CRITICAL PATH TO EMPLOYMENT FOR PROSPECTIVE FACULTY

This document outlines the hiring process for faculty positions at SJSU. It is provided as a courtesy when an informal offer of employment is made. The offer must be approved by Faculty Services before a formal offer may be extended. Each numbered step will not be initiated if all prior tasks have not been completed.

1. **Submit or request remaining application documents**
   a. Priority documents in the Application Portal:
      i. CSU Employment Questionnaire
      ii. Reference and Background Check Release Form
   b. Third party documents to request:
      i. Outstanding Letters of Recommendation and/or SkillSurvey References
      ii. Official transcripts: Degree-granting institution must send directly to the Department

2. **Submit authorization for Accurate.com to conduct a background check**
   a. Complete all steps in the email from Accurate.com.
   b. You must pass the background check.

3. **Accept the Offer (in two ways)**
   a. **Sign and return the Offer Letter via DocuSign**. DocuSign sends an email via dse_na2@docusign.net with the conditional Offer Letter. It has the approved terms, including compensation and range.
   b. **Accept the offer in the Application Portal**
      i. Email from noreply@calstate.edu invites you to return to the Application Portal.
      ii. Check the "accept offer" checkbox; complete Base New Hire Form if prompted to do so.

4. **Form I-9, Obtain SJSU ID, and New Employee Forms***
   a. **FORM I-9 Section I**
      i. Tracker sends an email via i9complete@Tracker.com. Check your spam folder if not received within 24 hours of accepting the offer (3.b).
      ii. Complete Section 1 of FORM I-9.
   b. **SJSU ID number:** Email from university-personnel@sjsu.edu provides your SJSU ID number.
   c. **New Employee Forms**
      i. With your SJSU ID Number on hand, go to the Application Portal, select the Onboarding Portal link, select the New Hire Forms.
      ii. Fill in and complete the forms within DocuSign.
   d. **FORM I-9 Section 2**
      i. Email from up-i9-management@sjsu.edu invites you to set up an appointment.
      ii. Go to SJSU, Administration Building room 242, to complete Section 2 in person.
   e. **Receive access to SJSU IT systems**
      i. After Form I-9 and New Employee Forms are completed, you will receive an email from university-personnel@sjsu.edu with your SJSU email account and instructions to set your password for access to SJSU Information Technology and the Learning Management System.

5. **Confirm your Official Start Date***
   a. Most faculty appointments start at the beginning of the academic semester, a few days before the first day of classes. Your Offer Letter start date is <u>not</u> confirmed as your Official Start Date until FORM I-9 and New Employee Forms have been completed before or on that date.
   b. Late documents push the Official Start Date back; You will receive an addendum to the Offer Letter with your new start date and prorated compensation. Sign and return the addendum in DocuSign.

6. **Onboarding Tasks**
   a. Welcome email from noreply@calstate.edu provides a link to your Onboarding Portal.
   b. Complete remaining tasks such as obtaining your TowerCard, completing CSULearn training courses, purchasing a parking permit if needed, and so on.
   c. Look for an invitation to faculty orientation provided by Academic Affairs.

*Prospective faculty are <u>NOT</u> permitted to work for SJSU or contact students prior to the official start date. Access to SJSU Information Technology and the Learning Management System will not be granted until the Official Start Date is confirmed and FORM I-9 is completed. <u>NO</u> <u>ONE</u> may authorize work prior to the official start date. There is no compensation for any claim prior to the official start date--there are no exceptions.