

Introduction

This document shows the general order of the recruitment process for Staff & MPP positions in the University Police Department (UPD). Please consult with your Recruiter if you have questions. If you need help with CHRS Recruiting (PageUp), please email hr-info-systems@sjsu.edu or attend an [Open Lab](#).

Process Steps

1. Write or update a position description (PD) for the position
2. Complete the Rationale to Recruit and attach PD
3. Work with Recruiter to finalize PD and position number
4. Recruiter notifies you when the position number is ready to use in PageUp
5. Create a Job Card in PageUp
6. Attach the PD and Rationale to Recruit under the category of Recruitment Documents
7. Submit the Job Card for approval (ensure the correct Approval Process is selected)
8. Once approved, Recruiter will finalize Job Card and post the recruitment
9. When screening date arrives, Recruiter will route applications to search committee
 - a. Note: If position is CSUEU and there are on-campus CSUEU applicants, only those applications will be routed
10. Search Committee screens applications for required and preferred qualifications
11. Search Committee Chair enters feedback for all applications
12. Recruitment Admin runs recruitment report and saves on shared drive for committee
13. Search Committee Chair or Recruitment Admin moves applications forward or out of the process
 - a. Forward: Move to Invite for Interview, then Interview Accepted and Release Form Initiated (or Interview Declined, if applicable), then Interview Evaluation (all of these steps must be utilized)
 - i. The Interview Accepted step will trigger the Background & Reference Check Release form to be sent to the applicant
 - b. Out of the Process: Move to Application Screening Unsuccessful
14. Search Committee conducts interviews
15. Search Committee Chair enters feedback for all interviews
16. Recruitment Admin runs recruitment report and saves on shared drive for committee
17. Search Committee Chair or Recruitment Admin moves applications forward or out of the process
 - a. Forward: Hiring Manager Review or Reference Check Initiated, dependent on what the Hiring Manager prefers
 - b. Out of the Process: Interview Unsuccessful
18. Hiring Manager conducts final interview (if applicable)
19. Hiring Manager conducts reference checks
 - a. Note: Steps 18 and 19 can be switched
20. Hiring Manager enters feedback for finalist(s) and determine who final candidate is
21. Recruitment Admin runs recruitment report and saves on shared drive for committee
22. Hiring Manager, Search Committee Chair or Recruitment Admin moves candidates no longer being considered out of the process; Recruiter will move the selected candidate forward in the process
 - a. Out of the Process: Hiring Manager Review Unsuccessful and/or Reference Check Unsuccessful
23. Hiring Manager or Recruitment Admin notifies Recruiter that final candidate has been selected
24. Recruiter runs recruitment report and reviews all aspects of the recruitment

25. Recruiter notifies Hiring Manager that a conditional offer can be extended
26. Hiring Manager extends verbal conditional offer
27. Hiring Manager, Search Committee Chair or Recruitment Admin moves candidate to applicable Background Check status
28. UPD conducts background check
29. UPD notifies Recruiter when background check is complete
30. Recruiter sends the finalist the medical/psychological conditional offer letter
31. UPD schedules psychological exam
32. UPD notifies Recruiter when psychological exam is complete
33. Recruiter schedules medical exam
34. Recruiter notifies UPD when medical exam is complete
35. Recruiters sends Hiring Manager approval to extend offer email to get offer details
36. Recruiter prepares offer in PageUp and drafts offer letter; sends letter and PD to candidate via DocuSign
37. Once letter and PD are signed, Recruiter moves candidate to Prepare Final Offer status in PageUp
38. Recruiter moves candidate to Final Offer Extended status; this will trigger an email to the candidate
39. Candidate accepts offer in PageUp; system will automatically update status to Offer Accepted
 - a. If new, Tracker I-9 process is initiated
 - b. If new, candidate completes New Hire Data Form
 - i. Once complete, system will automatically update status to Offer Accepted Paperwork Received
40. Recruitment data is pushed nightly from PageUp to PeopleSoft (Sunday through Thursday)
41. Recruiter reviews PeopleSoft data and prepares process to create Person and POI data
42. Recruiter forwards hiring packet to Employee Support Services (ESS)
43. ESS completes hire process in PeopleSoft, including completion of I-9 via Tracker
44. New employee starts work