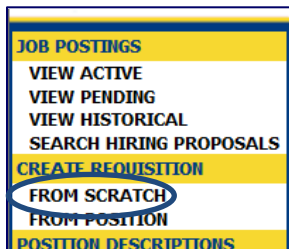

 Division of Human Resources Standard Operating Procedures	Procedure:	RECRUITMENT FOR A FACULTY/PROFESSIONAL POSITION
	Effective Date:	July 30, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

Academic Faculty (Faculty) and Administrative Faculty (Professional) positions follow the same steps to start a recruitment. If a professional position is brand new, the positions will have to be classified prior to proceeding with a recruitment. To classify a professional position, submit a completed job description form <http://www.csn.edu/MSDocs/HR/JobDescriptionTemplate.doc> to the Division of Human Resources. Once approved, a recruitment may be started to fill the position. Below are the steps to start a faculty/professional recruitment:

1. The Hiring Supervisor/Department Chair will ensure there is a position control number available for this recruitment by checking with the Budget group.
2. The Hiring Supervisor/Department Chair will need to log into the CSN PeopleAdmin system at: <https://jobs.csn.edu/hr> with the previously assigned User Name and Password (See “Logging Into The PeopleAdmin System” SOP for step by step directions).
3. Verify current group (user type) is Originator.
Note: If current group is anything other than Originator, click on “CHANGE USER TYPE” under the yellow “ADMIN” heading and then mark “Originator” and click the yellow “CHANGE GROUP” button.
4. To start the requisition, click on “FROM SCRATCH” on the left tool bar under the “CREATE REQUISITION” list.



5. Complete the position/recruitment information on the online PTF/HP1/JTH tab.
NOTE: Each area that is marked with a red asterisk is required.
6. For professional positions select “Administrative” in the “Job Family” drop down list. Select “Faculty” for academic faculty positions.
7. In the “Search Type” select the type of recruitment desired (i.e. Local, National, Internal, etc.).
8. For the “Required Qualifications” enter the qualifications mandatory to the position.
9. For the “Preferred Qualifications” enter any qualifications that may be desired specific to the position.
10. Once all information is entered, click on the “SAVE AND STAY ON THIS PAGE” button then click “CONTINUE TO NEXT PAGE”.
11. If the position needs to be advertised in a specialty journal, newspaper and/or website, enter that information on the “Advertising” tab.

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12. Click on the “SAVE AND STAY ON THIS PAGE” button then click “CONTINUE TO NEXT PAGE”.
13. To add supplementary applicant screening questions that each applicant who applies will have to answer (either as a required question or as a non-required question), click on “ADD A QUESTION”.
NOTE: Once posting specific questions are added, they can only be changed but not deleted completely.
14. Once complete, click on the “SAVE AND STAY ON THIS PAGE” button then click on the “PREVIEW REQUISITION” button.
15. If the requisition is ready to be submitted to the Dean/Supervisor, select the “Submit to Dean / Supervisor” radio button.
NOTE: If the requisition is not yet ready to be submitted, click on the “Save w/o Submit” radio button. The requisition will be listed in the “VIEW PENDING” under the “JOB POSTINGS” list on the left toolbar. Click on the blue “View” directly under the job title to continue the requisition.
16. Hit the “CONTINUE” button.
17. Select “CONFIRM” to verify your action.
18. The online requisition will then go through the following steps in the approval process:
 - a. Dean/Supervisor
 - b. HR for Review
 - c. Vice President
 - d. Budget
 - e. AAO
 - f. HR for final review/posting
19. Once all the approvals are complete, the requisition will be assigned to a recruiter (Personnel Analyst) and posted to the “Jobs at CSN” webpage.
20. The recruitment will then follow the established CSN recruitment process based on position type.