Process Flow: Details of Recruitment and Hiring Process for New and Rehired Faculty (12+months break in service)

Application and Offer Process

**College/Department**
- Dept identifies need (reviews job card and position numbers)
- Dept reviews required hiring forms in CHRS Recruiting
- Dept selects candidate
- Dept extends verbal offer to candidate
- Dept enters information on Faculty Appointment Log
- Dept initiates Accurate background check

**Candidate**
- Candidate applies for position
- Candidate accepts verbal offer
- Candidate authorizes Accurate background check

**University Personnel**
- FS adjudicates Accurate background check
- FS creates Offer Card in CHRS Recruiting and routes Offer Letter for signatures using college's preferred signing order
Process Flow: Details of Recruitment and Hiring Process for New and Rehired Faculty (12+ months break in service)
Appointment Process

1. College/Department
   - FS creates Offer Card in CHRS Recruiting and routes Offer Letter for signatures using college’s preferred signing order
   - FS moves candidate to Extend Offer status
   - FS checks Load Person and POI Relationship checkboxes in SJSU@Work to create SJSU ID number
   - FS uploads Bulk Compile and signed Offer Letter to OnBase

2. Candidate
   - Candidate signs Offer Letter
   - Candidates accepts offer online (and completes Base New Hire form)
   - Candidate completes Onboarding portal, including Form I-9 and new hire paperwork and gains access to various IT systems (e.g. Canvas)*

3. University Personnel
   - Dept enters CSU Contract Data and Appointment Form
   - Dept uploads appointment paperwork to OnBase
   - Dept checks Load Person and POI Relationship checkboxes in SJSU@Work to create SJSU ID number
   - FS reviews all appointment paperwork for accuracy
   - FS moves appointment paperwork to ESS team if accurate and I-9 complete
   - ESS activates employment in SJSU@Work
   - Payroll sets up pay for employee

*Note: In the near future, access to SJSU programs will be triggered by the completion of the Form I-9