

1. Requesting Access in eRecruit

- a. If access is needed for Recruitment Request an Online Security Request Form is submitted (see Screen Shot #1)

The screenshot shows the eRecruit interface. On the left is a navigation menu with a tree structure. The 'New Security Request' option is highlighted. On the right, the 'Online Security Request Form' page is displayed, featuring a title, a 'Need Help?' link, a paragraph of instructions, a 'Select Request Type' section with radio buttons for 'User Security' and 'After Hours Access', and a 'Next tab' button.

Screen Shot #1

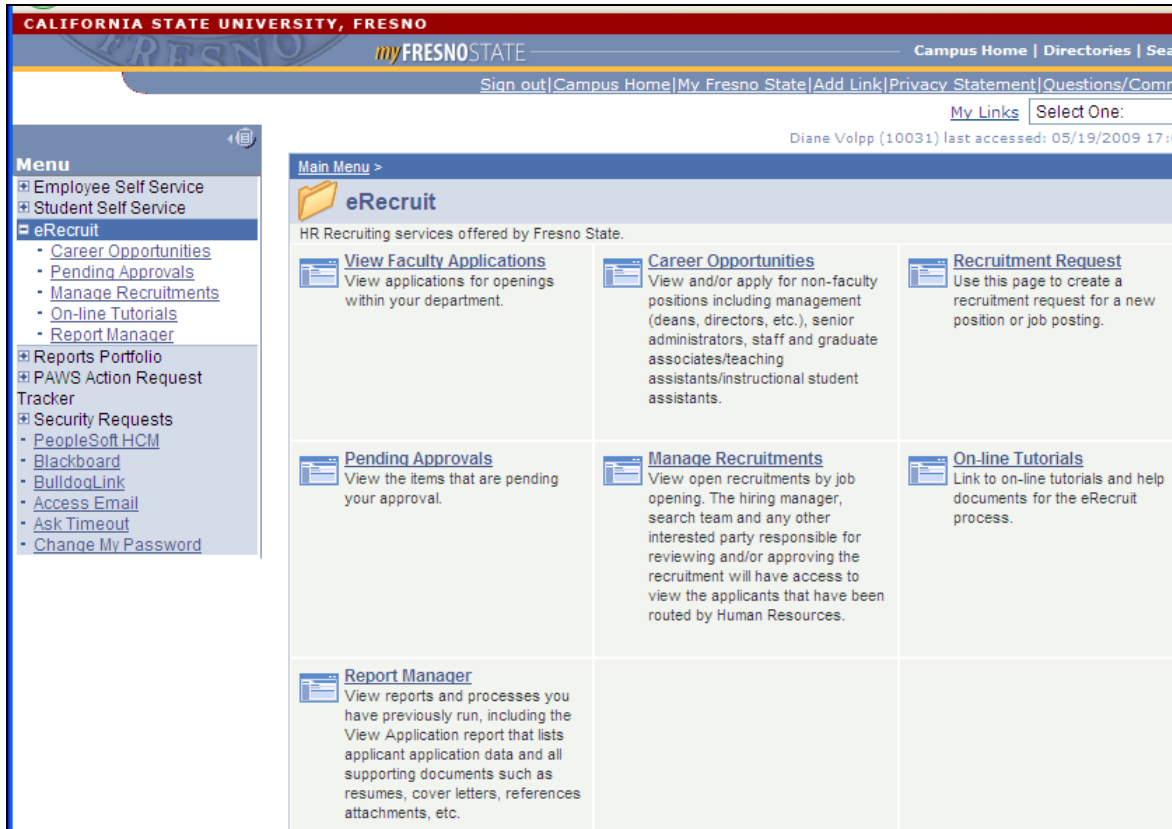
- b. Select “User Security”
c.

2. Preparing job announcement

- a. Search committee prepares a draft of the recruitment position description, academic qualifications, professional qualifications, and the recruitment requirements. Review the guide for specific information on preparing these items.
- b. It may be best and more convenient to use Word or similar word processing software when preparing the draft.
- c. Once the draft is complete and the committee is ready submit the Recruitment Request, go to my.fresnostate.edu (MyFresnoState).
- d. The Recruitment Request can be done by the Department Administrative Assistant, Search Committee Chair, or Department Chair using the information prepared by the search committee. Only those who have been approved for Recruitment request from *MyFresnoState* Security will have access (see #1 above).
- e. Approvals of the vacancy request are done electronically.

