

## **Introduction**

This document shows the general order of the recruitment process for Tenured, Tenure-Track and Full-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](mailto:chrs@sjsu.edu) or attend an [Open Lab](#).

## **Preparation**

1. Obtain approval for recruitment from Office of the Provost
2. Submit a [Position Management Action Form](#) (PMAF) to create a new or update an existing position (optional if position already exists that can be used)
3. University Personnel notifies you when PMAF has been processed; position will be available for use in PageUp the next business day
4. Prepare a Position Announcement using the template provided by Faculty Services
5. Prepare an Outreach and Diversity Plan

## **Initiate the Recruitment**

1. Create a Job Card in PageUp
2. Attach the Position Announcement and Outreach and Diversity Plan 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

## **Obtain Approval for Applicant Pool**

1. At appointed time, Department Chair contacts the Coordinator for Faculty Recruitment to request that the Applicant Pool Report be run
2. Coordinator, Faculty Recruitment runs Applicant Pool and EEO Reports
  - a. EEO Report is forwarded to Dean for review
  - b. Applicant Pool Report is forwarded to Department Chair
3. Department Chair forwards Applicant Pool Report to Dean for review; a copy is also sent to <mailto:facultyrecruitment@sjsu.edu>
4. Dean Approves Applicant Pool
  - a. If not approved, Dean will discuss next steps with Department Chair and Faculty Services
5. Coordinator for Faculty Recruitment forwards Applicant Pool and EEO Reports to Chief Diversity Officer and Senior Director, Faculty Services
6. Chief Diversity Officer and Senior Director, Faculty Services approve Pool
  - a. If not approved, department will be asked to do additional marketing/advertising

## **Manage the Recruitment**

1. Department Chair or Department Admin moves applications to Search Committee Review status; this will trigger an email to the Search Committee alerting them that the applications are ready for review
2. Search Committee Chair determines when Letters of Recommendation will be collected
  - a. Whenever it is determined that the letters will be collected, the Search Committee 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. Search Committee 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. Search Committee Chair enters feedback for all applications, if using the CHRS Recruiting feedback functions
5. Department Admin runs SJ-Faculty Recruitment Evaluation report and saves on shared drive for committee, if using the CHRS Recruiting feedback functions
6. Once semi-finalists are identified, Search Committee Chair or Department Admin notifies Coordinator for Faculty Recruitment
7. Coordinator for Faculty Recruitment moves semi-finalists to Phone/Video Interview Evaluation Summary and pulls EEO data to share with Dean and Vice Provost
8. Dean, then Vice Provost, reviews EEO data for semi-finalists
9. Vice Provost notifies Coordinator for Faculty Recruitment when review is complete
10. Coordinator for Faculty Recruitment notifies Search Committee Chair and Department Admin that interview may commence
11. Search Committee conducts first round of interviews
12. Search Committee Chair enters feedback for all interviews
13. Department Admin runs SJ-Faculty Recruitment Evaluation report and saves on shared drive for committee
14. Search Committee Chair or Department Admin moves applications forward or out of the process
  - a. Forward: Phone/Video Interview Successful (Send RC&BR Form); triggers email to candidate to complete the Reference Check & Background Release Form
    - i. Once the form is complete, the system will automatically update the status to Reference Check & Background Release Form Complete
  - b. Out of the Process: Phone/Video Interview Unsuccessful
15. Optional Steps:
  - a. Search Committee Chair or Department Admin moves applications to On Campus Interview Invite, On Campus Interview Accepted/Declined
16. Search Committee Chair or Department Admin moves applications to On Campus Interview Evaluation Summary
17. Search Committee conducts second round of interviews
18. Search Committee Chair enters feedback for all interviews
19. Department Admin runs SJ-Faculty Recruitment Evaluation report and saves on shared drive for committee
20. Search Committee Chair or Department Admin moves applications forward or out of the process
  - a. Forward: On Campus Interview Successful
  - b. Out of the Process: On Campus Interview Not Successful

### **Prepare and Extend the Offer**

1. Dean 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. 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

### **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)

### **Finalize Hire**

1. DRO drafts offer letter and sends for approval via DocuSign
2. DRO sends approved offer letter to candidate via DocuSign
3. Department Admin or DRO moves candidate to Prepare Offer status and completes Offer Card
4. Department Admin or DRO collect and upload transcript(s)
5. Once letter is signed AND background check is cleared, Department Admin moves candidate to Formal Offer Extended status in CHRS Recruiting and submits; this will trigger an email to the candidate
  - a. Department Admin or DRO/College Analyst should upload the signed offer letter to the Applicant Card once it's received OR at when the status is moved to Formal Offer Extended
6. Candidate accepts offer in CHRS Recruiting; system will automatically update status to Offer Accepted
  - 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
    - i. Once complete, system will automatically update status to Offer Accepted - Paperwork Received
7. Search Committee Chair or Department Admin moves those not identified to Job Closing Communication.

### **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

### **Forward Documents to ESS**

1. Coordinator for Faculty Recruitment reviews and forwards hiring packet to Employee Support Services (ESS)
2. ESS completes hire process in PeopleSoft, including completion of I-9 via Tracker
3. New employee starts work