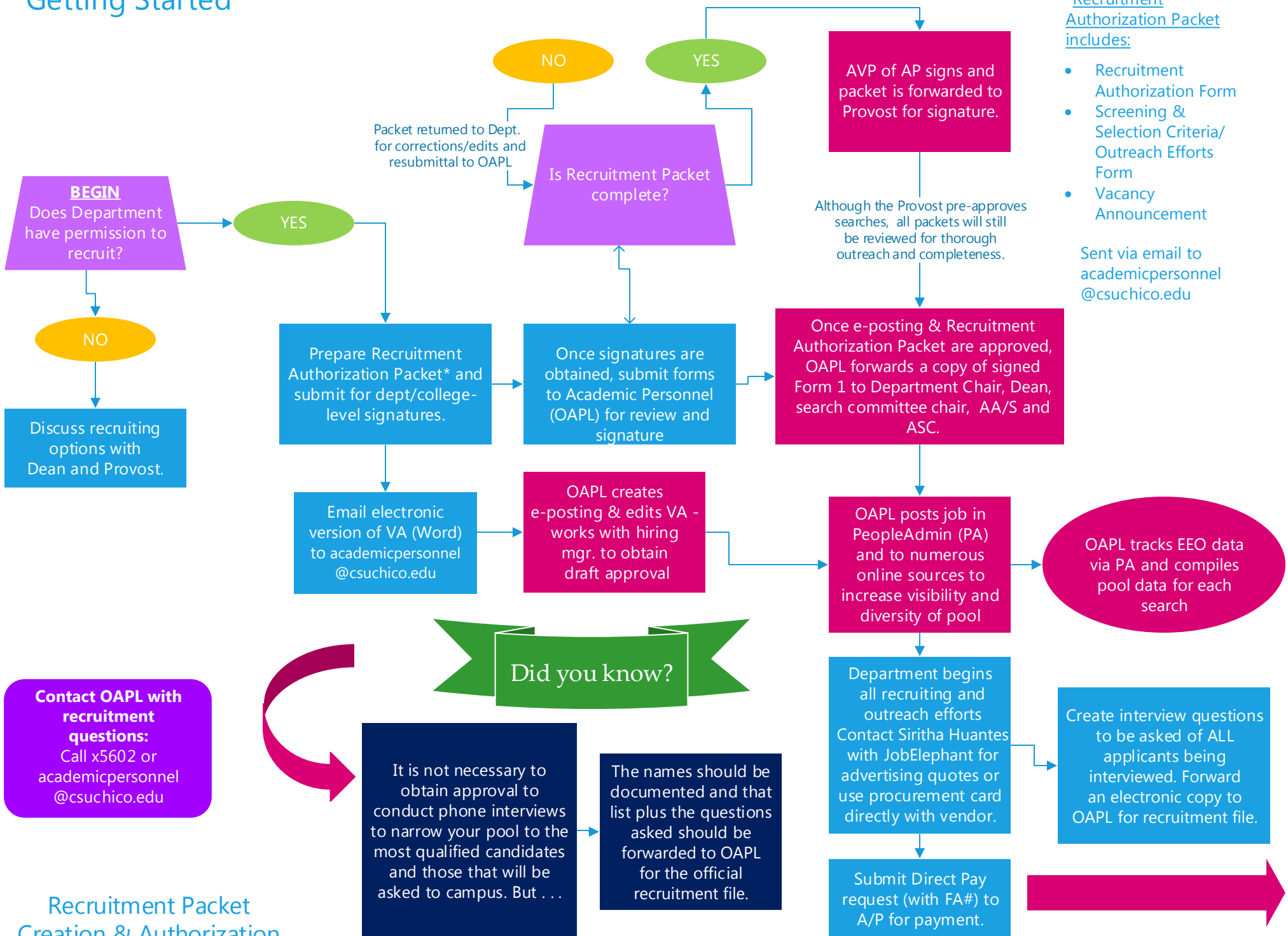


Getting Started



*Recruitment Authorization Packet includes:

- Recruitment Authorization Form
- Screening & Selection Criteria/ Outreach Efforts Form
- Vacancy Announcement

