How to Create a Job Card

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Where should I be at this point in the process? Smartsheet has been submitted and you have received an email confirmation from the Compensation and Classification team.

Note: Login through MyCPP, then go to PageUp. Once you are logged in, you will see your dashboard.
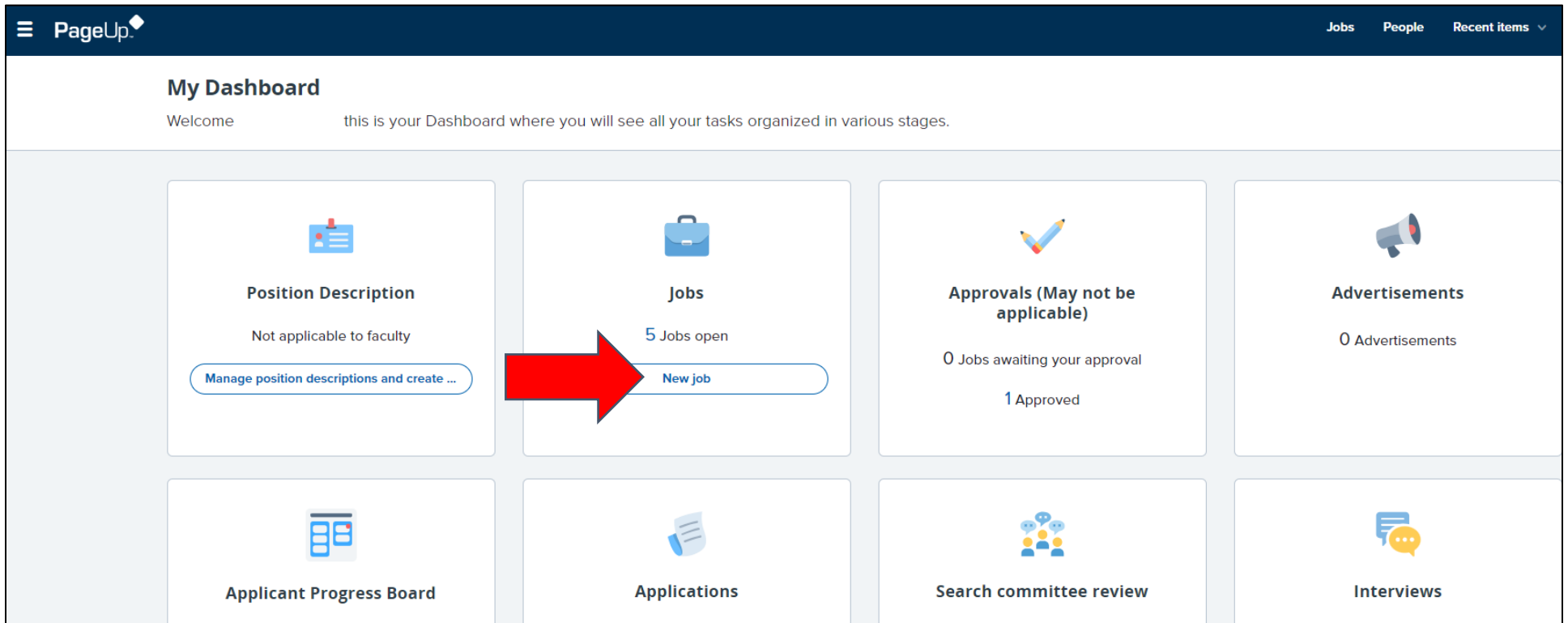
Section 1: Accessing the Job Card

1. Navigate to the second tile labeled "Jobs" and click on "New Job"

1. Team Link
   a. Department ID for the position
2. Position Number
   a. Please indicate a position number in the sequence PO-0000XXXX in the field
      i. Example: PO-00002360
   b. If an error appears, please double check you included the 4 zero's and then click out of the field
   c. If an error still appears, then click on the binoculars and search for the position number
3. Campus
   a. Select Pomona
4. Templates
   a. Select "PO-Staff & MPP Replacement Template"
5. Preview
   a. Please skip
6. Click "Next"

