<table>
<thead>
<tr>
<th>Process/Time Line</th>
<th>Responsible Department and Process Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Vacant position identified by department</td>
<td><strong>Department.</strong> Department determines that a position needs to be filled because of resignation of current employee or because department has obtained funds to create new position.</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Completion of paperwork to begin recruitment</td>
<td><strong>Department.</strong> Hiring department completes a Personnel Requisition form, Position Description and Working Conditions demand form. Forms can be found in Outlook–Public Folders–HRM. A departmental organizational chart should be attached to position description. Position description must list minimum qualifications and experience. This will be used for job vacancy announcement and as selection criteria for search committees.</td>
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<tr>
<td><strong>Step 3:</strong> Approval to begin recruitment</td>
<td><strong>Department.</strong> Hiring department obtains approvals on Position Description and Personnel Requisition. Required signatures include department head, dean/director and division vice president. University president approval is required for MPP and confidential positions.</td>
</tr>
<tr>
<td><strong>Step 4:</strong> Submittal to Human Resources</td>
<td><strong>Department.</strong> After obtaining all required signatures on recruitment package which includes: Personnel Requisition form, Position Description, Organizational Chart, and Working Conditions Demand form department submits to AVP/CFO. AVP/CFO submits to President for approval.</td>
</tr>
<tr>
<td><strong>Step 5:</strong> Review</td>
<td><strong>HRM-Classification Unit.</strong> Reviews recruitment package (position description) and determines if position is appropriately classified. Contacts department for information or if changes need to be made. Forwards approved recruitment package to Director of HRM.</td>
</tr>
<tr>
<td><strong>Step 6:</strong> Creation of job announcement</td>
<td><strong>Workforce Planning Unit.</strong> Director of HRM reviews recruitment package for accuracy and completeness. Approved recruitment package is assigned to a workforce planning coordinator. The assigned workforce planning coordinator prepares job announcement based on CSU classification standards and department specific requirements. Sends draft of job announcement to appropriate administrator along with department recruitment guidelines.</td>
</tr>
<tr>
<td><strong>Step 7:</strong> Approval of job announcement</td>
<td><strong>Department.</strong> Appropriate administrator reviews draft job announcement, makes revisions if necessary and confirms approval of job announcement to workforce planning coordinator. Appointing authority submits interview questions for HRM review and approval.</td>
</tr>
<tr>
<td><strong>Step 8:</strong> Job posting</td>
<td><strong>Workforce Planning.</strong> Posts on HR and other approved web sites, sends to reprographics for copying/distribution. Places on additional web sites or publications as requested by department. ***Minimum job posting of 14 days before department begins review of applications.</td>
</tr>
</tbody>
</table>
| **Step 9:** Applications | Appointing authority will need to request access (ITS forms*) to view online applications. Search Committee members will also need to request access to view online applications. Please note: Appointing authority/Search Committee may view and print resumes, but will not be able to print the online applications.  

*Please see the ITS forms section for the appropriate HR Account Request form or HR Modification form, route for approvals. |

**Workforce Planning.** Uploads online applications after the 14 day posting period and begins to screen for minimum qualifications. Will provide a PDF file to appointing authority/search committee, or appointing authority/search committee may review online.
## HRM Recruitment Process Guidelines

### Step 10: Selection Committee (Optional)

**Department.** The responsible administrator selects interview committee. It should include at least two (2) members. All members are required to be present at meetings and interviews. ***Refer to appropriate Collective Bargaining Agreements for specific rules related to search committees. Units 4 & 6.***

The search committee will be responsible for reviewing and screening online applications that best meet the selection criteria. All information must be kept confidential by the chair and committee members and should not be shared with the appointing authority and/or other individuals.

MPP Search Committee - Once identified as a search committee member, completion of CSU sponsored training is required. Submits certificate of training to HRM. Participation on a search committee is dependent on proof of completion. Certificate can be found in public folders-HRM.

http://csumyconnect.calstate.edu/p80786913/ and
http://csumyconnect.calstate.edu/p79606795/

### Step 11: Notification from Workforce Planning

**Workforce Planning.** The workforce planning coordinator will send an e-mail to the hiring authority indicating the soft closing date of the job announcement.

### Step 12: Screening of applications

**Department/Search Committee.** The Department/search committee will review online applications provided by workforce planning coordinator and will determine applicants that best meet the selection criteria.

### Step 13: Interviews

**Department/Search Committee.** Contacts applicants, schedules and holds interviews. Search committee recommends top candidates to appointing authority for secondary interviews. Appointing authority selects top candidates and selects finalists.

*** For MPP positions, the department appointing authority or search committee must conduct 3 reference checks for selected interview candidates prior to scheduling on-campus interviews.

### Step 14: Completion of Selection paperwork/Degree verification for MPP

**Department/Search Committee.** Notifies Workforce Planning of finalist.

**Exempt positions:** Workforce Planning prepares the applicant listing and posting information pages of the Recruitment Analysis Report and sends to department/search committee chair for completion.

**Non-exempt positions:** Department/Search Committee completes Applicant Appraisal form.

**Department.** Staff - Completes ETF (employee transaction form) for selected candidate. Completes salary recommendation form if salary is to be offered above the starting range for classification (or above 5% increase for current employee).

MPP - Salary memo is prepared by department and is to be submitted along with the ETF, RAR, telephone references to Workforce Planning.

### Step 15: Review of Selection documents

**Workforce Planning.** Reviews selection paperwork for accuracy. Contacts department if information is not complete or needs changes.

**Equity and Diversity.** Reviews Recruitment Analysis Report (for exempt positions only). Contacts department if information is not complete or needs changes. Forwards approved Recruitment Analysis Report to workforce planning.

### Step 16: References/Degree Verifications

**Workforce Planning.** Conducts reference checks for selected candidate for Non-exempt positions. Reviews findings with department. Contacts selected candidate to obtain permission to verify degree.

**Department/Search Committee** – conducts reference checks for exempt positions.

MPP - references are conducted in step 13.
## Step 17: Offer of Employment

**Workforce Planning.**

- Staff – Hiring packet to Director of HRM for review and approval. Completes offer letter, extends offer of employment, arranges for live scan (if applicable), notifies department of offer status (accept, decline or negotiate salary) and start date.
- MPP – Hiring packet to AVP of HRM for approval and then forwarded to the President’s Office for approval. Offer letter is drafted for V.P.’s signature. V.P. or Workforce Planning extends verbal offer to applicant and signs offer letter.
- HRM finalizes the offer (benefits, fingerprint process, etc.), arranges for live scan, notifies department of offer status (accept, decline or negotiate salary) and start date. **Please note:** For those positions that require live scan, incumbent may not begin working until they have been cleared by the DOJ and FBI.

## Step 18: Appointment Letter

**Workforce Planning.** Mails offer letter to applicant (if applicable). Applicant is instructed to complete new hire paperwork/ I-9 in HRM on or before his/her start date. Workforce planning coordinator processes new hire information in PeopleSoft.

## Step 19: Applicant Notification

**Workforce Planning.** Sends notification letters to all applicants interviewed but not selected at the end of the recruitment process.