

Overall Process for New Hire and Rehire with more than 12 months break in service

1. Department prepares for new hire: review position numbers and Job Cards
2. Candidate applies for position
3. Department reviews application in CHRS Recruiting: Cover Letter and CV
4. Department selects candidate after Chair/committee interviews
5. Department makes verbal offer to candidate
6. Candidate accepts verbal offer
7. Department enters information on Faculty Appointment Log
8. Department collects the Reference and Background Check Release Form, CSU Employment Questionnaire, Letters of Recommendation and Transcripts
9. Department initiates Background Check after receiving signed Reference and Background Check Release Form
10. Faculty Services adjudicates Background Check and records results on Faculty Appointment Log
11. Faculty Services creates the Offer Card in CHRS Recruiting and generates the Offer Letter only when candidate passes background check
12. Faculty Services routes the Offer Letter for signatures via DocuSign
13. Candidate and Dean/Dean Designee signs Offer Letter
14. Faculty Services moves candidate to Formal Offer Extended status after Offer Letter is signed, which triggers notification email to be sent to the candidate to accept offer
15. Candidate accepts offer in the Application Portal and if required, completes the Base New Hire Form. This action triggers Tracker I-9 and Welcome email to be sent to candidate and gives candidate access to the OnBoarding Portal
16. Data moved from CHRS Recruiting to SJSU@Work in nightly process
17. Faculty Services reviews data in SJSU@Work and checks the Load Person and POI Relationship checkboxes
18. System creates Empl ID number is created and college/dept and employee are notified
19. Candidate receives the EVC after completing the Form I-9 and new hire paperwork
20. Candidate gets access to various SJSU systems, such as Canvas and email
21. Department creates a contract in CSU Contract Data in PeopleSoft
22. Department generates Appointment Form and routes for signatures via DocuSign
23. Department uploads signed Appointment Form in OnBase workflow
24. Faculty Services uploads Bulk Compile and Offer Letter to OnBase workflow
25. After Faculty Services reviews all appointment paperwork in OnBase and confirms completion of the Form I-9, appointment paperwork will move to the ESS team
26. ESS activates employment in SJSU@Work
27. ESS sends PPT to Payroll to set up pay for employee