1 Team link

2 Position Number

PO-00002360

3 Campus

Pomona
Sacramento
San Bernardino
San Diego
San Francisco
San José State University

Select a job template:

4 Template

--No template--
PO - TT Faculty, Assistant Professor
PO- Staff & MPP Replacement Template

5 Preview

Please skip, Talent Acquisition will complete

Type of Appointment:

Collective Bargaining Unit:

6 Next >   Cancel

Section 3: Requisition Information

1. Internal Team: Auto-Populated
2. Recruitment Process (PO=Pomona)
   a. Select "PO-Staff/MPP I & II" or "PO-MPP III & IVs"
3. Application Form
   a. Select PO-Staff & MPP Application Form
4. Job Code/Employee Classification: Auto-Populated
5. Salary Range/Grade: Auto-Populated
6. Classification Title: Auto-Populated
7. CSU Working Title: Auto-Populated
8. MPP Job Code (If Applicable)
   a. Received when Position Description was approved
9. Classification of Instructional Program (CIP) Code
   a. Please skip
10. Campus: Auto-Populated
11. Division: Auto-Populated
12. College/Program: Auto-Populated
13. Department: Auto-Populated

View Job Card User Guides

REQUISITION INFORMATION

1. Internal Team: PO-Landscape Services - 71300
2. Recruitment Process:* PO-Staff/MPP I & II
3. Application Form: PO-Staff & MPP Application Form
4. Job Code/Employee Classification:* Admin Analyst/Spclst 12 Mo
   Job Code: 1038
5. Salary Range/Grade:* 0304-RANGE A-Grade-1
   Minimum: $ 3,338.00
   Maximum: $ 4,744.00
   Pay Frequency:
6. Classification Title: Admin Analyst/Spclst 12 Mo
7. CSU Working Title:* Administrative Support to Facilities
8. MPP Job Code:
9. Classification of Instructional Program (CIP) Code: Select
10. Campus:* Pomona
11. Division:* Administrative Affairs
12. College/Program:* Facilities Planning & Mgmt
13. Department:* Facilities Admin Services - 71000
    Requisition Number: Leave blank to automatically create a Req

Section 4: Open Positions

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no		Type:*		Applicant	Application status	
1	Admin Analyst/Spclst 🔍 ✏️	Replacement ▾		-	-	Cancel
	No position selected					

③ New: [   ]   Replacement: [   ]   Add more

1. Position No
   a. This will be pre-populated by the inputted position number in Section 2
2. Type
   a. Select "New" or "Replacement"

Multiple Openings

3. If the job has multiple openings, you may indicate additional positions by typing the number of added positions under "New" or under "Replacement" then click add more
   a. Then add the position no
   b. Then select the correct type

1. Auxiliary Recruitment
    a. Click "No"
2. Reason
    a. Select the appropriate reasoning
3. Justification for Recruitment
    a. Is this an essential position, what is the impact of not hiring for this role, any other justifications, etc.
4. Previous/Current Incumbent
    a. Complete if you have the information accessible
5. Work Type
    a. Select "Staff" or "MPP"
6. Hiring Type
    a. Select the hiring type this position falls under
7. Workplace Type
    a. Select the current telecommuting eligibility for this role
8. Job Status
    a. Select appropriate status
9. Time Basis
    a. Select "Full-Time" or "Part-Time"
10. FTE
    a. If the position is full time type "1.00," if not type "0.50"
11. Hours per Week
    a. Input whole number
12. FLSA Status
    a. "Exempt" or "Non-Exempt"
13. CSU Campus (Integration for 3rd Party Solutions)

