Post Job for Recruitment

	Department	Various	UP Recruiter

Department:
- Complete Rationale to Recruit via DocuSign
- Gather Information: DeptID, Pos #, Search Comm Names, Approved PD
- Complete Job Card in CHRS Recruiting
- Submit Job Card for Approval

Various:
- Recruitment Approved? — NO → END / YES
- Job Card Approvals:
  - Pos Rpts to 1
  - Pos Rpts to 2
  - Division and/or VP may also approve

UP Recruiter:
- Reviews Rationale; collects and reviews additional info if needed (e.g. PD)
- Notifies Department that Job Card can be created
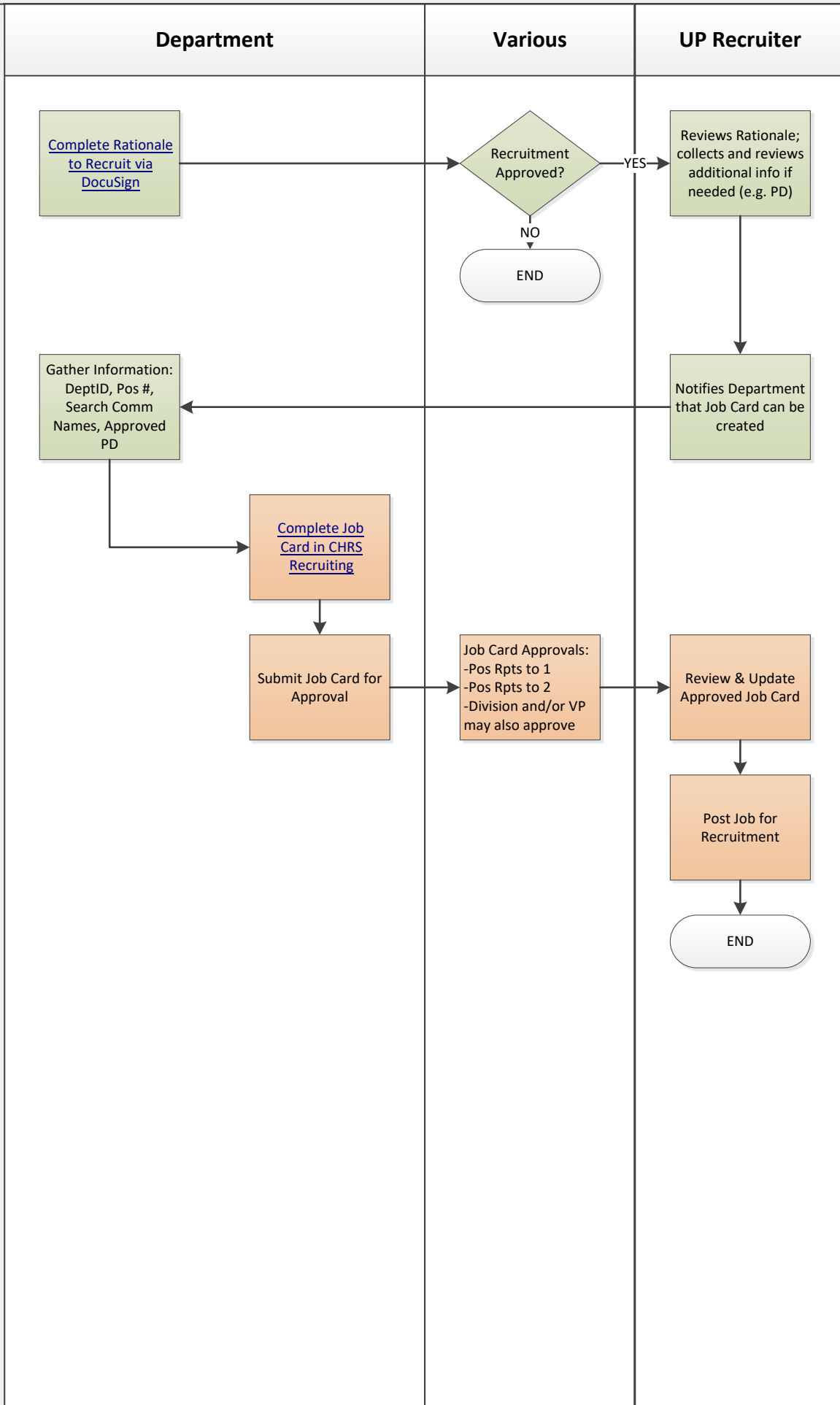- Review & Update Approved Job Card
- Post Job for Recruitment
- END

