

Candidate Name:		Reg. #	
Department:			

Use this checklist to keep organized during the Recruitment Process

College / Department will attach to the Job Card in CHRS throughout recruitment process:

<input type="checkbox"/>	Position Announcement
<input type="checkbox"/>	Advertising and Diversity Outreach Plan
<input type="checkbox"/>	Recruitment Committee Confidentiality Statement Form
<input type="checkbox"/>	Copies of publications where the position was advertised or invoice from add'l venue(s). (UP-FA will upload the standard venue ads to Job Card.)
<input type="checkbox"/>	If needed, uploaded miscellaneous recruitment docs, i.e. itinerary, interview questions, etc.

College/Department will submit the following to Dean and copy faculty-recruitment@sjsu.edu

<input type="checkbox"/>	Cover Memo from Committee with Recommendations of candidates in rank order
<input type="checkbox"/>	Recruitment Report for Probationary or Full-Time Temporary Appointments

College / Department will do the following

<input type="checkbox"/>	Draft Offer Letter (Dean's draft) – Request the Offer Letter template (Google Doc) from faculty-recruitment@sjsu.edu . Make a copy, edit, then share with Sr. Director, Faculty Affairs and Interim Vice Provost for approval.
<input type="checkbox"/>	Send letter via DocuSign for signatures
<input type="checkbox"/>	Do background check
<input type="checkbox"/>	Prepare offer card in CHRS – Refer to CHRS User Guide: Preparing and Extending the Offer
<input type="checkbox"/>	Recruiting Integration – Done by College Analyst

College/Department prepare Final Candidate documents

<input type="checkbox"/>	Final Offer Letter - Signed by the Dean and the chosen Candidate - Refer to CHRS User Guide: Preparing and Extending the Offer
<input type="checkbox"/>	Original Transcripts for Terminal Degree (E-transcripts preferred) – upload to Offer Card

College send to Faculty Recruiter at faculty-recruitment@sjsu.edu

<input type="checkbox"/>	Employee Profiles: 12-Month, AY, 12-Month Chair (if applicable)
<input type="checkbox"/>	When all items are checked, attach this Checklist to the Job Card