Section 6: Job Details

1. Section Job Summary/Basic Function
   a. Please skip

Job Duties

1. Skip % of Time and Duties/Responsibilities
   a. Talent Acquisition will collect this data from the Position Description
2. Supervises Employee
   a. Select "Yes" or "No"
   b. If yes, please list out the position titles of supervisees

Section 7: Position Designation

1. Mandated Reporter
   a. Select "Not Mandated," "General," or "Limited"
2. Conflict of interest
   a. Select whether this position is a conflict of interest
3. Skip the rest of this section and move to the next section: Budget Details

POSITION DESIGNATION

1 Mandated Reporter:*   Not mandated

2 Conflict of Interest:*   None

NCAA: ○ Yes ○ No

3 Is this a Sensitive position?:   ○ Yes ○ No

View Sensitive Position criteria

Care of People (incl. minors) Animals and Property: Select

Authority to commit financial resources: Select

Access/control over cash cards and expenditure: Select

Access/possession of master/sub-master keys: Select

Section 8: Budget Details

1. Benefits Eligible
   a. Please skip
2. Anticipated Hiring Range
   a. This is determined and approved by the division
3. Budget/Chart Field/Account String
4. Cost Center
5. Pay Plan
6. Pay Plan Months Off

Section 9: Posting Details

1. Posting Type
   a. If you have an internal candidate in mind, select "internal recruitment." This position will still be posted on our CPP Careers site
   b. If you have no candidate in mind, select "Open Recruitment"
2. Review Begin Date
   a. Please skip
3. Anticipated Start Date
   a. Indicate a tentative start date
4. Anticipated End Date
   a. Please skip
5. Do You Wish to Apply for a Waiver for the Posting?
   a. Complete if applicable
6. Reason for Waiver
   a. Please skip
7. Posting Location
   a. Select "Pomona"
8. Additional/Other Advertising Sources
   a. Please skip: You will have the opportunity to review advertising sources during your intake meeting
9. Advertising Summary
   a. Please include 2-3 sentences to make someone excited about reading more about this opportunity
10. Advertisement Text
    a. Please skip

POSTING DETAILS

1. Posting Type:* — Open recruitment
2. Review Begin Date:
3. Anticipated Start Date:
4. Anticipated End Date:
5. Do you wish to apply for a waiver for the posting? — Select
6. Reason for Waiver:
   Example: Emergency Hire, Actin
7. Posting Location:* — Pomona
   If you plan to advertise externally indicate the advertising sources:
   ☐ CSU Careers
   ☐ Inside Higher Ed
   ☐ CalJobs
8. Additional/Other Advertising Sources:
9. Advertising Summary:* — Please skip, Talent Acquisition v

   *** Standard Posting Template
   *** Marketing Posting Templa

10. Advertisement text:*

   B I U S ≡▾ ☰▾ ☲ ☲ Formats ▾ A ▾ A ▾ 𝒫 🖼 🔍 ⊞

   Please skip, Talent Acquisition will complete

Section 10: Search Details

1. Search Committee Chair
   a. HEERA manager
2. Add Search Committee Members
   a. To add click "Add Search Committee Member." A pop-up window will appear
   b. Search members by first and last name
3. Find the correct member by verifying their information then by clicking on the name
4. Once you find the right person click "Add" and then "Done" or "Add new search committee member"

