

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

Getting Started

1. Hiring Manager creates/reviews/updates Position Description
2. Hiring Manager/Selection Committee develops Recruitment Plan for advertising and interviewing
3. Hiring Department submits a Request to Recruit in [SJSU @ Work](#)
 - a. Required attachment: Position Description
 - b. [MPP: Request to Recruit Rationale](#)
 - c. Optional attachment for Academic Affairs: Approval memo from Provost
4. Recruiter reviews Position Description and obtains MPP signature
5. Recruiter posts the vacancy

Preparation

6. Hiring Manager finalizes Selection Committee members and forwards names to Recruiter
7. Hiring Manager and Selection Committee meet with Recruiter
8. Hiring Manager and/or Selection Committee develop Interview Questions
9. Selection Committee members complete Selection Committee Responsibilities Checklist
 - a. Nepotism Policy
 - b. Confidentiality statement
 - c. Equal Opportunity statement
10. Once the first screening date arrives, Recruiter routes applications after all committee members have completed the Selection Committee Responsibilities Checklist
 - a. Please note, for CSUEU recruitments, on-campus CSUEU applicants will be forwarded for review first. All minimally qualified applicants MUST be interviewed. If a finalist is not selected from that group, the other applications will be forwarded.

Selection

11. Hiring Manager and/or Selection Committee screens applications against minimum qualifications and screening criteria/preferred qualifications using the Application Evaluation Spreadsheet (sent by the Recruiter)
12. Hiring Manager or Committee Chair signs Application Evaluation Spreadsheet
13. Selection Committee conducts telephone and/or in-person interviews
 - a. If applicable, Hiring Manager conducts final interview
14. Selection Committee completes evaluation of applicants interviewed using the Interview Evaluation Spreadsheet (sent by the Recruiter)
15. Hiring Manager or Selection Committee follows reference and background check process for applicants
 - a. [Reference and Background Check Process](#)
 - i. May use the [Reference and Background Check Guidelines](#)
 - b. Applicants sign [Reference and Background Check Release Form](#)
16. Hiring Manager completes applicable sections of Interview Evaluation Spreadsheet, including name of candidate(s) recommending for hire
17. Hiring Manager and Selection Committee members sign Interview Evaluation Spreadsheets
18. Hiring Manager submits evaluation materials to Recruiter via the Google Form: [Submission of Selection Packet](#)
 - a. Required attachment: Signed Application Evaluation Spreadsheet
 - b. Required attachment: Signed Interview Evaluation Spreadsheet
 - c. Required attachment: Reference and Background Check Release Form for finalist(s)

Finalizing the Recruitment

19. Recruiter reviews Selection Packet
20. Recruiter sends Approval to Extend Offer email to Hiring Manager
 - a. For MPP recruitments salary range must first be approved by the Senior AVP for University Personnel
21. Hiring Manager makes verbal offer
22. If candidate accepts offer, Hiring Manager responds to Approval to Extend Email with appointment details; if candidate does not accept offer, Hiring Manager works with Recruiter on next steps
23. Recruiter writes and sends Contingent Offer Letter and Position Description to candidate via DocuSign
 - a. For MPP positions, offer letter must be signed by President
24. If applicable, Recruiter will initiate background check and/or LiveScan
 - a. The only time a background check would not be required is if the person had a background check completed on campus within the previous 12 months
25. Once signed Letter and PD are received from candidate, Recruiter finalizes recruitment and forwards to Employee Support Services to complete hiring process