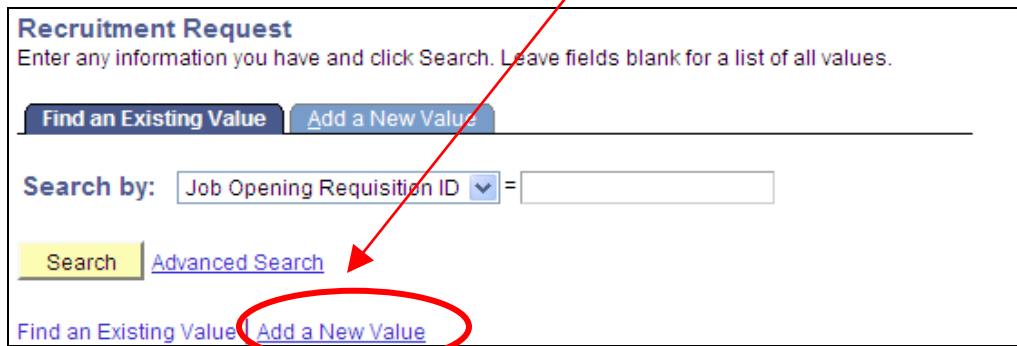
3. Getting Started: Add a New Value Recruitment Request.

- From *MyFresnoState*
 - Select *eRecruit* on the left Menu panel (Screen Shot #3)
 - select *Recruitment Request* from the center panel



Screen Shot #3

- From the Recruitment Request panel select **Add a new value** (Screen shot #4) tab. *Do not* use the “Search” feature.



Screen Shot #4

4. Entering Job Opening Request

- After selecting *Add a New Value* the following screen is displayed (screen shot #5). Note the Job Opening Requisition ID will be all 9's until the final step or unless you select *Save for Later*.
- At any time during the process you can use the *Save for later* feature to save your completed work and the request WILL NOT be submitted for approvals. Only when you select *Submit* does the request get forwarded for electronic

Job Opening Requisition ID 9999999999999999 Print Recruitment Request [Help](#)

Basic Recruit Info Posting Information Applicant Attachments Attachments

Job Opening Request


Effective Date 03/05/2018 BT Department 32245 Q Physics

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

Back Continue Return to List Save for Later Submit

Screen Shot #5

- Enter today's date as the effective date. This date is not related to the position or hire date.
- Enter Department Budget ID (5 digits).
- Next select the button next to Request a Job Posting for Unit 11 (TA, GA, ISA):.
- Use the  to search for positions.
 - 901 = Teaching Associate AY (2354)
 - 914 = Instruction Student Assistant (1150)
 - 916 = Graduate Assistant (2325)
- Once Request a Faculty Recruitment button has been selected, the position field displays at the bottom of the screen under the radio buttons (screen shot #6).

Job Opening Requisition ID 9999999999999999 Print Recruitment Request [Help](#)

Basic Recruit Info Posting Information Applicant Attachments Attachments

Job Opening Request

Effective Date 03/05/2018 BT Department 32245 Q Physics

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 00245901 Q Teaching Associate AY

Back Continue Return to List Save for Later Submit

Screen Shot #6

- Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

5. Posting Information: Job Descriptions

Job Descriptions Find First 1-4 of 4 Last

Description Type Position Characteristics ★ [Help](#)

Description To complete these fields, refer Preparing the Vacancy Announcement Guidelines for recruiting Tenure-Track Faculty 2009, pages 8 through 12.
This areas is the Position Description (page 9).

Description Type Academic Preparation ★ [Help](#)

Description This area is for the minimum qualification - Academic Preparation (page 9)

Description Type Teaching Or Other Experience ★ [Help](#)

Description This area is for the minimum qualification - Professional Qualifications (page 10)

Description Type Application ★ [Help](#)

Description This area is for the Application Materials to Be submitted (page 11 and 12)

[Back](#) [Continue](#) [Return to List](#) [Save for Later](#) [Submit](#)

Screen Shot #10

- Information on this panel (screen shot #10) establishes the vacancy announcement. Use the information the search committee prepared to copy and paste as needed. For detailed information on information to include, refer back to the guide. Page references are shown above for your convenience.
- Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

6. Applicant Attachments

- A Curriculum Vita should be required by all searches as a minimum. You can also add, Cover Letters, Transcripts (unofficial), Reference Letters, and other. (Screen shot #11)

Application Attachments			
Attachment Type	Attachment Description	Required	
Curriculum Vita	Curriculum Vita	<input checked="" type="checkbox"/>	+ -

Back Continue Return to List Save for Later Submit

Screen Shot #11

- To select different attachment types use the **+** key at the end of the row to add additional lines. Use the **-** button to remove or delete any attachments listed in error.
- Use the down arrow under attachment type to select attachment types from the drop down list (screen shot #12).

