendars, and Campus Maps.

The eRecruit page displays.

5. Select **Recruitment Request**.

Main Menu >

### eRecruit

HR Recruiting services offered by Fresno State.

<b>Career Opportunities</b> View and/or apply for non-faculty positions including management (deans, directors, etc.), senior administrators, staff and graduate associates/teaching assistants/instructional student assistants.	<b>Recruitment Request</b> Use this page to create a recruitment request for a new position or job posting.	<b>Short Term Temporary Hire</b> Use this page to create a short term temporary hire request.
<b>Pending Approvals</b> View the items that are pending your approval.	<b>Manage Recruitments</b> View open recruitments by job opening. The hiring manager, search team and any other interested party responsible for reviewing and/or approving the recruitment will have access to view the applicants that have been routed by Human Resources.	<b>View Faculty Applications</b> View applications for openings within your department.
<b>On-line Tutorials</b> Link to on-line tutorials and help documents for the eRecruit process.	<b>Report Manager</b> View reports and processes you have previously run, including the View Application report that lists applicant application data and all supporting documents such as resumes, cover letters, references attachments, etc.	

The **Recruitment Request** page displays.

6. Select **Add a New Value** (You may choose either link).

### 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 Criteria

Search by: Job Opening Requisition ID =

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



## Request a New Staff/MPP Position

- Enter the Number of Positions to Create.
- You may also select the Use the Continuous Recruitment Pool (Staff Only)

*Note: When you select to use the Recruitment Pool, you must enter a Job Opening ID #.*

## Request a Faculty Recruitment

- When you select to Request a Faculty Recruitment, you may enter a position number, or click Continue if a position number is not entered.

## Request a Job Posting for Unit 11 (TA, GA, ISA)

- When you select to a **Job Posting for Unit 11**, you may enter a position number, or click Continue if a position number is not entered.

- Click **Continue**.

I would like to...

Replace Existing Staff/MPP Position(s)/Employees(s)  
 Request a New Staff/MPP Position Number of Positions to Create?   
 Use the Continuous Recruitment Pool (Staff only)  
 Request a Faculty Recruitment  
 Request a Job Posting for Unit 11 (TA, GA, ISA)

I would like to...

Replace Existing Staff/MPP Position(s)/Employees(s)  
 Request a New Staff/MPP Position Number of Positions to Create?   
 Use the Continuous Recruitment Pool (Staff only) Job Opening ID    
 Request a Faculty Recruitment  
 Request a Job Posting for Unit 11 (TA, GA, ISA)

I would like to...

Replace Existing Staff/MPP Position(s)/Employees(s)  
 Request a New Staff/MPP Position  
 Use the Continuous Recruitment Pool (Staff only) Job Opening ID    
 Request a Faculty Recruitment  
 Request a Job Posting for Unit 11 (TA, GA, ISA)

Personalize   Find   <input type="button" value="Q"/>   <input type="button" value="G"/>				First	1 of 1	Last
Position Number	Title	Job Code	Grade/Rank			
1 <input type="text"/> <input type="button" value="Q"/>						<input type="button" value="+"/> <input type="button" value="-"/>

I would like to...

Replace Existing Staff/MPP Position(s)/Employees(s)  
 Request a New Staff/MPP Position  
 Use the Continuous Recruitment Pool (Staff only)  
 Request a Faculty Recruitment  
 Request a Job Posting for Unit 11 (TA, GA, ISA) Position Number

I would like to...

