



CHRS Recruiting: Approving Job Requisitions and Job Offers

Things to Know:

CHRS Recruiting is a shared environment with all CSU campuses and the CO, therefore:

- You may see jobs, documents, or templates used by other campuses
- Use the naming convention “MA-“ to search for Maritime jobs, offers, positions, etc.

<p>When you are listed as an Approver on a Job Card, you will receive an email alerting you that a New Job requires your approval.</p> <p>You may approve the job by replying to the email with the word “Approve”</p> <p>Or you may review, approve, or decline the job by logging in to CHRS Recruiting using the <u>View Requisition</u> link in the email.</p>	





Scroll to view the details of the offer.

Note: the example depicts only portions of the Offer Card.

The offer letter is attached in the Offer Card and ~~BCT~~ p