



INSTRUCTIONS: After a review of these guidelines, follow the outlined steps to complete of the recruitment and selection process for your vacant position. The total time to complete the process is dependent on processing time for each step.

STEP	PROCESS
<p style="text-align: center;">Step 1</p> <p style="text-align: center;">Position Description Preparation</p>	<p>1.1 Department:</p> <ul style="list-style-type: none"> a. Reviews essential duties and responsibilities for the new or vacated position. Following the Guidelines for Position Descriptions and using the Position Description Template, completes a position description. b. To ensure proper classification of position, the Hiring Manager provides the Classification & Compensation Services Unit with the following completed documents: <ol style="list-style-type: none"> 1. Staff Position Description Template or MPP Position Description Template 2. Physical Activities and Working Condition of the Job 3. Required Training Guide 4. Organizational Chart showing the position to be reviewed. <p>1.2 Employment Services:</p> <ul style="list-style-type: none"> a. Confirms the review and approval of the Position Description with the Classification and Compensation Unit.
<p style="text-align: center;">Step 2</p> <p style="text-align: center;">Vacancy Preparation</p>	<p>2.1 Department:</p> <ul style="list-style-type: none"> a. Hiring Manager initiates meeting with Employment Services to plan the recruitment and selection process, prepare for the interview, and develop the directive for the Search Committee. <p>2.2 Employment Services:</p> <ul style="list-style-type: none"> a. Once the Position Description is approved by the Classification & Compensation Unit, Employment Services will provide the Hiring Manager with a Recruitment Packet comprised of: <ol style="list-style-type: none"> 1. Request to Fill Administrative & Non-Academic Staff Form 2. Recruitment and Selection Guidelines <p>2.3 Department</p> <ul style="list-style-type: none"> a. The Hiring Manager selects the Committee Chair and the Search Committee. The Search Committee must have a minimum of three members including one member from an <i>outside</i> division (AA, BF, SA etc.). Search Committee membership should be selected based on content knowledge. All Search Committee members must attend every meeting and interview. A change in Search Committee composition will result in a failed search (after the applications have been screened). b. The Hiring Manager, in conjunction with the Committee Chair, will develop the supplemental questions, and interview questions based on the Position Description. Employment Services will work with the Hiring Manager or Committee Chair to develop the Vacancy Announcement.

STEP IN PROCESS	PROCESS
<p style="text-align: center;">Step 3</p> <p style="text-align: center;">Request-to-Fill Review Process</p> <p style="text-align: center;">Day 1-6</p>	<p>3.1 Department:</p> <ul style="list-style-type: none"> a. The Hiring Manager submits the Request to Fill Form to Employment Services completed with signatures. b. The Hiring Manager emails the following to Employment Services (humanresources@csuchico.edu): <ul style="list-style-type: none"> 1. Vacancy Announcement (draft) 2. Supplemental Questions 3. Interview Questions 4. Screening Criteria (outlined as the “Essential Functions” in the Position Description Guidelines) 5. Ad Draft (optional - hiring department is responsible for cost) <p>3.2 Employment Services:</p> <ul style="list-style-type: none"> a. Assigns a recruitment number. b. Reviews and prepares the submitted documents and contacts the Hiring Manager or Committee Chair for clarification if necessary. c. Provides the Hiring Manager with a final copy of all the documents. d. Once approved, the position will post on the following Monday.
<p style="text-align: center;">Step 4</p> <p style="text-align: center;">Recruitment Job Posting</p> <p style="text-align: center;">Day 6-30</p>	<p>4.1 Employment Services:</p> <ul style="list-style-type: none"> a. Posts to CSU, Chico website, sends to established distribution lists and job search websites. b. Grants the Hiring Manager and Search Committee access to the recruitment documents on a secured bay folder (\\bay\Departments\Business and Finance\HR Recruitments\11-xxxx). c. Periodically contacts Hiring Manager with applicant pool status. <p>4.2 Department:</p> <ul style="list-style-type: none"> a. Places ads specific to position function (optional, contact Employment Services for posting information). b. Refers all applicant inquiries to Employment Services. <p>4.3 Committee Chair</p> <ul style="list-style-type: none"> a. In consultation with Employment Services may, close the recruitment after 14 days, or extend recruitment one to two additional weeks based on applicant pool.
<p style="text-align: center;">Step 5</p> <p style="text-align: center;">Search Committee</p> <p style="text-align: center;">Day 20-30</p>	<p>5.1 Department:</p> <ul style="list-style-type: none"> a. The Committee Chair meets with the Search Committee to: <ul style="list-style-type: none"> 1. Provide information regarding the documents on the secured bay drive and how to access them. 2. Review the intent of the Conflict of Interest and Confidentiality Statement and the Equal Employment Opportunity Statement.