Replace Existing Staff/MPP Position(s)/Employees(s)  
 Request a New Staff/MPP Position  
 Use the Continuous Recruitment Pool (Staff only)  
 Request a Faculty Recruitment  
 Request a Job Posting for Unit 11 (TA, GA, ISA) Position Number

**Position Information page displays.**

*NOTE: For this example the Request a New Staff Position option was chosen.*

17. Enter a Job Code into the given field.

18. If the Job Code is not known, you may click the magnifying glass to open the Look Up Job Code box.

19. You may search for the desired Job Code by Description, Job Code, Occupational Series, or Official Position Title.

Basic Recruit Info   Position Information   Search Plans   Posting Information   Applicant Attachments   Attachments

Position Information Find | View All   First 1 of 1 Last

Position Number   NEW POSN   Effective Date   01/01/2016

**Job Information**

Job Code     FLSA Status

Regular/Temporary    Ending Date of Appointment

Grade  Step    Full/Part Time

Standard Hours  (per week)   Union Code FTE

Sensitive Position    Short Title

Title    Budget Information

[Change Department Budget Information](#)

**Work Location**

Department   45435   Human Resources   Location   JOYAL

Reports To    Dot-Line

Mail Drop    Work Phone

Back   Continue   Return to List   Save for Later   Submit

**Look Up Job Code** Help

Search by: Description  begins with

up

- Description
- Job Code
- Occupational Series
- Official Position Title

**Search Results**

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Job Code	Description	Occupational Series	Official Position Title
0051	Non-Employee Tracking Code	(blank)	(blank)
0100	Youth Summer Aid	(blank)	(blank)
0101	Helper/Aid	(blank)	(blank)
0104	Maintenance & Laborer Trainee	(blank)	(blank)
0304	Cook I	(blank)	(blank)
0305	Cook II	(blank)	(blank)
0306	Cook I Lead	(blank)	(blank)
0307	Cook II Lead	(blank)	(blank)
0308	Food Service Worker I	(blank)	(blank)
0309	Food Service Worker II	(blank)	(blank)
0310	Food Service Worker I Lead	(blank)	(blank)
0311	Food Service Worker II Lead	(blank)	(blank)

NOTE: In this example Job Code 1038 will be chosen as the New Position requested.

- After the Job Code is selected, you must enter the **End Date, Grade, Step, Standard Hours**, and whether the position is **Regular/Temporary**, if it is a **Lead/Supervisory** position, **Full/Part Time**, and whether it is a **Sensitive** position.

NOTE: For Sensitive employees they must complete the [Background Check Questionnaire](#)




- Click **Change Department Budget Information** and enter the **Fund Code, Department, Class Field, Account** and **Project/Grant** numbers. Also indicate the **Budget Level**.
- Click Return to Position Information when complete.
- After the Position Information is complete, you must enter the position number of the Supervisor who the employee will report to in the **Reports To** field. *(The Mail Drop and Work Phone are optional fields).*
- Once Work Location is complete, click **Continue**.




**Search Plans section displays.**

25. Select how long you wish the **Job Posting Period** to be.
  - *Options: 14, 21, or 30 Days, Open Until Filled, and Other.*
26. List the names of the Committee Members in the **Search Committee** Field.
27. Click Continue when completed.

Basic Recruit Info   Position Information   Search Plans   Posting Information   Applicant Attachments   Attachments

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Other Advertising Options - Cost paid by hiring department   View All    First  1 of 1  Last

Marketing ID	Description		
1 <input type="text"/>	<input type="text"/>		 

Authorized Amount    Job Posting Period

Search Committee

[Click to View Standard Advertising](#)



**Posting Information section displays.**

28. In this section, you will submit descriptions for the following required areas:

- Salary
- Position Summary
- Knowledge, Skills & Abilities
- Education and Experience

29. You may also submit descriptions for the following optional areas:

- Organizational Description
- Overview
- Specialized Skills
- Preferred Skills.

30. Once all areas, have been completed, click **Continue**.

Basic Recruit Info   Position Information   Search Plans   Posting Information   Applicant Attachments   Attachments

Posting Title  (★ = Required Field)

**Job Descriptions** Find First 1-8 of 8 Last

Description Type Salary ★ Help

Description

Format Font Size B I U abc

Description Type Preferred Skills Help

Description

Format Font Size B I U abc

Back   Continue   Return to List   Save for Later   Submit

**Applicant Attachments section displays.**

31. All applications are required to have a Resume submitted.

Basic Recruit Info   Position Information   Search Plans   Posting Information   Applicant Attachments   Attachments

**Application Attachments**

Attachment Type	Description	Required
Resume Attachments	Resume Attachments	<input checked="" type="checkbox"/>

Back   Continue   Return to List   Save for Later   Submit

Basic Recruit Info   Position Information   Search Plans   Posting Information   Applicant Attachments   Attachments

32. If you desire any other attachments, you can choose to add an attachment by first clicking the “+” symbol, then choosing which attachment you wish the applicant to additionally submit.