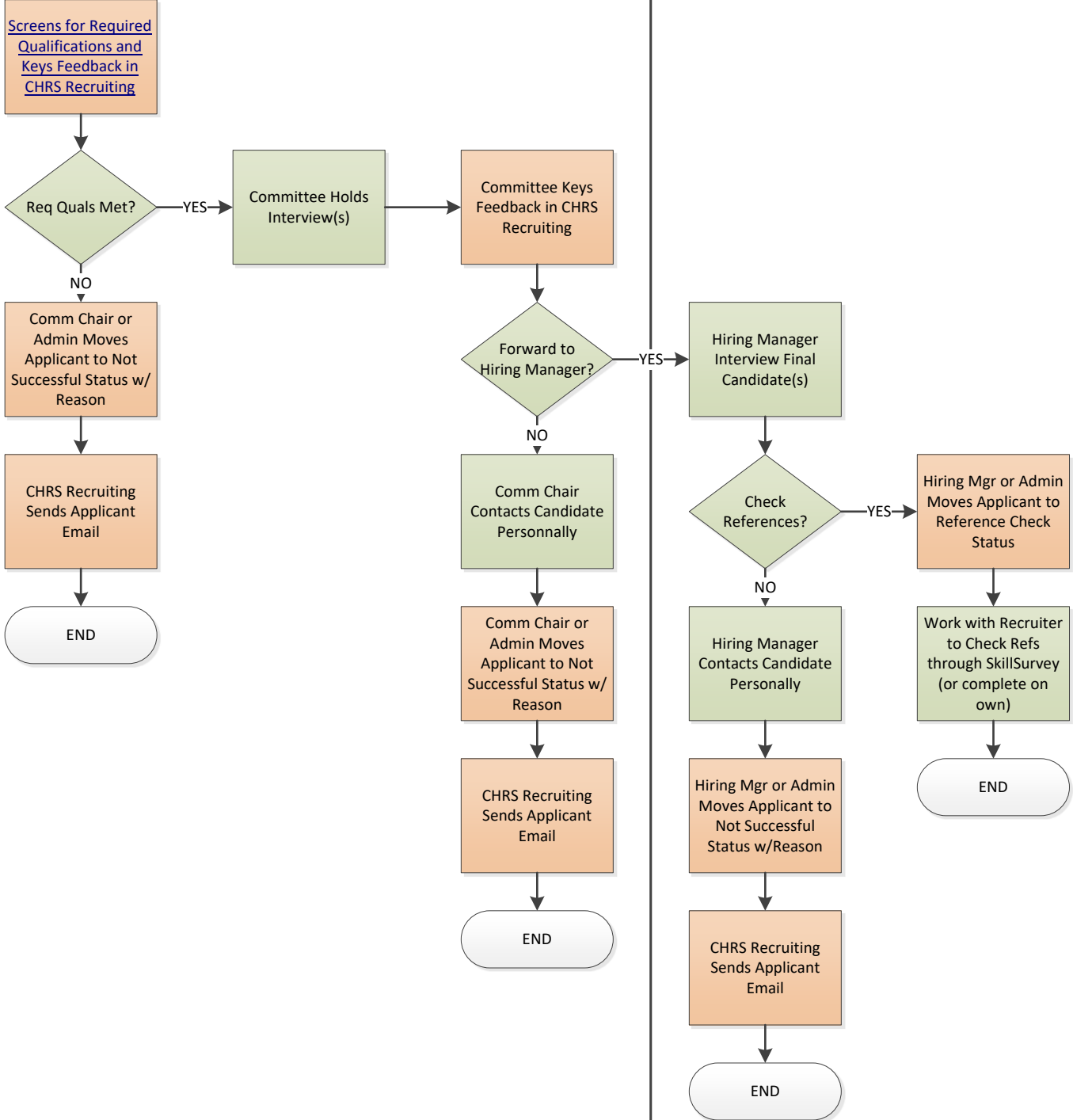**Legend:**
- Tasks Completed Outside CHRS Recruiting
- Tasks Completed in CHRS Recruiting
- Tasks Completed in PeopleSoft

