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](https://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!
Q & A
Thank you for attending today’s training!