

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

<p>Approve a Job Card – Option 1</p> <ol style="list-style-type: none"> 1. Reply to the email 2. Enter “Approve” in the body of the email 3. Send the message 	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Job Requisition Approval Inbox x</p> <hr/> <p>Job or PD approval <jobapproval.rvhppm.vvm.lvmbbl@m.dc4.pageuppeople.com> Thu, Jun 4, 2:37 PM (2 days ago) ☆ ↶ ⋮</p> <p>to me ▾</p> <p>A requisition for position Test-Admin Support - Job Number: 493775 has been routed to you for approval.</p> <p>You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter before approving. You can also decline the job if this requisition is not approved.</p> <p>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</p> <p>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 response accepted via the email job approval option.</p> <p>OR</p> <p>To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login:</p> <p>View requisition</p> <p>Regards, Demo Campus Recruitment Team</p> </div> <div style="position: absolute; top: 45%; left: 50%; transform: translate(-50%, -50%); border: 2px solid black; border-radius: 50%; padding: 10px; background-color: white;"> <p>Approve easily by replying to the email with the word Approve</p> </div> <div style="position: absolute; top: 55%; left: 80%; border: 2px solid black; border-radius: 50%; padding: 10px; background-color: white;"> <p>Log into the system to review the requisition and approve</p> </div>
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Approve a Job Card – Option 2

1. From the email notification, Click View requisition
2. CHRS Recruiting uses your SJSUOne credentials to login – if you already logged in it will take you to directly to the Job Card
3. View the Job Card and scroll to the bottom of the page
4. Click Approve (A)

If applicable, you may decline the Job Card as well. This will notify the hiring manager and the person who created the Job Card.

Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is. (B)

Approve a Job Card – Option 3

1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile
3. If you are already logged in, you will be taken to your CHRS Recruiting dashboard; otherwise you will be prompted to login using your

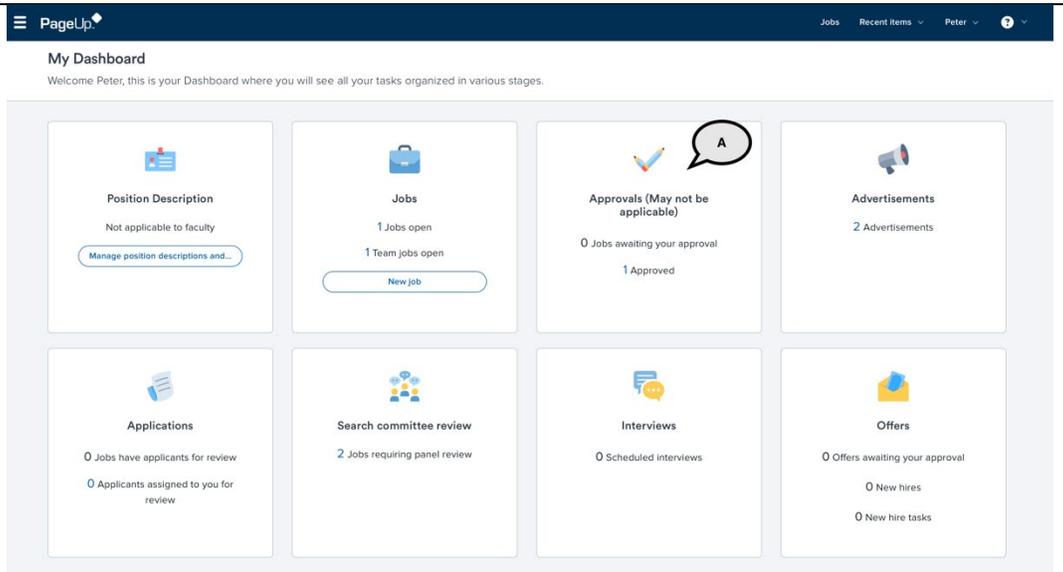
SJSUone credentials

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.

1. 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.

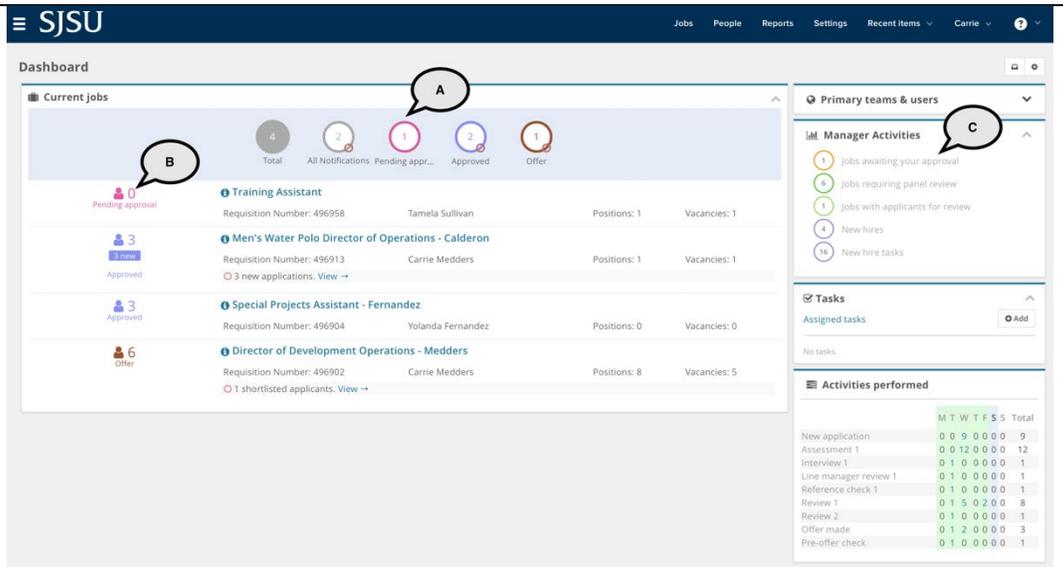


The Dashboard is displayed – List Dashboard

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 or click the job title from the main list

C – In the Manager Activities section, the jobs awaiting your approval will be listed with a pink circle; click the hyperlink to see the full list of jobs to approve then click View on the Job you wish to approve

The Job Card displays

1. Scroll to the bottom of the page
2. Click Approve (A)

If applicable, you may decline the Job Card as well. You will be prompted to select a reason for the denial and given a space to enter notes. This will notify the hiring manager and the person who created the Job Card.

Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is. (B)

Senior Business Analyst View applications

Position info | Notes | Posting | Documents | Reports

[View Job Card User Guides](#)

REQUISITION INFORMATION

Internal Team: SJ-University Personnel - 1237

Recruitment Process:* SJ-Staff/MPP

Application Form: SJ-Staff/MPP Application Form Preview Customize for job

Job Code/Employee Classification:* Cnfdntl Tech Support 12 Mo
 Job Code: 1173

Salary Range/Grade:* 1173-PSL III-Grade-3
 Minimum: \$ 4,500.00
 Maximum: \$ 11,566.00
 Pay Frequency:

Classification Title: Cnfdntl Tech Support 12 Mo

Approval process:* SJ-PRES-Staff All & MPP Existing

1. Reports_to 1:	Kenneth Guzzetta Approved Jun 1, 2020
2. Reports_to 2:	Carrie Medders You are here Resend email to approver
3. Office of the President:	Melissa Millora
4. Budget Office:	Claudia Gasca

Edit Cancel

HR/Faculty Affairs Representative:* Rosalina Calderon

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Please fill in all mandatory fields with an asterisk (*).

Save a draft Approve Decline Cancel