

Introduction

This document shows the general order of the recruitment process for Staff & MPP positions outside of 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 or asks Recruiter to initiate Skillsurvey online reference check process
 - 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 an offer can be extended

26. Hiring Manager extends verbal offer
27. Recruiter moves candidate to Prepare Offer to Extend status, drafts offer letter and sends to candidate, along with PD, via DocuSign
28. Recruiter moves candidate to applicable Background Check status and initiates background check (or LiveScan process, if applicable)
29. Once letter and PD are signed AND background check is cleared, Recruiter moves candidate to Offer Extended status in PageUp; this will trigger an email to the candidate
30. 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
31. Recruitment data is pushed nightly from PageUp to PeopleSoft (Sunday through Thursday)
32. Recruiter reviews PeopleSoft data and prepares process to create Person and POI data
33. Recruiter forwards hiring packet to Employee Support Services (ESS)
34. ESS completes hire process in PeopleSoft, including completion of I-9 via Tracker
35. New employee starts work