



CALPOLYJOBS – Full-Time Requisition Creation & Advertising

1. Log onto CALPOLYJOBS.ORG/HR and create a job requisition (online job posting) from the appropriate template (or from previous if applicable).



2. *Appointment duration or End Date* may include the actual dates of appointment or refer to the academic year(s) of appointment (tenure-track may reference the initial year of appointment or the initial two-year appointment period)

3. Enter *Position Number* 99999999 for all full-time positions unless you know the position number that will be used.

4. *Required Qualifications* – verify minimum degree requirement for tenure-track positions against [college and department personnel policies and criteria](#) which are posted on the Academic Personnel website. Incorporate any other qualifications required by the personnel criteria into this field. The minimum degree requirement for lecturers varies by department and college and may not be specified in the personnel criteria, but is usually a baccalaureate degree (at a minimum) unless otherwise specified in the personnel criteria. Other required qualifications not stated in the personnel criteria may be incorporated. When an exception to the minimum degree requirement is permitted by the personnel criteria, this should be stated exactly as provided in the criteria statement (e.g. “Candidates with a national/international reputation in their field who possess exceptional credentials but do not possess the terminal degree may also be considered.”)

5. *Preferred Qualifications (optional)* – indicate preferred qualifications, if any. If a master’s degree is the minimum degree requirement but an ABD or doctorate is preferred, list the ABD/doctorate in this space, and list the master’s degree in the Required Qualifications field.

6. Enter closing date for the requisition in the “Desired Close Date” field (the Close Date field is not editable), **OR** enter the Review Begin Date for open until filled positions.

Desired Close Date MM/DD/YYYY -or- MM-DD-YYYY

7. Enter the complete advertising text in the appropriate “Long Ad Text” field (this will also be used for CSU Careers website posting).

Long Ad Text (Faculty)

8. Enter advertising sources, publication issue dates and deadlines (incorporate lead time of at least 7-14 days prior to deadline) into “Publication and Issue Dates” field.

Long Ad Publication(s) and Issue Date(s) (Faculty)

Note: Tenure-track positions must be advertised on a national basis, and in at least one print source to satisfy labor certification regulations in the event a non-U.S. citizen is selected (such as the Chronicle of Higher Education). Printed professional journals with national distribution will also meet this requirement.

Full-time lecturers must be advertised on a national or broad regional basis (the broad regional requirement may be satisfied by advertising in a combination of the Tribune, Santa Barbara News Press, and Santa Maria Times, or in newspapers with “broad regional” distribution such as Los Angeles Times, San Francisco Chronicle, or San Jose Mercury News).

A minimum 30-day period is required between the **LATEST** of all publication dates (whether online or print) and the closing date or review begin date. Please note that the 30 days is counted from the **first** day of online appearance.

9. A short ad may be created for placing ads in expensive print venues such as the Chronicle of Higher Education. At a bare minimum, these must include the title/type of position, begin date/duration, department, Cal Poly, San Luis Obispo, and the following clause: “For details, qualifications, and application instructions, visit **WWW.CALPOLYJOBS.ORG** and refer to Requisition # _____. EEO.” (However, it is preferable to include as much information as possible in the ad text.)

(continued on reverse)

10. Avoid including any direct contact information in the ad text to prevent applicants from bypassing the online application requirement; this information should **ONLY** be included in the “How to Apply” section of requisition.



11. Assign an appropriate EEF to the requisition (for faculty recruitments, the EEF must be a faculty unit employee; contact the Academic Personnel office if you have questions about who to select).
12. Activate the Guest User account and create a login password in the requisition.
13. After all required fields are completed, save the requisition. A unique 6-digit requisition number will be generated.
14. Edit the saved requisition to incorporate the requisition number into the text of any off-campus advertising and in other fields as necessary. ***Please contact your recruitment analyst in AP without delay if a critical advertising deadline must be met.***
15. HM submits the requisition to Appointing Authority (AA) for review and approval.
16. AA reviews, edits as necessary, verifies that the Guest User account is activated (if not, please activate and assign a password), and indicates approval by changing status to *Submitted to HR/AP*.
17. Academic Personnel conducts technical and content review, checks qualifications against college and department ARPT policies, and edits the requisition as needed, advises the department of any necessary modifications, approves and opens the job posting for online applications. AP places ads on CSU Careers website and in Cal Poly Report. **Please allow a full week of lead time for the technical review and approval of the requisition AFTER it has been submitted by the AA to HR/AP.**
18. After receiving system-generated email notification that posting has been approved and opened, **ALL OTHER ADS MUST BE PLACED BY THE DEPARTMENT** in sufficient time to meet each publication's deadline. Please copy and paste the **approved ad text** directly from the requisition when placing ads, which may either be faxed to the publication or placed online in accordance with the publisher's protocol (refer to **CALPOLYJOBS Ad Placement Step-by-Step Guide** for detailed instructions). If a publication deadline is missed that results in less than the minimum required advertising time between publication and the closing/review begin date, **contact your recruitment analyst in AP immediately for further guidance**, as this situation could potentially invalidate the recruitment if not corrected.
19. For any ads that will be billed to Cal Poly by invoice, HM provides cover sheets and ad copy for each ad placement to Accounts Payable (this is not necessary for any ads placed using a departmental Procurement Card). A copy of each ad published (whether in print or online) must be obtained by the department to submit with the eventual appointment package as proof of advertising. **A copy of all advertising and recruitment documentation must be retained by the department for a period of three years.**