

CHRS Job Aid - Recruitment Steps Faculty Part-Time Temp New Hire (Fast Track)

LEGEND						
Items highlighted in green are system statuses - you will not move applicants to these statuses						
Items highlighted in pale orange are required statuses						

If you have a part-time faculty candidate you already know you want to hire, you must complete these steps to fast-track them through the process. A Job Card must be created for your hire and they must submit their application through the CHRS Recruiting portal.

Please note: Applications do not have to be moved in sequential order; you may skip steps and go back to steps.

Application Status	System Status	Required Step	Email	Form	Form Recipient	Notes
New Application	x		x		Applicant	
Letter of Recommendation Initiated (automatic)		Either this step or the manual step is required	x	x	Referees (Applicant also receives an email)	When an applicant is moved to this status, the 3 Referees from the application will be sent an online form to upload a letter of recommendation. Not required if letters are collected manually.
Letter of Recommendation Initiated (manual)		Either this step or the automatic step is required				When an applicant is moved to this status, the department will contact the 3 referees from the application outside of CHRS Recruiting. Alternatively, you may use SkillsSurvey to collect references in lieu of the letters (recommended). Not required if letters are collected through the auto method.
Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)		x	x	x	Applicant	When an applicant is moved to this status, the Reference Check and Background Check Release Form, along with the CSU Employment Questionnaire Form will be sent.
Phone/Video Interview Successful (DO NOT SELECT -Completed: RC&BR Form and CSU EQ Form)	x					The system will move the application into this status when the forms in the prior step are submitted by the candidate.
Prepare Offer and Upload Transcripts		x				When an applicant is moved to this status you will be prompted to complete the offer card. The transcripts can be loaded on the offer card or the applicant card, depending on when you receive them. Create the offer letter template for signatures. Once offer letter is signed, upload back into CHRS Recruiting and create the bulk compile PDF file.
Background Check Initiated outside of CHRS Recruiting		Either this step or the CHRS initiated step is required	x			Use this step if you initiate a background check directly in Accurate, or if you use LiveScan for the background check process.
Background Check Initiated in CHRS Recruiting		Either this step or the initiated outside step is required	x			Use this step to initiate the background check in CHRS Recruiting.
Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY	x					When Accurate receives the request and begins their review, this status will change automatically.
Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY	x					When Accurate completes their review and the results are ready for adjudication, the status will change automatically.
Background Check Unsuccessful			x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Formal Offer Extended		x	x			Applicant will be sent an email to accept or decline offer through the system.
Formal Offer Accepted- DO NOT SELECT -SYSTEM STATUS ONLY	x					When an applicant accepts the offer, the system will automatically update to this status. If they are new, the system will have the applicant fill out the New Employee Base Form. Once the form is submitted, the applicant will be granted access to the Employee Portal for OnBoarding. If the applicant is a current employee, they stay in this step. If a current employee, the data will integrate into PeopleSoft.
Offer Accepted Paperwork Received- DO NOT SELECT -SYSTEM STATUS ONLY	x					When a new employees submits the Employee Base Form, the system will automatically update to this status. This will let department know the base form is complete and data will integrate into PeopleSoft. The applicant will be granted access to the Employee Portal for OnBoarding.
Steps that happen beyond this point:						
Tracker I-9 is automatically initiated						
New employee data will be uploaded into PeopleSoft staging table						
College/Academic Unit designee will log into PeopleSoft to confirm data						
After confirmation and new employee data load is run, Personal Data and POI data are automatically created in PeopleSoft						
Department can check CSUID Search to confirm employee data in PS or confirm with college analyst that the new hire is in PeopleSoft						
Department creates Contract data in PeopleSoft						
Department generates appointment form						
Department merges/adds temp-faculty checklist and appointment form to CHRS Recruiting bulk compile PDF and sends to ESS						