Sent via email to academicpersonnel@csuchico.edu

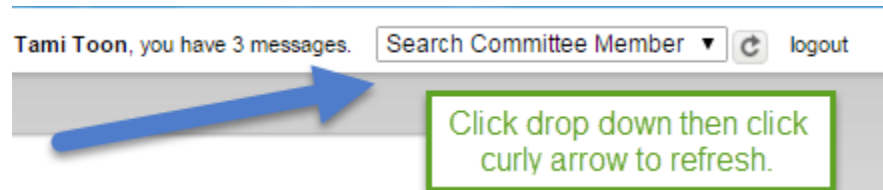
Contact OAPL with recruitment questions:
Call x5602 or academicpersonnel@csuchico.edu

Recruitment Packet Creation & Authorization

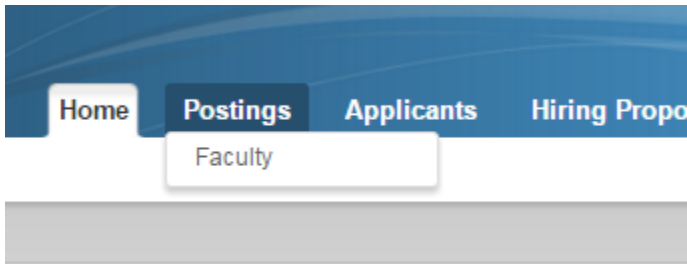
1. Access PeopleAdmin utilizing this URL:

<https://jobs.csuchico.edu/hr/sessions/new>

2. Make sure you are in Search Committee Member status.



3. Click on "Postings" and select Faculty



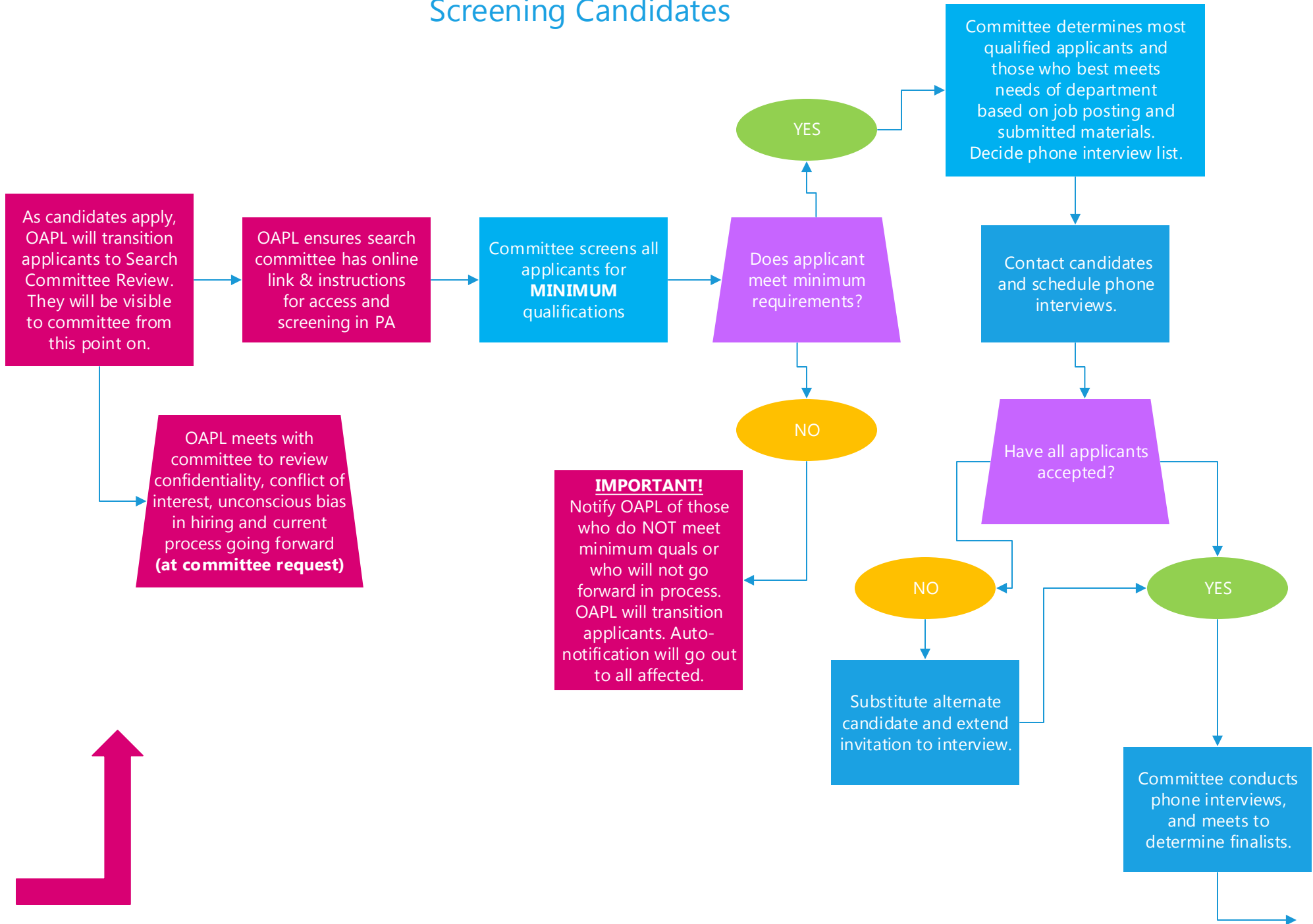
4. Click on your job!



