

Introduction

This document shows the general order of the recruitment process for Part-time Temporary Faculty positions. Please consult with the Coordinator for Faculty Recruitment if you have questions. If you need help with CHRS Recruiting (PageUp), please email hr-info-systems@sjsu.edu or attend an [Open Lab](#).

Please note, these steps are written from the perspective of the department doing a full recruitment. Many of them can be skipped if the department has pre-identified the lecturer they wish to hire.

Process Steps

1. Ensure a position exists for the recruitment and that all data is updated
 - a. Submit a [Position Management Action Form](#) (PMAF) to create a new or update an existing position if necessary
 - b. University Personnel notifies you when PMAF has been processed; position will be available for use in PageUp the next business day
2. Prepare a Position Announcement using the template provided by Faculty Services
3. Create a Job Card in PageUp
4. Attach the Position Announcement under the category of Recruitment Documents
5. Submit the Job Card for approval (ensure the correct Approval Process is selected)
6. Once approved, the Coordinator for Faculty Recruitment will finalize Job Card and post the recruitment
7. At appointed time, Department Chair or Department Admin moves applications to Department Chair Review status if a review is needed.
8. Department Chair determines when Letters of Recommendation will be collected
 - a. Whenever it is determined that the letters will be collected, the Department Chair or Department Admin move applications to Letter of Recommendation Initiated (automatic or manual); this step may be at the beginning, middle or end of the process
9. Department Chair screens applications for required and preferred qualifications
10. Department Chair enters feedback for all applications
11. Department Admin runs recruitment report and saves on shared drive for Chair
12. Department Chair or Department Admin moves applications forward or out of the process
 - a. Forward: Phone Video Invite
 - b. Out of the Process: Department Chair Review Unsuccessful
13. Department Chair conducts interviews
14. Department Chair enters feedback for all interviews
15. Department Admin runs recruitment report (SJ-Faculty Recruitment Evaluation) and saves on shared drive for Chair
16. Department Chair or Department Admin moves applications forward or out of the process
 - a. Forward: Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form); triggers email to candidate to complete the Reference Check & Background Release and CSU Employment Questionnaire Forms
 - b. Once the forms are complete, the system will automatically update the status to Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form)
 - c. Out of the Process: Phone/Video Interview Unsuccessful

17. Optional Steps:

- a. Department Chair or Department Admin moves applications to On Campus Interview Invite, On Campus Interview Accepted/Declined
- b. Department Chair or Department Admin moves applications to On Campus Interview Evaluation Summary
- c. Department Chair conducts second round of interviews
- d. Department Chair enters feedback for all interviews
- e. Department Admin runs recruitment report (SJ-Faculty Recruitment Evaluation) and saves on shared drive for Chair
- f. Department Chair or Department Admin moves applications forward or out of the process
 - i. Forward: On Campus Interview Successful
 - ii. Out of the Process: On Campus Interview Not Successful

18. Department Chair extends verbal offer

19. Candidate accepts verbal offer

20. Department Admin moves candidate to Prepare Offer to Extend status and completes Offer Card

21. Department Admin drafts offer letter and sends for approval

22. Department Admin sends approved offer letter to candidate via DocuSign

23. Department Admin (or Resource Manager/Analyst) moves candidate to applicable Background Check status and initiates background check

- a. If LiveScan is required, contact Faculty Services for assistance

24. Department Admin (or Resource Manager/College Analyst) enters background check information on Faculty Services spreadsheet

25. Faculty Services monitors background check completion and indicates meet requirements/does not meet requirements on spreadsheet (Accurate Background Shared Log Google sheet)

- a. Once letter is signed AND background check is cleared, Department Admin should upload the signed offer letter to the Offer Card
 - i. This can be done when it's received; it doesn't have to wait until this step

26. Department Admin will compile all hiring documents using the Compile and Send process from the Applicant Card

27. Department Admin moves candidate to Offer Extended status in PageUp; this will trigger an email to the candidate

28. Candidate accepts offer in PageUp; system will automatically update status to Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY if current

- a. If new, Tracker I-9 process is initiated
- b. If new, candidate completes New Hire Data Form

29. Once complete, system will automatically update status to Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY if new or break in service

30. Recruitment data is pushed nightly from PageUp to PeopleSoft (Sunday through Thursday)

31. Resource Manager/Analyst (or other designated individual) reviews PeopleSoft data and prepares process to create Person and POI data

32. Once POI data is created, Department Admin creates Contract Data in PeopleSoft

33. Department Admin generates Temporary Faculty Appointment Form in PeopleSoft and attaches to Bulk Compile pdf file

34. Department Admin forwards hiring packet to Employee Support Services (ESS)

35. ESS completes hire process in PeopleSoft, including completion of I-9 via Tracker

36. New employee starts work