**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.

**Is Recruitment Packet complete?**

- **NO**
  - Packet returned to Dept. for corrections/edits and resubmittal to FAAF.

- **YES**
  - Once signatures are obtained, submit forms to Faculty Affairs (FAAF) for review and signature.

**AVP of FA signs and packet is forwarded to Provost for signature.**

- Although the Provost pre-approves searches, all packets will still be reviewed for thorough outreach and completeness.

**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 creates e-posting & edits VA works with hiring mgr. to obtain draft approval.**

**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.**

**Who is your FAAF Contact?**

Tami Toon at x5602 or ttoon@csuchico.edu

**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.

- Submit Direct Pay request (with FA#) to A/P for payment.

- Create interview questions to be asked of ALL applicants being interviewed. Forward an electronic copy to FAAF for recruitment file.

- Department begins all recruiting and outreach efforts Contact Jason Mitchell with JobElephant for advertising quotes.

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*Recruitment Authorization Packet includes:
- Recruitment Authorization Form
- Screening & Selection Criteria/Outreach Efforts Form
- Vacancy Announcement
- E-posting (sent via email to ttoon@csuchico.edu)
A few days before the posting review date of a recruitment, FAAF pulls applicant data.

FAAF prepares the Applicant Flow Log based on the applicants as of the current date.

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 attached to the Applicant Listing and forwarded to the Dean for review and approval.

Dean reviews pool composition and 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?

- **YES**: Proceed to Interview Stage of Process.
- **NO**: Discuss outreach and recruiting with committee, determine next steps, re-screen new applicants when established timeframe completed.

Pool Composition/Diversity Efforts Fulfillment
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.

Accessing PeopleAdmin (PA) to screen applicants
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?

YES

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

NO

Contact candidates and schedule phone interviews.

Have all applicants accepted?

YES

Substitute alternate candidate and extend invitation to interview.

NO

Does applicant meet minimum requirements?

YES

Substitute alternate candidate and extend invitation to interview.

NO

Contact candidates and schedule phone interviews.

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.

PA = PeopleAdmin – our online applicant tracking system
Committee conducts interviews (Round 1) to determine on-campus invites.

Committee meets to discuss and decide final candidates to invite to campus, plus alternates.

- **Will all candidates be invited to campus for an interview?**
  - **NO**
    - Notified FAAF who will transition applicants. (Auto notification will be sent out.)
  - **YES**
    - List on Interview Authorization Form as an alternate candidate.

- **Were they listed as an alternate?**
  - **NO**
  - **YES**
    - Notify FAAF who will transition applicants. (Auto notification will be sent out.)

**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.
Checking References

Assign two committee members to call each referee (for corroboration of information).

Have all candidates visiting campus signed Form 8?

YES

Assign two committee members to call each referee (for corroboration of information).

NO

In order to contact references OTHER than those listed within the application packet this form must be on file.

Send Form 8 to candidates for signature, and have them return.

Email standard questions to each referee with a timeline to respond.

Attach a letter of recommendation to Form 8 in lieu of personal reference.

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

Submit Interview Authorization Packet to Faculty Affairs

Forms required to check references
- Form 8 – Reference Check Form (signed)
- Curriculum Vitae or List of References

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.
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.

All candidates included on form?

NO

OK to notify alternates that they are no longer being considered. Do not notify those brought to campus until an acceptance is received.

YES

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

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.

Was offer accepted and letter signed & returned?

NO

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

YES

Create AAF send to new hire (typically in the summer, but at college discretion). Include New Hire paperwork (get from FAAF Office).

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

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.

Did you know?

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)

Did you know?

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

Initiate background check on first choice candidate. Send candidate name, non-CSU, Chico email to ttoon@csuchico.edu
Authorization to Extend (AEO) an Offer 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

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

Is determination positive for hire?

NO

YES

Initiate process for candidate #2.

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

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