Prepare and Extend Faculty Offers

Presented by

CHRS Recruiting Project Team

University Personnel

CHRS Recruiting Webpage

- Two ways to find the page on the [UP Website](#) (sjsu.edu/up)
  - Quick Links: found on the home page and under Resources
  - Process Toolkit: found in the Recruit section
- Find
  - Documentation
  - Training and Help Information
  - System demos
  - FAQs

Support

- Dedicated support staff in University Personnel
  - Email hr-info-systems@sjsu.edu for system help
  - Email chrs@sjsu.edu for general questions
- Open Labs
  - Tuesdays from 9-11; Thursdays from 2-4
  - Link to information in the Help section of CHRS Recruiting webpage
- User Group (Google Group)
  - Dedicated user group for updates to documentations, reminders on processes, etc.

- Recruitment Process Review
  - Tenured/Tenure-Track/Full-time Temp
  - Part-time Temp

Preparing the Offer

- Move candidate to Prepare for Offer and Upload Transcripts

- Complete the Offer Card

- Generate the draft offer letter
  - For part-time temp, Includes the Terms & Conditions generated in PeopleSoft; must still enter the contract data in PeopleSoft but don't have to generate the T&C

- Edit offer letter and forward for approval (outside of CHRS Recruiting)

- Send approved letter to candidate via DocuSign

- Initiate background check

Finalizing and Extending the Offer

- When background check results are received and signed letter is returned, move candidate to Formal Offer Extended

- Attach outstanding documents (transcripts) to Applicant Card

- Edit Offer Card
  - Remove draft offer letter
  - Attach signed offer letter

- Save and Close Offer Card (do not submit)

- Compile documents on Applicant Card (part-time temp only)

- Open Offer Card and Submit

- Email is sent to candidate

Candidate's Responsibility

- Candidate logs in to review and formally accept their offer

- If new:
    - Candidate completes Base New Hire Form
    - Candidate completes Onboarding Tasks

- If current employee, no form or tasks need to be completed

Integration and Hire

- Once candidate has completed Base New Hire Form (or if candidate is current employee), the hire data will be sent to PeopleSoft in nightly process

- Designated staff in Colleges/Academic Units will review and process data in PeopleSoft

- Integration processes run in PeopleSoft throughout the day to create personal and POI data for new employees

- Once POI data is created, contract data can be entered for part-time temp faculty; no contract needs to be generated for new hires

Here we go!

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Q & A

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Thank you for attending today's training!