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.

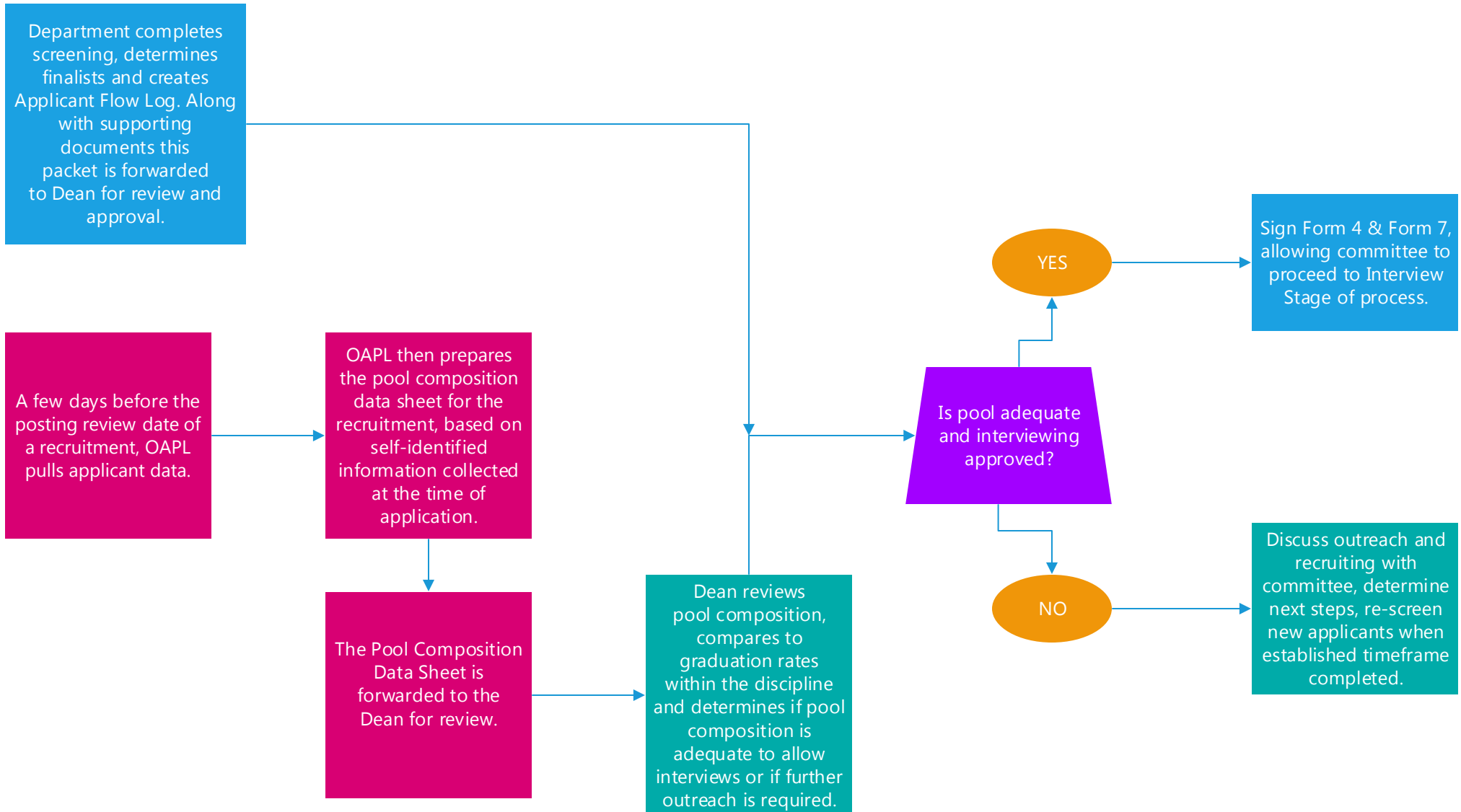
Accessing PeopleAdmin (PA) to screen applicants

