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 chrs@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.

Preparation

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

Initiate the Recruitment

1. Create a Job Card in PageUp
2. Attach the Position Announcement under the category of Recruitment Documents
3. Submit the Job Card for approval (ensure the correct Approval Process is selected)
4. Once approved, the Coordinator for Faculty Recruitment will finalize Job Card and post the recruitment

Manage the Recruitment

1. At appointed time, Department Chair or Department Admin moves applications to Department Chair Review status if a review is needed.
2. 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
3. Department Chair screens applications for required and preferred qualifications
    a. This process can be done inside CHRS Recruiting or outside of the system (Screening Applications in CHRS Recruiting)
4. Department Chair enters feedback for all applications
5. Department Admin runs recruitment report and saves on shared drive for Chair
6. 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
7. Department Chair conducts interviews
8. Department Chair enters feedback for all interviews
9. Department Admin runs recruitment report (SJ-Faculty Recruitment Evaluation) and saves on shared drive for Chair
10. 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
11. 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

Extend the Verbal Offer

1. Department Chair extends verbal offer
2. Candidate accepts verbal offer

Initiate and Manage Vaccination Proof Process

1. Department Admin moves candidate to Vax Proof Initiated. Department admin adds candidate name to Accurate Background Shared Log.
2. Department admin waits for UP-FS to determine successful/unsuccessful receipt of proof of vaccination.
   a. If unsuccessful, recruitment ends. Department admin updates candidate to Vax Proof Unsuccessful. No background checks to be run until vax status is successful

Initiate the Background Check

1. Department Admin (or DRO) moves candidate to applicable Background Check status and initiates background check
   a. If LiveScan is required, contact Faculty Services for assistance

Prepare and Extend the Offer

1. Department Admin moves candidate to Prepare Offer status and completes Offer Card
2. Department Admin drafts offer letter and sends for approval
3. Department Admin sends approved offer letter to candidate via DocuSign

Manage the Background Check

1. Department Admin (or DRO) enters background check information on Faculty Services spreadsheet
2. 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

Finalize Hire and Compile Hiring Documents

1. Department Admin will compile all hiring documents using the Compile and Send process from the Applicant Card (Bulk Compile Applications – video)
2. Department Admin moves candidate to Offer Extended status in CHRS Recruiting; this will trigger an email to the candidate
3. Candidate accepts offer in CHRS Recruiting; 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 (Managing Faculty I-9s in CHRS Recruiting)
    b. If new, candidate completes New Hire Data Form
4. Once complete, system will automatically update status to Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY if new or break in service

Manage Data in PeopleSoft (Recruiting Integration)

1. Recruitment data is pushed nightly from CHRS Recruiting to PeopleSoft (Sunday through Thursday)
2. DRO (or other designated individual) reviews PeopleSoft data and prepares process to create Person and POI data
3. Once POI data is created, Department Admin creates Contract Data in PeopleSoft
4. Department Admin generates Temporary Faculty Appointment Form in PeopleSoft and attaches to Bulk Compile pdf file

Enter Contract Data in PeopleSoft

1. Enter the contract information in the Temporary Faculty Contract module in PeopleSoft
    a. At this time, the terms & conditions document does not need to be generated for individuals hired through PageUp
2. Generate the Appointment Form

Forward Documents to ESS

1. Department Admin forwards hiring packet to Employee Support Services (ESS) via email: tempfaculty-ase-appointment@sjsu.edu
2. ESS completes hire process in PeopleSoft, including completion of I-9 via Tracker
3. New employee starts work