Phase

Manage Recruitments (once applications are routed by Recruiter)

Search Committee	Hiring Manager

Search Committee

Screens for Required Qualifications and Keys Feedback in CHRS Recruiting

↓

Req Quals Met?

— YES → Committee Holds Interview(s) → Committee Keys Feedback in CHRS Recruiting

NO ↓

Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason

↓

CHRS Recruiting Sends Applicant Email

↓

END

Committee Keys Feedback in CHRS Recruiting

↓

Forward to Hiring Manager?

— YES → Hiring Manager Interview Final Candidate(s)

NO ↓

Comm Chair Contacts Candidate Personnally

↓

Comm Chair or Admin Moves Applicant to Not Successful Status w/ Reason

↓

CHRS Recruiting Sends Applicant Email

↓

END

Hiring Manager

Hiring Manager Interview Final Candidate(s)

↓

Check References?

— YES → Hiring Mgr or Admin Moves Applicant to Reference Check Status

NO ↓

Hiring Manager Contacts Candidate Personnally

↓

Hiring Mgr or Admin Moves Applicant to Not Successful Status w/Reason

↓

CHRS Recruiting Sends Applicant Email

↓

END

Hiring Mgr or Admin Moves Applicant to Reference Check Status

↓

Work with Recruiter to Check Refs through SkillSurvey (or complete on own)

↓

END

Please note, if none of the CSUEU candidates are moved forward for hire, contact your Recruiter to receive additional applications; follow the Staff MPP process flow if this occurs.

Phase

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

Phase	Recruiter	Hiring Manager	Candidate	Employee Support Services

Recruiter: Sends Hiring Manager Approval to Extend Verbal Offer →

Hiring Manager: Extends Verbal Offer →

Candidate: Accepts Verbal Offer / Agrees to Tentative Start Date →

Hiring Manager: Replies to Approval to Extend Email with Hire Details →

Hiring Manager: Prepares and Sends Offer Letter with PD to Candidate via DocuSign →

Recruiter: Initiates Background Check via Accurate or CHRS Recruiting →

Candidate: Reviews and Signs Letter and PD via DocuSign →

Recruiter: Reviews Background Check Results →

Recruiter (decision): Results OK?
- YES → Prepares Final Offer in CHRS Recruiting
- NO → Notify Hiring Manager and Discuss Next Steps

Candidate: Reviews & Accepts Final Offer in CHRS Recruiting →

Recruiter (NO path): Notify Hiring Manager and Discuss Next Steps → Move Applicant to Unsuccessful Background Check Status w/Reason → END

Candidate: Completes New Hire Form in CHRS Recruiting if applicable →

Hiring Manager: Reviews Integration Exception Report and Updates Data if applicable →

Candidate: CHRS Recruiting Assigns Onboarding Portal & Tasks to Candidate if applicable →

Recruiter: Manages Recruiting Integration and Loads Person and POI Data if applicable →

Candidate: Completes New Hire Tasks, including New Hire Paperwork, if applicable →

Recruiter: Prepare Hiring Packet and Forward to ESS →

Employee Support Services: Process New Hire → END