Getting Started

**Does Department have permission to recruit?**

**NO**
- Discuss recruiting options with Dean and Provost.

**YES**
- Prepare Recruitment Authorization Packet and submit for dept/college-level signatures.
- Prepare Recruitment Authorization Packet and submit for dept/college-level signatures.
- Email electronic version of VA (Word) to ttoon@csuchico.edu

**Is Recruitment Packet complete?**

**NO**
- Prepare Recruitment Authorization Packet and submit for dept/college-level signatures.
- Although the Provost pre-approves searches, all packets will still be reviewed for thorough outreach and completeness.

**YES**
- Once signatures are obtained, submit forms to Faculty Affairs (FAAF) for review and signature
- FAAF creates e-posting & edits VA - works with hiring mgr. to obtain draft approval
- Once e-posting & Recruitment Authorization Packet are approved, FAAF forwards a copy of signed Form 1 to Department Chair, Dean, search committee chair, AA/S and ASC.
- FAAF posts job in PeopleAdmin (PA) and to numerous online sources to increase visibility and diversity of pool
- FAAF tracks EEO data via PA and compiles pool data for each search
- Department begins all recruiting and outreach efforts
- Create interview questions to be asked of ALL applicants being interviewed. Forward an electronic copy to FAAF for recruitment file.
- Submit Direct Pay request (with FA#) to A/P for payment.
- Did you know?
  - It is not necessary to obtain approval to conduct phone interviews to narrow your pool to the most qualified candidates and those that will be asked to campus. But . . .
  - The names should be documented and that list plus the questions asked should be forwarded to FAAF for the official recruitment file.

**Recruitment Authorization Packet includes:**
- Recruitment Authorization Form
- Screening & Selection Criteria/Outreach Efforts Form
- Vacancy Announcement
- E-posting (sent via email to ttoon@csuchico.edu)

Who is your FAAF Contact?
Tami Toon at x5602 or ttoon@csuchico.edu

**Recruitment Packet Creation & Authorization**
After clicking on your job go to the “Applicants” tab and the display will show all current applicants for the posted position. Select and click on a candidate name to view their application and submitted materials. Call X5029 should you have trouble navigating the system.
Screening Candidates

As candidates apply, FAAF will transition applicants to Search Committee Review. They will be visible to committee from this point on.

FAAF ensures search committee has online link & instructions for access and screening in PA.

Committee screens all applicants for MINIMUM qualifications.

Does applicant meet minimum requirements?

Committee determines most qualified applicants and those who best meets needs of department based on job posting and submitted materials. Decide phone interview list.

Have all applicants accepted?

Contact candidates and schedule phone interviews.

Does applicant meet minimum requirements?

Substitute alternate candidate and extend invitation to interview.

IMPORTANT!
Notify FAAF of those who do NOT meet minimum quals or who will not go forward in process. FAAF will transition applicants. Auto-notification will go out to all affected.

Committee conducts phone interviews, and meets to determine finalists.

PA = PeopleAdmin – our online applicant tracking system
A few days before the posting review date of a recruitment, FAAF pulls applicant data. FAAF then prepares the pool composition data sheet for the recruitment, based on self-identified information collected at the time of application. The Pool Composition Data Sheet is forwarded to the Dean for review. Dean reviews pool composition, compares to graduation rates within the discipline and determines if pool composition is adequate to allow interviews or if further outreach is required.

- **Is pool adequate and interviewing approved?**
  - **NO** Discuss outreach and recruiting with committee, determine next steps, re-screen new applicants when established timeframe completed.
  - **YES** Sign Form 4 & Form 7, allowing committee to proceed to Interview Stage of process.

Department completes screening, determines finalists and creates Applicant Flow Log. Along with supporting documents this packet is forwarded to Dean for review and approval.
Committee prepares Interview Authorization Form and Applicant Flow Log.

Committee determines applicants to invite for an on-campus interview.

Interview Authorization Packet forwarded to Dean for review and approval.

Interview Authorization Form (IAF) and Applicant Flow Log (signed by Dean) are reviewed by the Provost.

FAAF forwards a scanned copy of signed form to department, dean, AA/S & search committee chair.

