Post Job for Recruitment

	Department (Chair/Admin)	Various	Faculty Affairs

Obtain Approval to Hire from Senior AVP for University Personnel

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Review PeopleSoft Position Data (online or via Active Position List)

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Is Position Created & Accurate?

—YES→ **Gather Information: DeptID, Pos #, Search Comm Names, Outreach Plan** ← **Notify Department that Position is Created/Updated**

NO ↓

Submit Position Management Action Form to Create or Update Position → **Create/Update Position in PeopleSoft** ↑

↓

Complete Job Card in CHRS Recruiting

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Submit Job Card for Approval → **Job Card Approvals:
-Pos Rpts to 1
-Pos Rpts to 2
-Faculty Affairs** → **Approved Job Card Reviewed and Updated by Coord, Fac Recruitment**

↓

Recruiter Posts Job
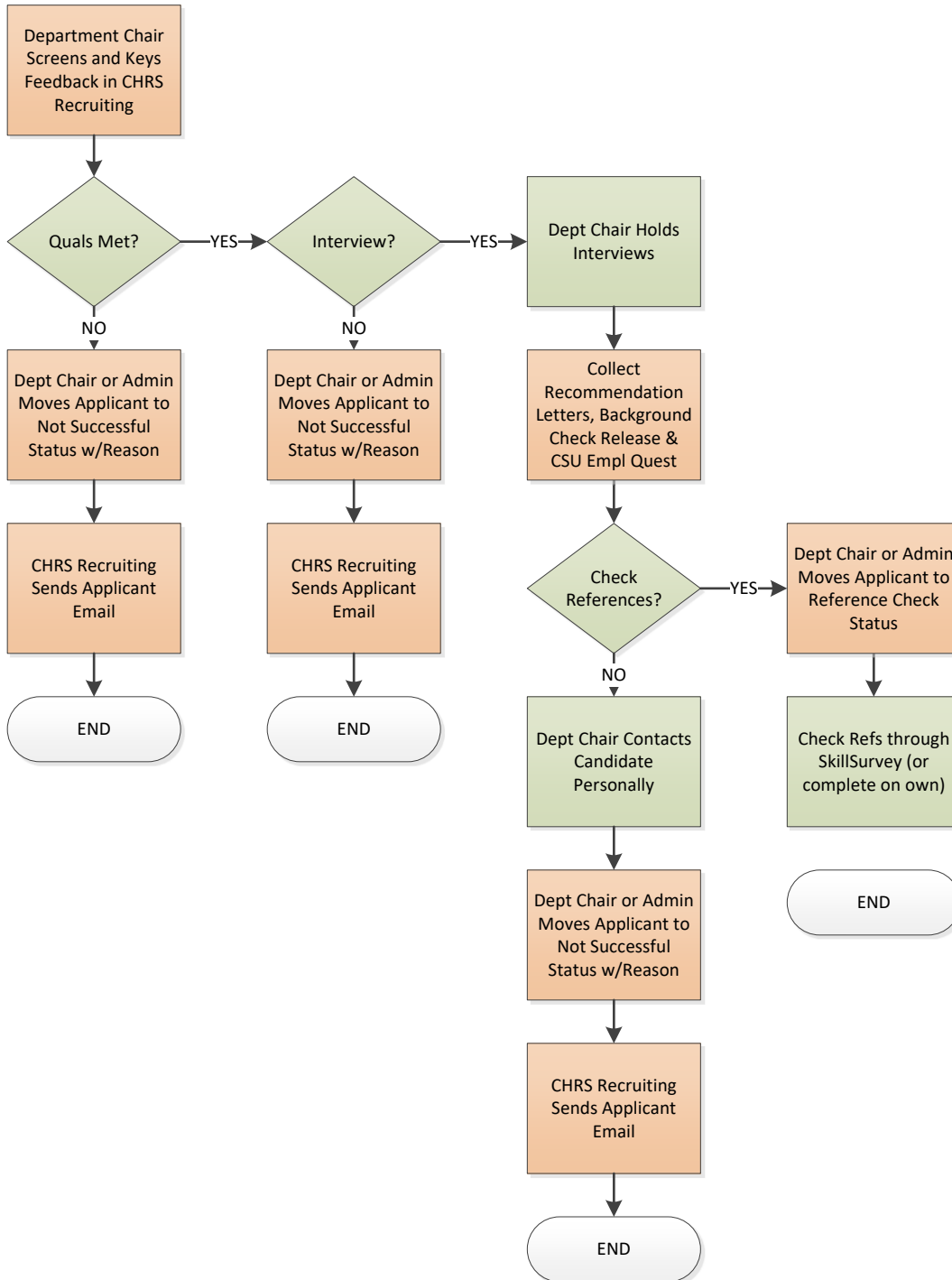
↓

END

Phase

Tasks Completed Outside CHRS Recruiting

Tasks Completed in CHRS Recruiting

Tasks Completed in PeopleSoft

Manage Recruitment

Department Chair – Qualification Review and Interviews (after Apps are routed)

```
Department Chair
Screens and Keys
Feedback in CHRS
Recruiting
        │
        ▼
   Quals Met? ──YES──► Interview? ──YES──► Dept Chair Holds
        │                   │                  Interviews
        NO                  NO                     │
        ▼                   ▼                      ▼
Dept Chair or Admin   Dept Chair or Admin    Collect
Moves Applicant to    Moves Applicant to     Recommendation
Not Successful        Not Successful         Letters, Background
Status w/Reason       Status w/Reason        Check Release &
        │                   │                CSU Empl Quest
        ▼                   ▼                      │
CHRS Recruiting       CHRS Recruiting             ▼
Sends Applicant       Sends Applicant        Check            ──YES──► Dept Chair or Admin
Email                 Email                  References?               Moves Applicant to
        │                   │                     │                    Reference Check
        ▼                   ▼                     NO                   Status
      END                 END                     ▼                        │
                                           Dept Chair Contacts            ▼
                                           Candidate                 Check Refs through