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<p style="text-align: center;">Step 6</p> <p style="text-align: center;">Document Submission to Search Committee</p> <p style="text-align: center;">Day 20-30</p>	<p>6.1 Employment Services:</p> <ul style="list-style-type: none"> a. Receives and logs applications. Pre-screens applications for completeness. Paper screens applications for minimum qualifications. b. Uploads the following documents on the secured bay drive: <ul style="list-style-type: none"> 1. Vacancy Announcement 2. Applications and supplemental materials 3. Application Screening Summary 4. Applicant Screening Consensus 5. Screening Criteria 6. Conflict of Interest and Confidentiality Statement 7. Equal Employment Opportunity Statement c. Notifies applicants: receipt of application or disqualification.
<p style="text-align: center;">Step 7</p> <p style="text-align: center;">Screening & Interviewing</p> <p style="text-align: center;">Day 20-30</p>	<p>7.1 Search Committee:</p> <ul style="list-style-type: none"> a. Reviews all applicant names and signs the Conflict of Interest and Confidentiality Statement & Equal Employment Opportunity Statement. b. Paper screens applicants using the Application Screening Summary form. c. Selects candidates to interview and completes the Applicant Screening Consensus. d. Submits the above screening materials to the Employment Services Unit. <p>7.2 Employment Services:</p> <ul style="list-style-type: none"> a. Reviews Search Committee's paper screening documents and notifies Committee Chair of approval to interview. b. Uploads the following forms and documents to the secured bay drive: <ul style="list-style-type: none"> 1. Interview Questions 2. Interview Comments Form 3. Interview Summary 4. Conducting Legally Effective Interviews 5. Applicant Reference Check Authorization <p>7.3 Search Committee:</p> <ul style="list-style-type: none"> a. Reviews Conducting Legally Effective Interview Sheet. b. Schedules interviews with candidates. c. Completes the following and submits to the Hiring Manager for further consideration: <ul style="list-style-type: none"> 1. Interview Questions & Comments – to be used during the interview, one sheet per committee member, per candidate. 2. Interview Summary – to be used during committee discussion, one per candidate. 3. Ensures <u>every applicant interviewed</u> signs with Reference Check Authorization.
<p style="text-align: center;">Step 8</p> <p style="text-align: center;">Administrator Recommendation</p> <p style="text-align: center;">Day 30-32</p>	<p>8.1 Department:</p> <ul style="list-style-type: none"> a. Hiring Manager interviews candidates and/or completes the Administrator portion of the Interview Summary form with all supporting documentation and submits to Employment Services. <p>8.2 Employment Services:</p> <ul style="list-style-type: none"> a. Coordinates salary recommendation with the Classification & Compensation Unit to ensure parity and equity. If salary requires further discussion the Classification & Compensation Unit will consult with the Hiring Manager. b. Uploads the Telephone Reference Check form to the secured bay drive.

