Job Card Field Requirements

Section	Field	System Required	CSU/SJSU Required	Pos Data Default	Optional	Display Only	Not Used	Notes
Select a job template	Team Link		x					Should be the department in which the position resides
Select a job template	Position Number		x					
Select a job template	Campus		x					
Select a job template	Template				x			Currently only used for custodial positions
Select a job template	Preview					x		Will appear if a template is selected
Requisition Information	Internal Team		x					Will default based on selection on template page
Requisition Information	Recruitment Process	x						
Requisition Information	Application Form		x					
Requisition Information	Job Code/Classification	x		x				
Requisition Information	Salary Range/Grade	x		x				
Requisition Information	Classification Title		x	x				
Requisition Information	CSU Working Title	x		x				
Requisition Information	MPP Job Code						x	
Requisition Information	Campus	x		x				
Requisition Information	Division	x		x				
Requisition Information	College/Program	x		x				
Requisition Information	Department	x		x				
Requisition Information	Requisition Number							Will populate upon save
Open Positions	Position no	x						Populates when position is selected in job template section; additional positions can be added if applicable
Open Positions	Type	x						

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Requisition Details	Auxiliary Recruitment	x						The answer to this should always be no for SJSU; we are not doing auxiliary recruitment in the system.
Requisition Details	Reason	x						
Requisition Details	Justification for Recruitment	x						
Requisition Details	Previous/Current Incumbent				x			
Requisition Details	Work Type	x		x				
Requisition Details	Hiring Type	x		x				
Requisition Details	Job Status	x		x				
Requisition Details	Time Basis	x		x				
Requisition Details	FTE		x	x				
Requisition Details	Hours Per Week		x	x				
Requisition Details	FLSA Status				x			
Requisition Details	Position Location		x					The answer to this should always be San Jose State University; required for integration with Accurate and Tracker I-9
Job Details	Job Summary/Basic Function						x	
Job Details	Minimum Qualifications						x	
Job Details	Required Qualifications						x	
Job Details	Preferred Qualifications						x	
Job Details	Special Conditions						x	
Job Details	License/Certifications						x	
Job Details	Physical Requirements						x	
Job Details	Job Duties						x	
Job Details	Supervises Employees	x						
Job Details	Position Titles						x	
Position Designation	Mandated Reporter	x						
Position Designation	Conflict of Interest	x						

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Position Designation	NCAA		x*					*Required by Athletics only
Position Designation	Sensitive Position						x	
Position Designation	Sensitive Position Criteria						x	
Budget Details	Benefit Eligible						x	
Budget Details	Anticipated Hiring Range				x			The anticipated hiring range is nice to have for staff recruitments
Budget Details	Budget/Chart field/Account string						x	
Budget Details	Cost Center						x	
Budget Details	Pay Plan				x			The pay plan is helpful to have
Budget Details	Pay Plan Months Off				x			For 10/12 and 11/12 plans this field is helpful to have
Posting Details	Posting Type	x						
Posting Details	Review Begin Date				x			The review begin date is helpful for faculty recruitments
Posting Details	Anticipated Start Date				x			The anticipated start date is helpful for faculty recruitments
Posting Details	Anticipated End Date		x*					*The anticipated end date is required for temporary positions
Posting Details	Apply for Waiver						x	
Posting Details	Reason for Waiver						x	
Posting Details	Posting Location	x						
Posting Details	Advertising Sources				x			
Posting Details	Additional/Other Advertising				x			
Posting Details	Advertising Summary	x						Faculty: Enter See Template; Staff: Enter See PD
Posting Details	Advertisement Text	x						Faculty: Enter See Template; Staff: Enter See PD

Job Card Field Requirements

Section	Field	System Required	CSU/SJSU Required	Pos Data Default	Optional	Display Only	Not Used	Notes
Search Details	Search Committee Chair		x*					Required before applications are routed; if a committee will not be used, this is not required
Search Details	Search Committee Members		x*					Required before applications are routed; if a committee will not be used, this is not required
Search Details	Selection Criteria		x					Required & Preferred Qualifications are required for posting. Faculty: Department keys; Staff; Recruiter keys.
Users and Approvals	Reports to Supervisor Name		x					Should be the direct supervisor
Users and Approvals	Administrative Support				x			
Users and Approvals	Compliance Panel Facilitator						x	
Users and Approvals	Additional Viewers				x			
Users and Approvals	Hiring Administrator	x						Should be the MPP
Users and Approvals	Approval Process	x						
Users and Approvals	HR/Faculty Affairs Rep	x						This is your recruiter in UP
Users and Approvals	Recruitment Status	x						Not all users have access to this field