Application Attachments

Attachment Type

- Other
- Cover Letters
- Curriculum Vita
- Other
- Reference Attachments
- Resume attachments
- Transcript Attachments

Screen Shot #12

- If the specific attachment type for your search is not available, use Other from the drop down list. You will be allowed to enter a description under Attachment Description. This description will display for the applicants, the attachment type will not display to applicants.
- You also need to check the Required box if the attachment will be required. If the applicant is not required to submit an attachment type, do not check the required box.
- A sample screen with several attachments is shown on screen shot #13.

Job Opening Requisition ID9999999999999999 [Print Recruitment Request](#) [Help](#)

Basic Recruit Info Posting Information Applicant Attachments Attachments

Application Attachments			
Attachment Type	Description	Required	
Cover Letters	Cover Letters	<input type="checkbox"/>	+ -
Curriculum Vita	Curriculum Vita	<input type="checkbox"/>	+ -
Reference Attachments	Reference Attachments	<input type="checkbox"/>	+ -
Transcript Attachments	Transcript Attachments	<input type="checkbox"/>	+ -

Back Continue Return to List Save for Later Submit

Basic Recruit Info Posting Information Applicant Attachments Attachments

Screen Shot #13

- Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

7. Attachments: Background Check Questionnaire

- Before attaching Background Check Questionnaire. (Screen Shot #14)

Job Opening Requisition ID 295 Print Recruitment Request [Help](#)

[Basic Recruit Info](#) [Position Information](#) [Search Plans](#) [Posting Information](#) [Applicant Attachments](#) [Attachments](#) [Approvals](#)

Recruitment Request Attachments

You have not added any attachments

[+ Add Attachment](#)

Back Continue Return to List Save for Later Submit

[Basic Recruit Info](#) [Position Information](#) [Search Plans](#) [Posting Information](#) [Applicant Attachments](#) [Attachments](#) [Approvals](#)

Screen Shot #14

- Prepare and Complete Background Check Questionnaire Form
<http://fresnostate.edu/adminserv/hr/documents/Background%20Checklist%2002262016v2final.pdf>
- Click “Add Attachment”, browse for Background Check Questionnaire Form completed, select, upload (Screen shot #15).

Job Opening Requisition ID 2362 Print Recruitment Request [Help](#)

[Basic Recruit Info](#) [Posting Information](#) [Applicant Attachments](#) [Attachments](#)

Recruitment Request Attachments

File Name	Attachment Type	Uploaded		
Background_Checklist_02262016v2final.pdf	Background Check Questionnaire	03/05/2018 10:26AM	Edit Attachment	

[+ Add Attachment](#)

Back Continue Return to List Delete Save for Later Submit

Screen Shot #15

8. Attachments: Committee Members

- Prepare and Complete Committee Members Form
<http://fresnostate.edu/adminserv/hr/documents/Background%20Checklist%2002262016v2final.pdf>
 - Be sure and save as a file so the information is saved with the information before uploading. This is done with the professional version of Acrobat. If you do not have the professional version, then send **full name and Fresno State ID#s** for the (1) Dean, (2) Department Chair, (3) Search Committee Members and (4) Department Administrative Assistant.
- Click “Add Attachment”, browse for Committee Members Form completed, select, upload.
- This information is entered by Faculty Affairs and used in the final vacancy announcement for commitment assignments.

The screenshot displays the Oracle HRMS interface for finding job openings. The page is titled "Find Job Openings - Mozilla Firefox" and shows a search results page for a specific job opening. The job details are as follows:

- Job Opening Status: 005 Draft
- Job Type: Standard
- Job Title: Instr Fac AY
- Job Code: 2360
- Position Number: 00002283 Instructional Faculty - AY
- Business Unit: FRSNO California State Univ Fresno
- Job Family: FAC Faculty

The page includes a navigation menu on the left and a main content area with several sections:

- Job Information**: Includes buttons for "Save & Open", "Save as Draft", "Delete", "Previous Step", and "Next Step".
- Assignments**: A table listing team members for the job opening.

Recruiters			
Name	Recruiter ID	Primary	
Janette Redd Williams		<input checked="" type="checkbox"/>	
Diane Volpp		<input type="checkbox"/>	
Teresa Moreno-Aguallo		<input type="checkbox"/>	
Alliene Branch		<input type="checkbox"/>	

Hiring Managers			
Name	Manager ID	Primary	
Robert Harper		<input checked="" type="checkbox"/>	
Lynnette Zelezny		<input type="checkbox"/>	

Interviewers			
Name	Interviewer ID		
Denise Patterson			
Garo Kalfayan			
Shu Lin			
Dennis Baker			

Interested Party			
Name	EmpID		
Debbie Koehler			
Karen Paschal			

Additional sections include "Add Recruiters", "Add Team to Recruiters", "Add Hiring Managers", "Add Team to Hiring Managers", "Add Interviewers", "Add Team to Interviewers", "Add Interested Parties", and "Add Team to Interested Parties".

