Process Flow: Overview of Recruitment and Hiring Process for New and Rehired Faculty (12+months break in service)
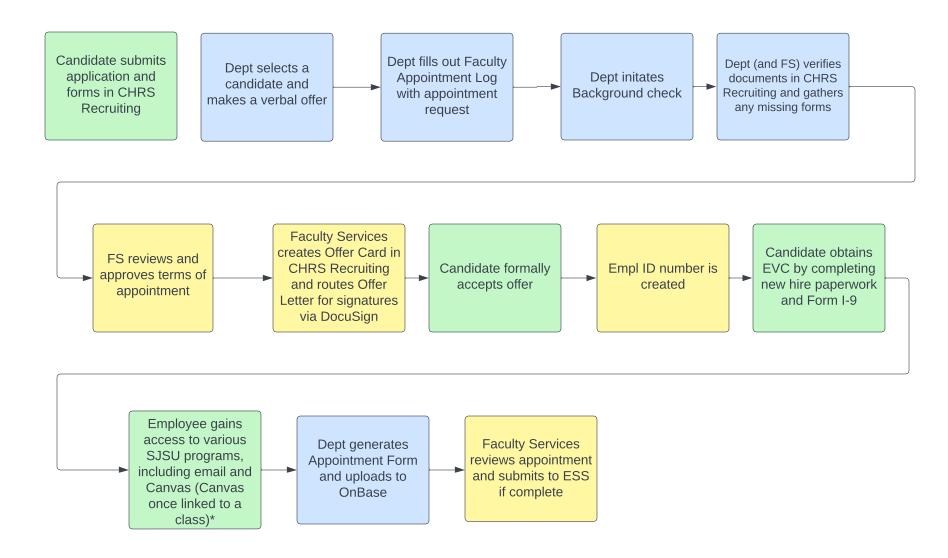
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┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ Candidate       │     │ Dept selects a  │     │ Dept fills out  │     │ Dept initates   │     │ Dept (and FS)   │
│ submits         │     │ candidate and   │ ──▶ │ Faculty         │ ──▶ │ Background check│ ──▶ │ verifies        │
│ application and │     │ makes a verbal  │     │ Appointment Log │     │                 │     │ documents in    │
│ forms in CHRS   │     │ offer           │     │ with appointment│     │                 │     │ CHRS Recruiting │
│ Recruiting      │     │                 │     │ request         │     │                 │     │ and gathers     │
│                 │     │                 │     │                 │     │                 │     │ any missing     │
│                 │     │                 │     │                 │     │                 │     │ forms           │
└─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘
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┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ FS reviews and  │     │ Faculty Services│     │ Candidate       │     │ Empl ID number  │     │ Candidate       │
│ approves terms  │ ──▶ │ creates Offer   │ ──▶ │ formally        │ ──▶ │ is created      │ ──▶ │ obtains EVC by  │
│ of appointment  │     │ Card in CHRS    │     │ accepts offer   │     │                 │     │ completing new  │
│                 │     │ Recruiting and  │     │                 │     │                 │     │ hire paperwork  │
│                 │     │ routes Offer    │     │                 │     │                 │     │ and Form I-9    │
│                 │     │ Letter for      │     │                 │     │                 │     │                 │
│                 │     │ signatures via  │     │                 │     │                 │     │                 │
│                 │     │ DocuSign        │     │                 │     │                 │     │                 │
└─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘
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┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ Employee gains  │     │ Dept generates  │     │ Faculty Services│
│ access to       │ ──▶ │ Appointment Form│ ──▶ │ reviews         │
│ various SJSU    │     │ and uploads to  │     │ appointment and │
│ programs,       │     │ OnBase          │     │ submits to ESS  │
│ including email │     │                 │     │ if complete     │
│ and Canvas      │     │                 │     │                 │
│ (Canvas once    │     │                 │     │                 │
│ linked to a     │     │                 │     │                 │
│ class)*         │     │                 │     │                 │
└─────────────────┘     └─────────────────┘     └─────────────────┘
```

Legend:
-Color blue: Department
-Color yellow: Faculty Services
-Color green: Candidate

Last Modified 10/23/2023