California State University Chico
Human Resources
Service Center

400 W 1ST STREET
KENDALL HALL ROOM 220
CHICO, CA 95929-0010
530-898-6771
FAX: 530-898-5120

End to End Student Assistant Recruitment Process Quick Reference

1. Verify position number is correct for student assistant opening with Budget
2. Hiring Department gathers data to start a new requisition
    - Job Classification
    - Position Description
    - Interview Questions
    - Advertisement Summary
3. Department enters requisition
    - Approval process initiated
4. Student Employment Analyst posts requisition
    - Job posted for a minimum of 7 days
5. Search committee screens applicants
6. Search committee conducts interviews
7. Final candidate selected
8. Hiring Manager extends contingent offers of employment
9. Human Resources processes any background checks of live scan requirements. Candidates may require some of all of the following:
    - Background Check
    - Live Scan
10. After all contingencies have cleared, the candidate can then be given the formal offer of employment by the hiring department
    - Selected candidates must accept their offer of employment.
    - The selected candidate will then be given access to the new employee portal where they can complete all necessary onboarding items.