

Employment Equity Facilitator Review Job Requisitions

Go to CALPOLYJOBS Campus User website: <http://www.calpolyjobs.org/hr>

Log in using your EEF User Name and Password provided to you by Employment Equity or Academic Personnel. Your EEF User Name and Password will begin with "eef_" (generally lower case eef followed by underscore) followed by your Cal Poly alias in lowercase (the one you use to log in to your Cal Poly email/portal account or your first initial and last name). The "eef_" will distinguish it from any other account that you might already have in CALPOLYJOBS, such as a hiring manager or appointing authority account. Please note that the user name and password are case-sensitive and are identical when the account is set up. When you log in successfully, the system will prompt you to change your password to something different from your user name (it is recommended that you use a commonly-used and easily-recalled password such as your email/portal password).

You may view active, pending, or historical postings (select as appropriate from sidebar):



If there are no active, pending, or historical postings listed, you have not yet been assigned as an EEF to an existing recruitment. You will receive a system-generated email from CALPOLYJOBS whenever you are assigned as the EEF to any recruitment.

Click [View](#) under the Requisition # you wish to review.⇒

Review the Requisition in accordance with the guidelines received during EEF training. You may enter comments as necessary or desired in the box provided (however, comments are not required for the Requisition to continue along the review/approval process):

Facilitator Review Comments	<input type="text"/>
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Then click

Select SAVE and click

At the next screen, click

When you have completed your review, select "Logout" from the menu:

