

Depending on the specifics of your recruitment, these steps may vary. Please work closely with your Workforce Planning Analyst.

### **Getting Started**

- Hiring Manager reviews/updates Position Description
- Hiring Manager/Selection Committee develops Recruitment Plan for advertising and interviewing
- Hiring Department submits a Request to Recruit in PeopleSoft/MySJSU
  - Required attachment: Position Description
  - Required attachment: Screening Criteria
  - Optional attachment for Academic Affairs: Approval memo from Provost
- Workforce Planning posts the vacancy

### **Preparation**

- Hiring Manager finalizes Selection Committee members
- Hiring Manager and Selection Committee meet with Workforce Planning
- Hiring Manager/Selection Committee develops Interview Questions
- Selection Committee members complete Selection Committee Responsibilities Checklist
  - Nepotism Policy
  - Confidentiality statement
  - Equal Opportunity statement
- Workforce Planning routes applications after all committee members have completed the Selection Committee Responsibilities Checklist

### **Selection**

- Selection Committee screens applications against minimum qualifications and screening criteria/preferred qualifications
  - [Application Evaluation Spreadsheet](#)
- Selection Committee follows reference and background check process for applicants
  - [Reference and Background Check Process](#)
  - Applicants sign [Reference and Background Check Release Form](#)
- Selection Committee completes evaluation of applicants interviewed
  - [Interview Evaluation Spreadsheet](#)
- Selection Committee recommends candidate for hire
- Hiring Manager and Selection Committee members sign Application and Interview Evaluation Spreadsheets
- Hiring Manager/Selection Committee will check references of finalists using [Reference and Background Check Form](#) as a guide
- Hiring Manager submits evaluation materials to Workforce Planning by creating an [On Boarding Change Request](#) iSupport ticket. Click here for [Instructions](#). Upload these files into the ticket:
  - Application Evaluation Spreadsheet
  - Interview Evaluation Spreadsheet
  - Reference and Background Check Release Form for finalists

## **Wrap Up**

- Workforce Planning reviews recruitment material
- If applicable, Workforce Planning will initiate a background check
- Workforce Planning sends out Approval to Extend Offer and Salary Analysis through the On Boarding Change Request ticket.
- Hiring Manager makes offer
- Once offer accepted:
  - Hiring Manager enters offer details in the On Boarding Change Request ticket.
- Workforce Planning finalizes recruitment and hiring.