*Note: You may also check the Required box next to any Attachment Type to indicate if the Attachment is required for the Application.*

33. Click **Continue**

Attachment Type	Description	Required		
Resume Attachments	Resume Attachments	<input checked="" type="checkbox"/>	+ -	
Other		<input type="checkbox"/>	+ -	

Return to List Save for Later Submit

**Attachments section displays.**

34. The Recruiter may add attachments in this section that he/she feels is necessary for the Recruitment Request.

35. Click the **Add Attachment** link.

36. The Recruiter may attach any of the options shown to the Recruitment Request.

37. Once the Attachment Type is selected, click Add Attachment to upload the desired Attachment.

38. Once the Attachment is selected, click Upload.

39. The selected Attachment is indicated. Click **Save & Return** to go back to the Attachments section. Click **Save & Add More** to repeat process for additional attachments.

Basic Recruit Info Position Information Search Plans Posting Information Applicant Attachments Attachments

Recruitment Request Attachments

You have not added any attachments

+ Add Attachment

Back Continue Return to List Save for Later Submit

Recruitment Request Attachments

\*Attachment Type:

- Background Check Questionnaire
- Other
- Position Description
- Position Justification
- President's Approval
- Special Consultant Agreement
- Special Consultant Worksheet

Save & Return Save & Add More

Recruitment Request Attachments

\*Attachment Type: Position Description

Add Attachment

Save & Return Save & Add More Cancel

File Attachment

Help

Browse... Job Description.pdf

Upload Cancel

Recruitment Request Attachments

\*Attachment Type: Position Description

Job\_Description.pdf

Save & Return Save & Add More Cancel

## Submitting Recruitment Request

40. When all sections of the Recruitment Request have been completed, click **Submit**.

Job Opening Requisition ID: 1487 Print Recruitment Request Help

Basic Recruit Info Position Information Search Plans Posting Information Applicant Attachments Attachments

**Recruitment Request Attachments**

File Name	Attachment Type	Uploaded		
Job_Description.pdf	Position Description	08/14/2015 3:16PM	Edit Attachment	🗑️

[+ Add Attachment](#)

Back Continue Return to List Save for Later Submit

Basic Recruit Info Position Information Search Plans Posting Information Applicant Attachments Attachments

41. Click **Ok** to verify you wish to submit the Recruitment Request.

Message

Submitting Recruitment Request (31753,13)

You have begun the process to validate your recruitment request and to initiate the approval process. If you hit this button in error, please press the "Cancel" button. If you did not hit the button in error and are ready to begin the submission process, please press the "Ok" button.

OK Cancel

## Recruitment Request Approval displays.

42. Once the Recruitment Request has been completed and submitted, the Pending Approval Chain will display.

Job Opening Requisition ID: 1487 Print Recruitment Request Help

Basic Recruit Info Position Information Search Plans Posting Information Applicant Attachments Attachments Approvals

**Recruitment Request Approvals**

Initially Submitted for Approval

**RecruitmentRequestApproval**

**RecruitmentRequest:Pending**

Recruitment Request Approval

```

    graph LR
      A[Pending  
Recruit HR Analysts] --> B[Not Routed  
Recruit HR Consultants]
      B --> C[Not Routed  
Multiple Approvers  
Budget Department]
      C --> D[Not Routed  
Manager Approval Level 1]
      D --> E[Not Routed  
Manager Approval Level 2]
      E --> F[Not Routed  
Manager Approval Level 3]
  
```

Back Continue Return to List Save for Later Submit

Basic Recruit Info Position Information Search Plans Posting Information Applicant Attachments Attachments Approvals

43. The Recruitment Request process is complete.