Getting Started

Does Department have permission to recruit?

- YES
  - Prepare Recruitment Authorization Packet* and submit for dept/college-level signatures.
  - Once signatures are obtained, submit forms to Academic Personnel (OAPL) for review and signature.

- NO
  - Discuss recruiting options with Dean and Provost.

Is Recruitment Packet complete?

- YES
  - AVP of AP 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, OAPL forwards a copy of signed Form 1 to Department Chair, Dean, search committee chair, AA/S and ASC.

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

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 OAPL 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 OAPL for recruitment file.

Contact OAPL with recruitment questions:
Call x5602 or academicpersonnel@csuchico.edu

OAPL tracks EEO data via PA and compiles pool data for each search

OAPL posts job in PeopleAdmin (PA) and to numerous online sources to increase visibility and diversity of pool

Department begins all recruiting and outreach efforts
Contact Siritha Huantes with JobElephant for advertising quotes or use procurement card directly with vendor.

*Recruitment Authorization Packet includes:
- Recruitment Authorization Form
- Screening & Selection Criteria/Outreach Efforts Form
- Vacancy Announcement

Sent via email to academicpersonnel@csuchico.edu

Recruitment Packet Creation & Authorization

OAPL/Faculty Recruitment/Recruitment Manual and Guides/Recruitmen Flow Chart
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

1. Access PeopleAdmin utilizing this URL:
   https://jobs.csuchico.edu/hr/sessions/new

2. Make sure you are in Search Committee Member status.
   Click drop down then click curly arrow to refresh.

3. Click on “Postings” and select Faculty

4. Click on your job!

   Watch List (36 items)

<table>
<thead>
<tr>
<th>Posting (36)</th>
<th>Hiring Proposals (0)</th>
<th>Actions (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor of Legal Studies</td>
<td></td>
<td></td>
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<tr>
<td>Assistant or Associate Professor of Physics</td>
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<tr>
<td>Assistant Professor of Political Science - Public Administrat</td>
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Screening Candidates

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

OAPL 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 meet 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?

- **NO**: Substitute alternate candidate and extend invitation to interview.
- **YES**: Committee conducts phone interviews, and meets to determine finalists.

OAPL meets with committee to review confidentiality, conflict of interest, unconscious bias in hiring and current process going forward (at committee request)

IMPORTANT!

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

PA = PeopleAdmin – our online applicant tracking system
A few days before the posting review date of a recruitment, OAPL pulls applicant data. OAPL 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?

YES

Sign Form 4 & Form 7, allowing committee to proceed to Interview Stage of process.

NO

Discuss outreach and recruiting with committee, determine next steps, re-screen new applicants when established timeframe completed.

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

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.

OAPL reviews and forwards to Provost for approval and signature.

Forward IAF (Form 4) to OAPL for review and signature (do not contact candidates until forms are signed)

OAPL forwards a scanned copy of signed form to dept., 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.

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

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 hiring decisions related to recruitment or selection process and shall not have access to other applicant’s materials.

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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

The Committee is to prepare a set of questions to ask each reference (FPPP 5.1.3.n.)

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

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

Submit Interview Authorization Packet to Academic Personnel

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

Have all candidates visiting campus signed Form 8?

YES

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

NO

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

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.
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 OAPL with candidate full name and non-CSU, Chico email address.

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

OAPL 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?

YES

Initiate process for candidate #2.

NO

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

Is determination positive for hire?

YES

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

NO

Dean/Committee Chair notifies candidate to watch for Accurate Background email and respond ASAP.
Candidate Selection, Approval, and Job Offer

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. If all candidates are included on the form, the committee weighs strengths/weaknesses of candidates and discusses salary and start-up package details with the Dean. Once agreement is reached, the form is signed.

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 the 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 OAPL for review.

OAPL 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). Email link to New Hire required documents - http://www.csuchico.edu/hr/employment/new-employee-welcome.shtml

Did you know?

- All committee members are now required to attend Unconscious Bias training every 4 years. Contact the Office of Diversity & Inclusion at x4764 for a training schedule.

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)

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