Screening Candidates



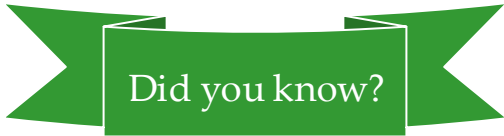
PA = PeopleAdmin – our online applicant tracking system

Pool Composition/Diversity Efforts Fulfillment

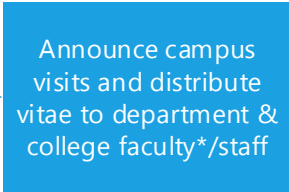
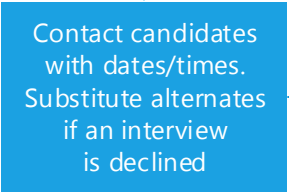
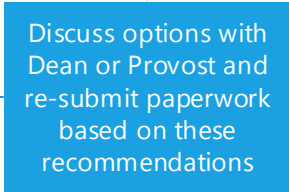
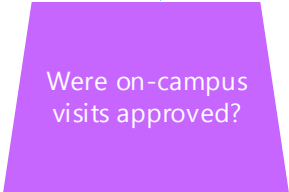
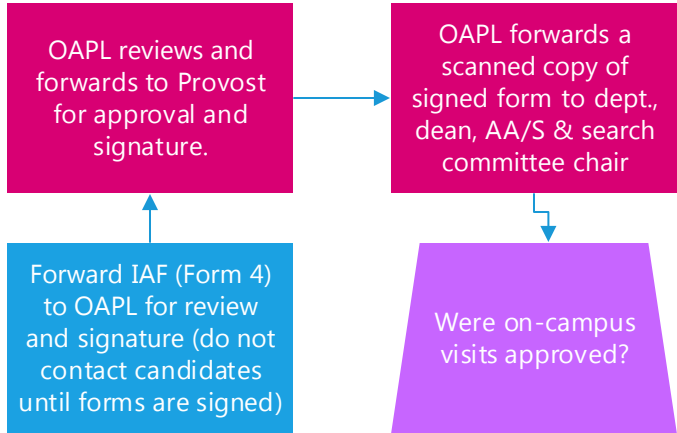
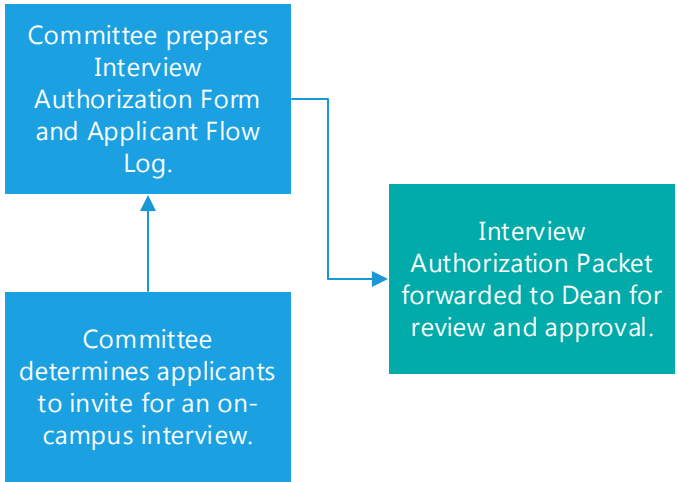


Forms Required For Interview Authorization

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



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.



