Introduction

This document shows the general order of the recruitment process for Part-time Temporary Faculty positions. Please consult with the Coordinator for Faculty Recruitment if you have questions. If you need help with CHRS Recruiting (PageUp), please email chrs@sjsu.edu or attend an Open Lab.

Please note, these steps are written from the perspective of the department knowing who they will hire. This is when you know the applicant you are hiring and you are fast-tracking them through the CHRS Recruiting system. The position numbers have already been established and the job card has already been created and approved.

Manage the Recruitment

1. Department Chair determines when Letters of Recommendation will be collected
   a. Whenever it is determined that the letters will be collected, the Department Chair or Department Admin move applications to Letter of Recommendation Initiated (automatic or manual)
   b. Department admin adds candidate name to Faculty Appointment Log.
2. Department Chair or Department Admin moves applicant forward in the process
   a. Forward: Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form); triggers email to candidate to complete the Reference Check & Background Release and CSU Employment Questionnaire Forms
   b. Once the forms are complete, the system will automatically update the status to Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form)

Extend the Verbal Offer

1. Department Chair extends verbal offer
2. Candidate accepts verbal offer

Initiate the Background Check

1. Department Admin (or designated individual) moves candidate to applicable Background Check status and initiates background check. Note: the RC&BR Form in the Manage the Recruitment section above (Steps 2a&2b) MUST be completed before you can initiate the background check.
   a. If LiveScan is required, contact Faculty Services for assistance

Manage the Background Check

1. Faculty Services monitors background check completion and indicates meet requirements/does not meet requirements on spreadsheet (Accurate Background Shared Log Google sheet)

Prepare and Extend the Offer

1. Department Admin moves candidate to Prepare Offer status and completes Offer Card
2. Department Admin drafts an offer letter and sends for approval. Note: the background check must be completed and adjudicated by FS before sending the letter for approval
3. Department Admin sends approved offer letter to candidate via DocuSign
4. Once letter is signed AND background check is cleared, Department Admin should upload the signed offer letter to the Offer Card
5. Department Admin will compile all hiring documents using the Compile and Send process from the Applicant Card (Bulk Compile Applications – video)

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6. Department Admin moves candidate to Offer Extended status in CHRS Recruiting; this will trigger an email to the candidate
7. Candidate accepts offer in CHRS Recruiting
   a. If the candidate is a current employee, the system will automatically update status to Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY. This is the final step in CHRS Recruiting for current employees
   b. If the candidate is new or break-in-service, candidate completes New Hire Data Form. Once complete, system will automatically update status to Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY. This is the final step in CHRS Recruiting for new or break-in-service
      i. If new or break-in-service, Tracker I-9 process is automatically initiated ([Managing Faculty I-9s in CHRS Recruiting](#))

Manage Data in PeopleSoft (Recruiting Integration)
1. Recruitment data is pushed nightly from CHRS Recruiting to PeopleSoft (Sunday through Thursday)
2. DRO, FS, or other designated individual reviews PeopleSoft data and prepares process to create Person and POI data
3. Once POI data is created, Department Admin creates Contract Data in PeopleSoft
4. Department Admin generates Temporary Faculty Appointment Form in PeopleSoft and attaches to Bulk Compile pdf file

Enter Contract Data in PeopleSoft
1. Enter the contract information in the Temporary Faculty Contract module in PeopleSoft
   a. At this time, the terms & conditions document does not need to be generated for individuals hired through PageUp
2. Generate the Appointment Form

Upload Temporary Faculty Appointments to OnBase
1. Department Admin uploads [Temporary Faculty Appointments to OnBase](#)
2. ESS completes hire process in PeopleSoft, including review of completion of I-9 via Tracker
3. New employee starts work