Section 11: Users and Approvals

1. Reports to Supervisor's Name
   a. Indicate HEERA Manager's name
2. Administrative Support (If Applicable)
   a. Administrative support to the HEERA manager
3. Compliance Panel Facilitator
   a. Please skip
4. Additional Viewers
   a. Please skip
5. Hiring Administrator
   a. Please select the appropriate person from your division
6. Approval Process
   a. Select appropriate division approval process
   b. Complete all fields to initiate the approval process
7. HR/Faculty Affairs Representative: Auto-Populated
8. Recruitment Status
   a. Select "Pending Approval"
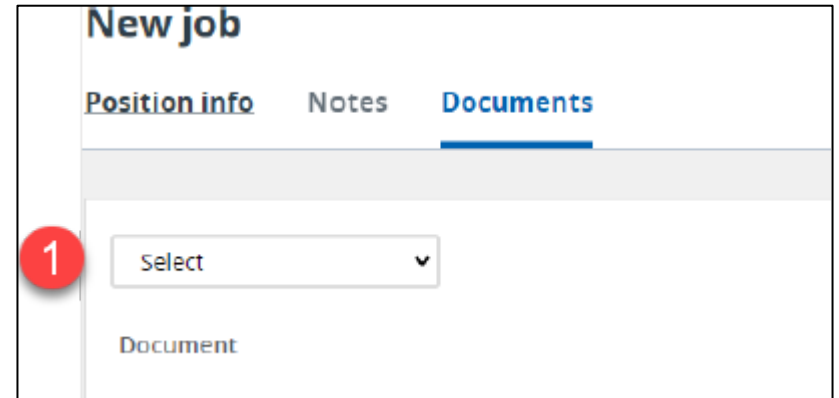   b. Click "Submit" at the bottom of the page
9. Click "Next Page"

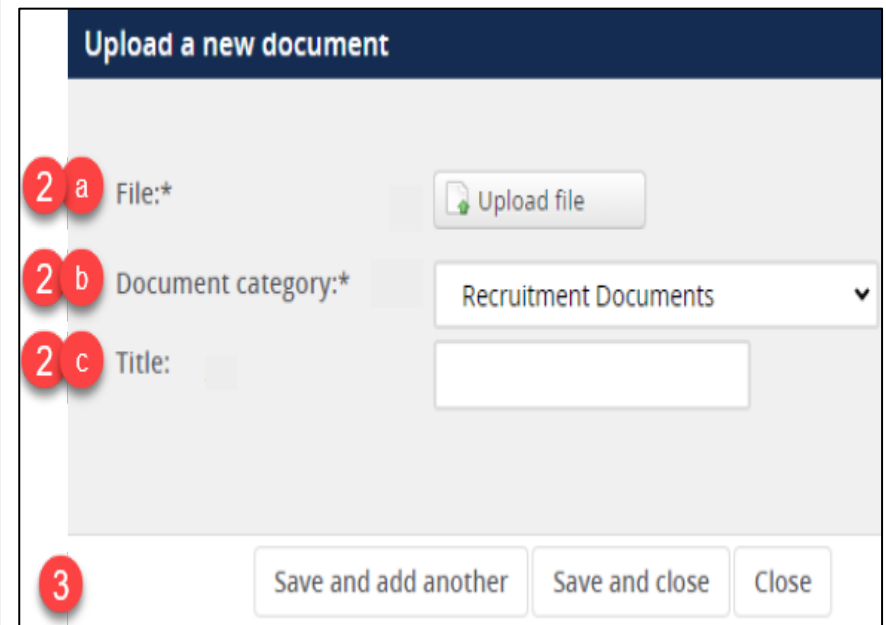## Section 12: Documents Tab

Please submit any memos/supporting documentations under the documents tab (if applicable).

1. Click Select
   a. Dropdown menu will appear and select "Document from a File"
   b. A new window will appear to upload a new document
2. File
   a. Click "Upload File"
   b. Document Category – Select "Recruitment Documents"
   c. Title – Create a descriptive name for the file
3. Then click "Save & Close"

New job

Position info   Notes   **Documents**

1   Select

Document

Upload a new document

2 a File:*   Upload file

2 b Document category:*   Recruitment Documents

2 c Title:

3   Save and add another   Save and close   Close

Job Card Completed

You have submitted your Job Card! At this point, approvals have been initiated. Once all the approvals are met, the recruitment will be assigned to a Talent Advisor. A Talent Advisor will be reaching out to you with further details. You can check the status of the approval process at any time by visiting the Job Card.