NOTE: Required forms have not changed with this new online process. All forms previously required are still required at this time.

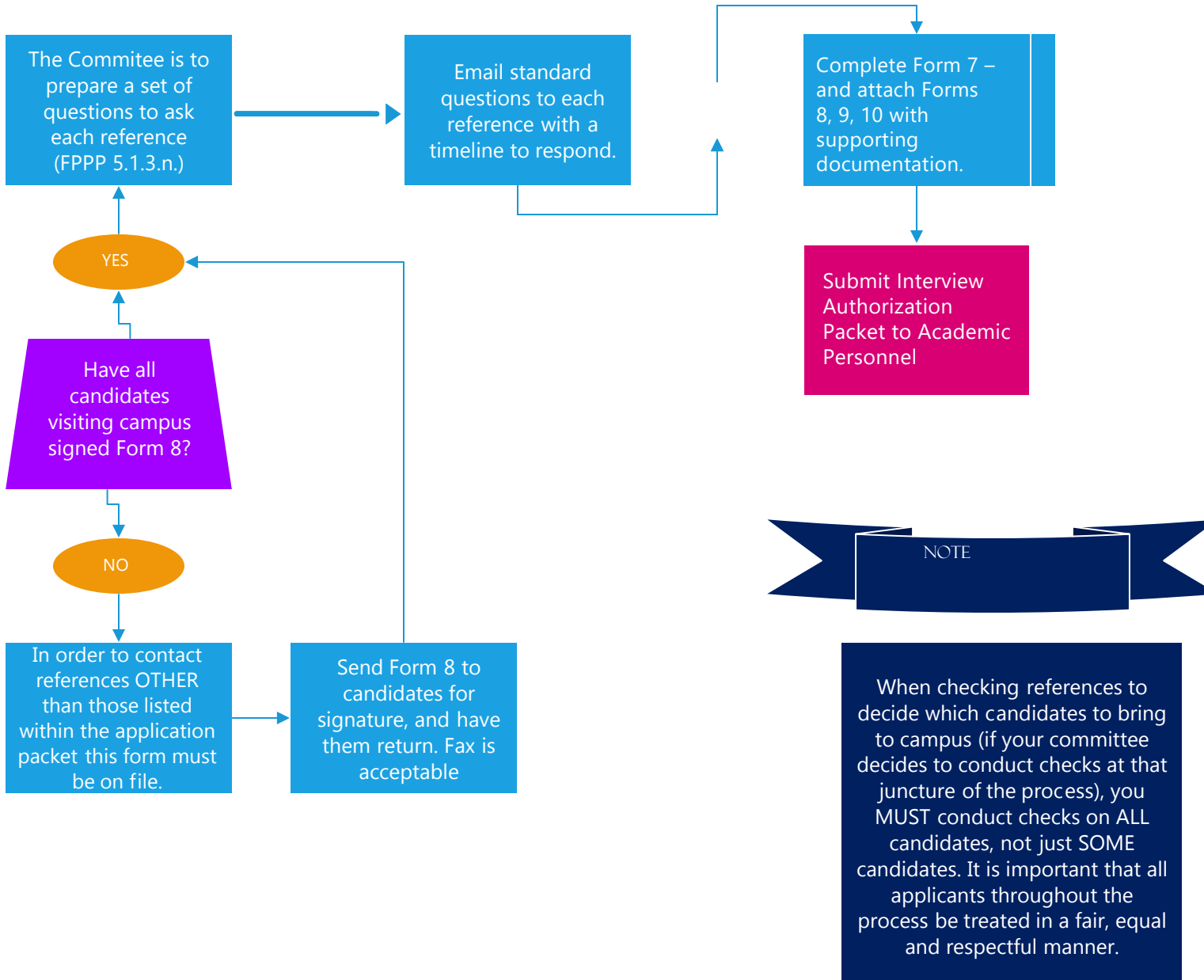
*per FPPP article 5.1.3.c internal applicants shall not participate in hiring decisions related to recruitment or selection process and shall not have access to other applicant's materials.