Were on-campus visits approved?

**NO**

Discuss options with Dean or Provost and re-submit paperwork based on these recommendations.

**YES**

Contact candidates with dates/times. Substitute alternates if an interview is declined.

Announce campus visits and distribute vitae to department & college faculty/staff.

*per FPPP article 5.1.3 c internal applicants shall not participate in selection process and shall not have access to other applicant’s materials.

**Did you know?**

Although by the time someone reports for work they must have proper work authorization, our applicants do not have to hold that authorization (to work in the U.S.) at the time they apply.

**Forms Required For Interview Authorization**

- Form 7 – Interview Authorization Form (IAF)
- Form 4 – Applicant Flow Log (signed by Dean)
- CV if external website was used to accept applications

**NOTE:** Required forms have not changed with this new online process. All forms previously required are still required at this time.
Assign two committee members to call each referee (for corroboration of information).

Have all candidates visiting campus signed Form 8?

- **YES**
  - In order to contact references OTHER than those listed within the application packet this form must be on file.
  - OR
    - Send Form 8 to candidates for signature, and have them return. Fax is acceptable.
  - OR
    - Email standard questions to each referee with a timeline to respond.
    - OR
      - Attach a letter of recommendation to Form 8 in lieu of personal reference.

- **NO**
  - Assign two committee members to call each referee (for corroboration of information).

Complete Form 7 – and attach Forms 8, 9, 10 with supporting documentation.

Submit Interview Authorization Packet to Faculty Affairs

**NOTE**

When checking references to decide which candidates to bring to campus (if your committee decides to conduct checks at that juncture of the process), you MUST conduct checks on ALL candidates, not just SOME candidates. It is important that all applicants throughout the process be treated in a fair, equal and respectful manner.

**Forms required to check references**
- Form 8 – Reference Check Form (signed)
- Curriculum Vitae or List of References
Authorization to Extend an Offer (AEO) is signed by Provost.

Scanned copy of AEO emailed to committee chair, dean, AA/S, ASC with instructions.

Dean initiates background check by emailing FAAF with candidate full name and non-CSU, Chico email address.

Dean/Committee Chair notifies candidate to watch for Accurate Background email and respond ASAP.

FAAF initiates first phase of background check – input of candidate data into Accurate Background (AB) system.

AB receives request and sends email to candidate asking for additional confidential information.

Applicant responds to AB email by completing additional requested info.

AB initiates background check

Does candidate clear background check?

NO

YES

SHR notifies FAAF, who notifies hiring department. Offer initiated.

Campus Admin Team meets to discuss “hit” received and make hiring determination.

Is determination positive for hire?

NO

YES

Initiate process for candidate #2.

Dean/Committee Chair notifies candidate to watch for Accurate Background email and respond ASAP.
Committee meets to discuss interviews and review feedback received from all stakeholders.

Committee weighs strengths/weaknesses of candidates; completes & submits the Authorization to Extend an Offer to the Dean for review.

AVP reviews forms and discusses salary and start-up package details with Dean. Once agreement is reached the form is signed.

Once the form is signed, the College AA/S creates the offer letter and emails it to FAAF for review.

FAAF reviews letter & edits/corrects as necessary. Letter returned to AA/S for Dean signature & mailing.

Did you know?
Committee Chairs are now required to attend Unconscious Bias training every 2 years. Contact The Office of Diversity & Inclusion at x4764 for a training schedule.

Candidates Included on form?

No notification needed at this time. Wait for approval to offer.

Was offer accepted and letter signed & returned?

NO

YES

Repeat process with #2 candidate until an offer is accepted, 
beginning with background check.

Create AAF send to new hire (typically in the summer, but at college discretion). Email link to New Hire required documents - http://www.csuchico.edu/hr/employment/new-employee-welcome.shtml

To initiate a background check, FAAF must have:
- Full Name
- Non-CSU, Chico email

Forms Required to Extend an Offer:
- Form 8 – Employee Release
- Form 9 – Reference Checks
- Form 10 – Education Verification
- Form 11 – Authorization to Extend an Offer (AEO)