<p style="text-align: center;">Step 9</p> <p style="text-align: center;">Background Process</p> <p style="text-align: center;">Day 32-42</p>	<p>9.1 Department:</p> <p>a. The Hiring Manager shall conduct the reference checks using the Telephone Reference Check form and submit directly to Employment Services (a minimum of two reference checks is required for every new hire). It is recommended that current and prior employers are contacted before professional references listed on the application.</p> <p>b. When reference checks are negative, the department may:</p> <ul style="list-style-type: none"> • select another candidate on the list; • interview alternate candidates; • re-post the position; or • terminate the search and postpone hiring. <p>9.2 Employment Services:</p> <p>a. Receives and reviews submitted recruitment documentation and the selection process.</p> <p>9.3 Hiring Manager or designee:</p> <p>a. As applicable ,coordinates the following:</p> <ol style="list-style-type: none"> 1. Live Scan 2. Request sealed transcripts be sent to the Employment Services. <p>NOTE: This step must be completed before any offer of employment can be made.</p>
<p style="text-align: center;">Step 10</p> <p style="text-align: center;">Verbal Offer of Employment</p> <p style="text-align: center;">Day 34-36</p>	<p>10.1 Employment Services:</p> <p>Contacts department to notify of approval to extend verbal offer <u>once the background results are received</u>.</p> <p>10.2 Hiring Manager or designee:</p> <p>a. Extends the verbal offer to the candidate and notifies Employment Services of offer status (accept or decline), hire date and salary.</p> <p>b. Coordinates the pre-employment physical (if applicable).</p>
<p style="text-align: center;">Step 11</p> <p style="text-align: center;">Official Offer Letter and New Hire Steps</p> <p style="text-align: center;">Day 34-36</p>	<p>11.1 Employment Services:</p> <p>a. Reviews the information on the Employment Offer Check List with the candidate to confirm essential information. Schedules appointment with the candidate to complete the EAR packet, go over Initial Meeting Checklist, and meet with Benefits.</p> <p>b. Prepares and routes official offer letter.</p>
<p style="text-align: center;">Step 12</p> <p style="text-align: center;">Applicant Notification</p> <p style="text-align: center;">Day 37</p>	<p>12.1 Employment Services Unit:</p> <p>a. Notifies all applicants who were not selected.</p>
<p style="text-align: center;">Step 13</p> <p style="text-align: center;">Staff Action Form</p> <p style="text-align: center;">Day 34-37</p>	<p>13.1 Department</p> <p>a. Department completes Staff Action Form and routes for signatures.</p> <p>13.2 Employment Services Unit:</p> <p>a. Processes EAR packet, Staff Action Form and Offer Letter and submits to Payroll.</p> <p>b. Constructs the new employee personnel file.</p> <p>c. Closes out the recruitment file.</p>



HIRING MANAGER'S CHECKLIST

- Submit to Classification & Compensation Services the Position Description, Required Training Guide, Physical Requirements and Working conditions of the job, and an organizational chart of your department.
- Meet with Employment Services to plan the recruitment process.
- Form the Search Committee.
- Route Request to Fill Administrative & Non-Academic Staff Form and accompanying paperwork.
- Send required recruitment documents electronically to Employment Services.
- Approve the Vacancy Announcement for posting.
- After position is posted, place additional ads, if desired.
- Meet with the Search Committee to provide the purpose, expectations, critical duties and responsibilities.
- Confirm the Committee Chair has met with the Search Committee to review the Conflict of Interest and Confidentiality Statement and the Equal Employment Opportunity Statement.
- Confirm the Search Committee has screened the applicants using the Application Screening Summary form.
- Confirm the Search Committee has select candidates to interview and has completed the Applicant Screening Consensus.
- Confirm the Search Committee has submitted the screening materials to the Employment Services.
- Schedule and conduct interviews.
- Hold a second interview with candidates, if desired. Complete the Interview Summary and submit to Employment Services.
- Coordinate salary recommendation with the Classification & Compensation Unit.
- Conduct reference checks. Return signed release and reference check forms to Employment Services.
- Schedule an appointment with the University Police Department Live-Scan, if required.
- Have an official, sealed copy of transcripts sent to Employment Services, if required.
- Call your candidate to make an offer based upon successful completion of employment fingerprinting and physical (if required), confirming the start date and salary.
- Schedule an employment physical with Enloe Occupational Health, if required.
- Prepare a Staff Action Form for the appointment.
- Remember, your new employee must complete appointment documents (I-9, W-4, personal data) prior to assignment of work.