                                           Personally                SkillSurvey (or
                                                │                    complete on own)
                                                ▼                         │
                                           Dept Chair or Admin            ▼
                                           Moves Applicant to           END
                                           Not Successful
                                           Status w/Reason
                                                │
                                                ▼
                                           CHRS Recruiting
                                           Sends Applicant
                                           Email
                                                │
                                                ▼
                                              END
```

The Department Chair may elect to skip steps that aren't relevant to the recruitment.

Offer, Background Check & Hire (once finalist is selected and recruitment has been reviewed)

Faculty Affairs	Department	Candidate	Dean's Office

Department: Extends Verbal Offer → **Candidate:** Accepts Verbal Offer

Create Offer Card in CHRS Recruiting, Upload Transcripts & Create Offer Letter → Obtain Approval for Offer Letter (route to appropriate entities)

Finalize Offer Letter and Send to Candidate via DocuSign → **Candidate:** Review and Sign Letter via DocuSign

Initiates Background Check

Faculty Affairs: Review Background Check Results ← Update Background Check Spreadsheet

Department: Send Candidate Final Offer in CHRS Recruiting → **Candidate:** Review & Accept Final Offer in CHRS Recruiting

Results OK? — YES → Upload Signed Letter and Generate Appointment Packet using Bulk Compile

Results OK? — NO → Notify Department and Discuss Next Steps → Move Applicant to Unsuccessful Background Check Status w/Reason → END

Candidate: Complete New Hire Form in CHRS Recruiting if applicable → **Dean's Office:** Manage Recruiting Integration to Load Person and POI Data if applicable

Dean's Office: Complete Contract Data & Generate Appointment Form (do not generate contract) → Prepare Hiring Packet and Forward to ESS → END

Candidate: CHRS Recruiting Assigns Onboarding Portal & Tasks to Candidate → Complete New Hire Tasks, including New Hire Paperwork → END