Interviewing

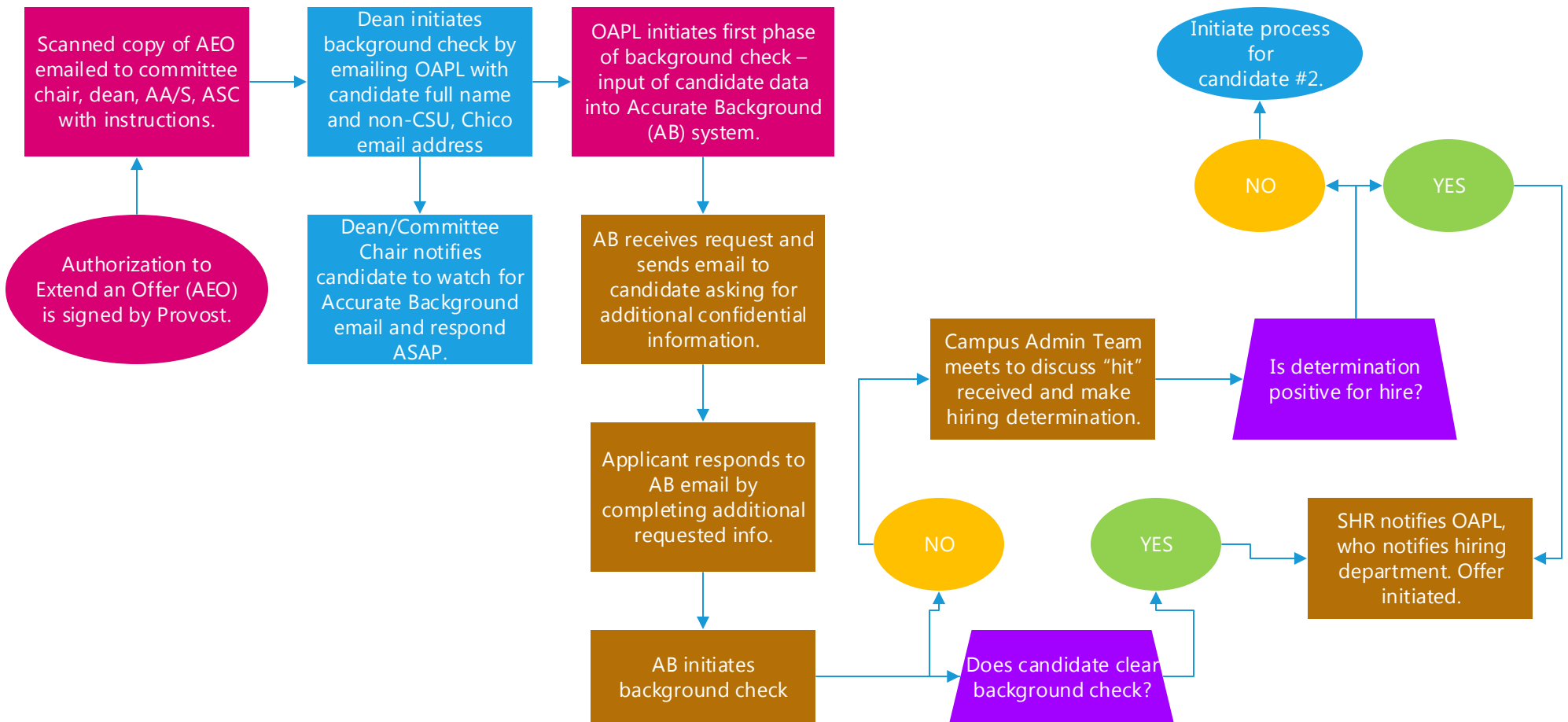
Checking References

Forms required to check references

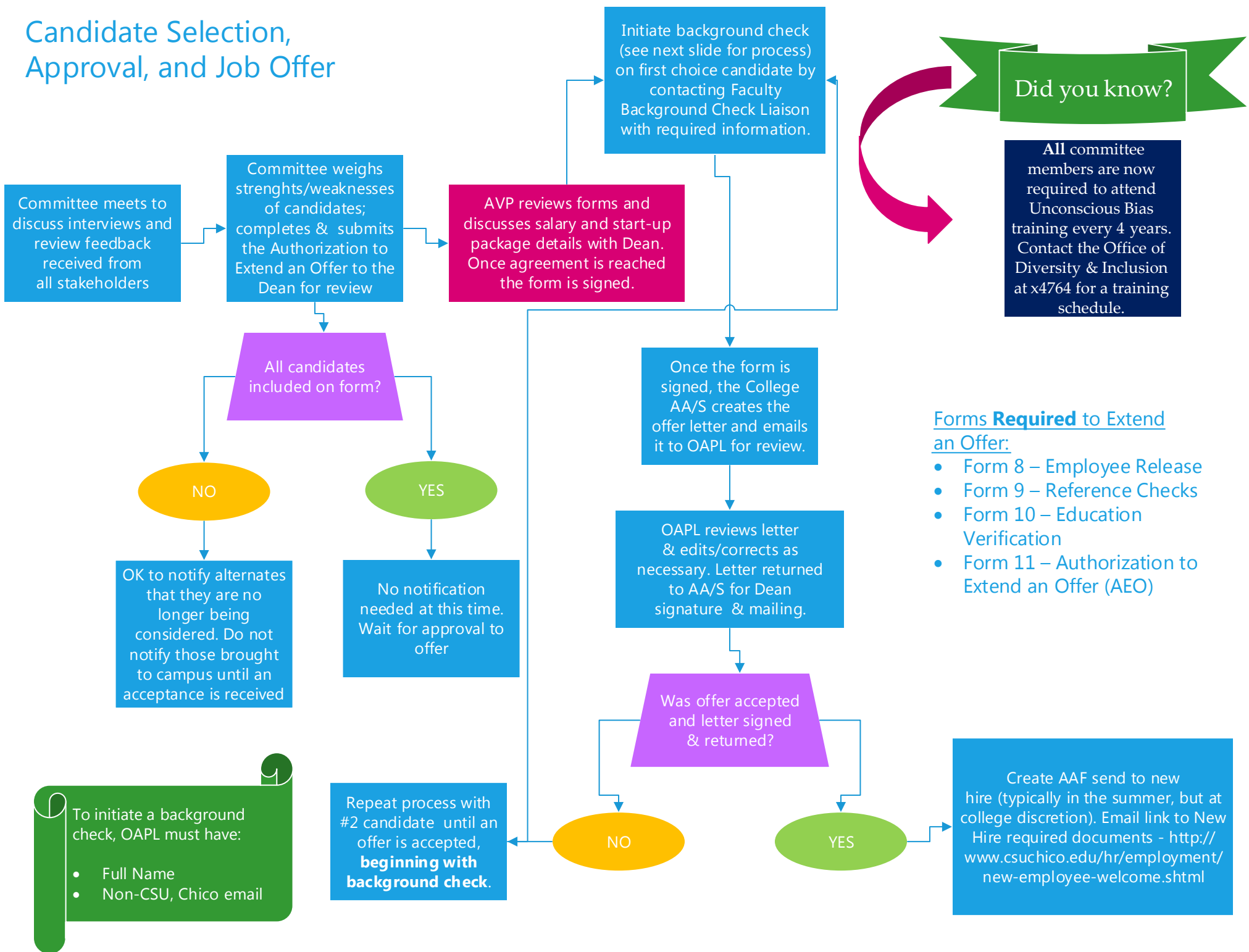
- Form 8 – Reference Check Form (signed)
- Curriculum Vitae or List of References



Background Check Process



Candidate Selection, Approval, and Job Offer



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