

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

**Getting Started**

- 1) Hiring Manager 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) Required attachment: Signed MPP Transaction Form
  - 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**

- 1) Hiring Manager finalizes Selection Committee members and forwards names to Recruiter
- 2) Hiring Manager and Selection Committee meet with Recruiter
- 3) Hiring Manager/Selection Committee develop Interview Questions
- 4) Selection Committee members complete Selection Committee Responsibilities Checklist
  - a) Nepotism Policy
  - b) Confidentiality statement
  - c) Equal Opportunity statement
- 5) Recruiter routes applications after all committee members have completed the Selection Committee Responsibilities Checklist

**Selection**

- 1) 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)
- 2) Hiring Manager or Committee Chair signs Application Evaluation Spreadsheet
- 3) Selection Committee conducts telephone and/or in-person interviews
  - a) All applicants Interviewed must complete a [Reference and Background Check Release Form](#)
  - b) If applicable, Hiring Manager conducts final interview
- 4) Selection Committee completes evaluation of applicants interviewed using the Interview Evaluation Spreadsheet (sent by the Recruiter)
- 5) Hiring Manager emails the name(s) of finalist(s) to Recruiter, along with the signed Background and Reference Check Release form for each finalist
- 6) Recruiter initiates the online SkillSurvey process
- 7) Once the references are complete, a report will be generated by Recruiter and forwarded to Hiring Manager
- 8) Hiring Manager makes final decision and completes applicable sections of Interview Evaluation Spreadsheet, including name of candidate(s) recommending for hire
- 9) Hiring Manager and Selection Committee members sign Interview Evaluation Spreadsheets
- 10) 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**

- 1) Recruiter reviews Selection Packet
- 2) Recruiter sends Approval to Extend Offer email to Hiring Manager
  - a) For MPP recruitments salary range must first be approved by VP for Organizational Development & Strategic Initiatives
- 3) Hiring Manager makes verbal offer
- 4) 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
- 5) 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
- 6) 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
- 7) Once signed Letter and PD are received from candidate, Recruiter finalizes recruitment and forwards to Employee Support Services to complete hiring process