Screen Shot #16

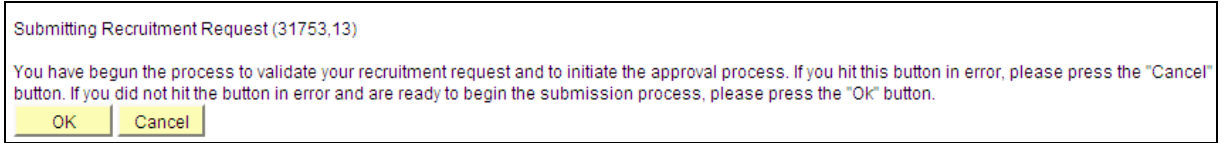
9. Print Recruitment Request

- Print Recruitment Request – Not mandatory, reference only. See a sample.

Recruitment Request Summary		Recruitment Request	
2558 - Spanish Teaching Associate			
Position Information			
Department #	35304a	Department Name	Modern and Classical Languages
Request: Job Posting for Unit 11 (TA, GA, ISA)			
Position Number	00304901a		
Type of Appointment			
Jobcode	2558a	FLSA Status	Nonexempt
Regular/Temporary	Temporary	Ending Date Of Appointment	
Grade	05	Full/Part Time	Part Time
Step	05	Union Code	R11a
Standard Hours	05	FTE	0.5
Title	Teaching Associate AY	Short Title	CHNG ASAY
Sensitive Position	No	Dotted Line	00001970a
Reports To	00001700a	Work Phone	00001970a
Mail Drop	MSF PB 006a		
Funding Information			
Funding for Position Number	00304901a		
Budget Level	05		
Grant Funded?	No		
Funds	00000a	Class	00000a
	35304a	Accounts	001887a
		Projects	
		Grants	
Search Plans			
Advertising Options			
Authorized Amount	05		
Posting Period	05		
Full Consideration Date	05		
Standard Advertising			
All vacancies will be posted at the following sites at no additional cost to the hiring department.			
1. Fresno State web page			
2. CSU Job Board (website)			
3. Cal Jobs (website)			
4. Plant Ops (unit 6 jobs only)			
5. HR Jobs Board - Jobat (printed announcements)			
Online Job Posting			
Appointment Dates	Spring 2019 semester		
	January 15, 2019 through Mar 22, 2019		
Job Duties		<p>Duties may include the following, but will be dependent upon the specific course to which the teaching associate will be assigned, as well as upon the specific needs of the faculty member in charge of the course.</p> <ul style="list-style-type: none"> * Teach beginning Spanish course (as instructor of record). * Prepare course assignments and attend section meetings as directed by Course Coordinator. * Maintain office hours. * Will be responsible for grading student work. * Attend TA orientation at the beginning of the semester. * Attend regular TA meetings with the coordinator. 	
Minimum Qualifications		<p>A candidate for the position of teaching associate in the department must meet the following minimum qualifications:</p> <ul style="list-style-type: none"> * Must be fully admitted to the MA in Spanish with the Department of MCL in good academic standing, and be enrolled in at least 6 units for the semester. * If the T.A. is not a new student, s/he must demonstrate satisfactory progress towards the degree. * Must have successfully completed SPAN 2001 Teaching Spanish as a Foreign Language with a grade of B or higher, or be enrolled in SPAN 200 during the semester in which the student intends to begin the Teaching Associateship. * Ability to speak, read and write Spanish and English at advanced levels. * Demonstrated problem-solving skills and the ability to work independently and in groups. * Ability and willingness to work with computers including common word processing software, and computer and internet-based language teaching technology. 	
Application Procedures		<p>Complete the University online e-Recruit Teaching Associate application and in addition submit the following:</p> <p>Please upload to eRecruit (further information can be found at department website: http://www.fresnostate.edu/artshum/mcl/students/ta_app/taappmat.htm)</p> <ul style="list-style-type: none"> * Personal statement written in Spanish. * Complete resume or Curriculum Vitae. * Current transcripts (may be unofficial) from all institutions attended; copy and save as a .jpeg, paste into Word document. * Department TA Application (available from Department website at http://www.fresnostate.edu/artshum/mcl/students/ta_app/taappmat.html) (a) download "Department TA Application" (this is a protected Word document), (b) complete, (c) save file "Last Name-Dept App" and (d) upload to eRecruit. This application also contains additional information for uploading materials to eRecruit. * Submit to department per instructions. (5) Submit a 2-minute(s) audio recording of yourself describing your teaching philosophy and what you hope to gain in teaching Spanish at Fresno State. Please note: (a) Non-native speakers of Spanish must submit this in Spanish, (b) Non-native speakers of English must submit this in English, (c) Non-native speakers of either Spanish or English must submit in both languages. This may be submitted as an MP3 or in WMV format. * Audio Recording: To create and save a sound recording, find the sound recording device that comes installed on your computer, or other sound recording software. You may also use a digital voice recorder that can be attached to a computer. Record your 2-minute statement and save the document with your name as the file name. The most common sound files are .mp3 and .wav files. Email your recording to elias@csufresno.edu. 	
Application Deadline		Wednesday, November 21, 2018	
Hours/Units Per Week		0 units per semester	
Applicant Attachments			
Attachment Type	Required		
Resume Attachments	Yes		
Personal Statement Written in Spanish	Yes		
Audio Recording Sent to Committee Chair	Yes		
Transcript Attachments	Yes		
Department Application	Yes		
* Note: Standard recruitment templates such as EEO statement and How to Apply will be added by Human Resources/Academic Personnel.			

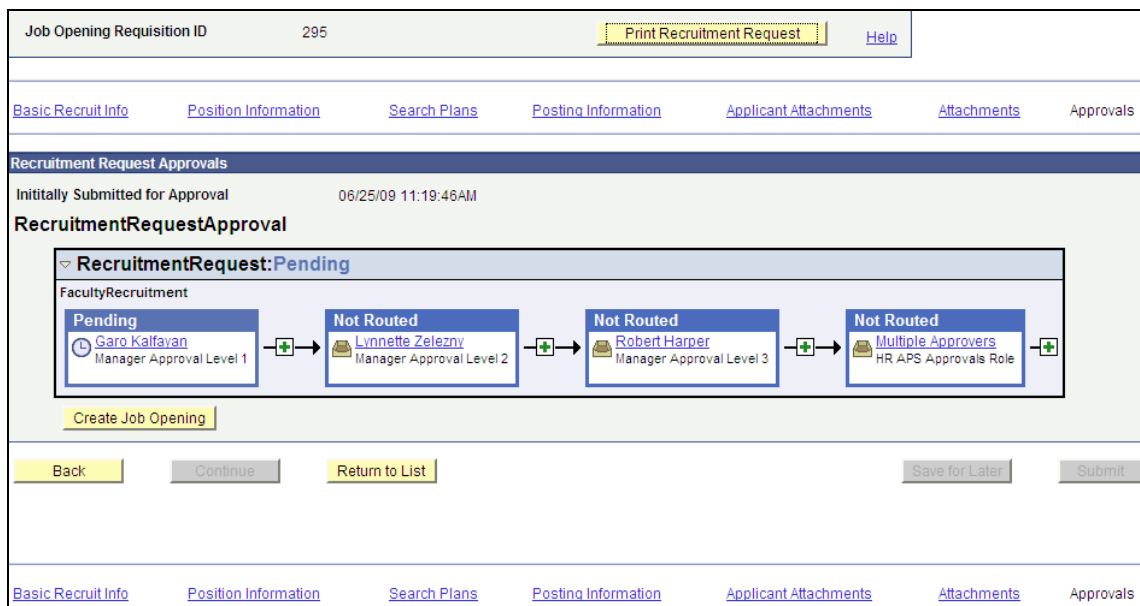
- At this point, you are ready to either *Save for Later* or *Submit*.
- Save for Later*: If you chose *Save for Later*, you will need to return, review, and submit later. The individual doing the input does not have to be the same person that submits the request.
- Submit*: Once *Submit* is selected a series of events begin, see Screen Shot #17

10. Submitting Recruitment Request



Screen Shot #17

- When the Submitting Recruitment Request displays, press the “OK” button.
- The Recruitment Request Approval process will begin. (Screen Shot #19)
- Approvals are done using the Manager Self Service features in *MyFresnoState*. You can return to this screen later to see the approval progress.



Screen Shot # 19

- Select *Return to List* at the bottom of the Job Opening Request screen to return to Recruitment Request.
- Standard Advertising - All Unit 11 vacancies will be posted at the following sites at no additional cost to the hiring department.
 - Fresno State Jobs (fresnostate.edu/adminserv/hr/jobs)
 - HireFresnoState (powered by gradleaders.com)