



EMPLOYMENT PROCESS

This is intended to provide guidance for Hiring Managers and Search Committees regarding Employment Processes in order to ensure proper processing of new employees.

Strategic Position Review (SPR)

- The employment process begins when the approved SPR is submitted to the Human Resources Department
- HR will notify the department when the SPR has completed the approval process.

Employment Requisition

- The CSU Careers Online System begins the job announcement process via an electronic Employment Requisition (ER)
- The Department submits an electronic ER via the onsite web address: <http://careers.centralstate.edu/hr>
- Prior to initiating an ER on the CSU careers online system, initiators must be trained by HR and provided access to the careers website
- Positions are posted for timelines as follows:
 - I. Staff positions for up to **90** days absent special circumstances.
 - II. Dean/Director or above level positions for up to **180** days absent special circumstances.
 - III. Faculty positions up to **one year** absent special circumstances.
- Once the ER has obtained all electronic required approvals, HR will post the position
- HR will notify the hiring manager when the position has been posted

Job Announcement/Advertising

- HR advertises vacant positions on the CSU Careers Online System, Higher Ed Jobs. Additional sources may be expressed on the ER at the Hiring Department's expense.

Employment Application

- All applicants, internal or external, apply online at <http://careers.centralstate.edu>
- The application specifies that additional materials such as; letters of interest, resumes, and vitas requested by the hiring manager are attached electronically to the application in the careers employment website.
- The application specifies that additional materials that are not electronic such as original transcripts and letters of reference will be sent directly to the department/hiring manager, **not Human Resources.**

Interview & Selection Process

- HR must be informed of the names of the Chair and members of any search committee
- The Hiring Manager or Search Committee selects the candidates for Interview. A minimum of three (3) candidates is recommended
- Interview Questions must be standardized for all candidates, eliminating reference to personal, family, or medical issues
- Requests for HR to assist in developing interview questions must be made well in advance of the interview day to permit proper preparation
- Interview Questions may be obtained via jobinterview.net or various other websites

Background Investigation

- All applicants approve submission to a Background investigation on the electronic application form
- Background checks are conducted on the final candidate(s)
- The hiring manager or search committee must inform HR of who the final candidates are **when they are selected** and request the background checks
- All selected candidates receive a Basic Investigation, which includes Criminal Record and Driving Record
- Positions at the Dean/Director or above level, and positions involving fiscal or confidential responsibilities receive a Comprehensive Investigation, which includes Criminal Record, Driving Record, Credit History, Employment History, and Educational Background.
- The Bursar's Office, Payroll, and Registrar will verify current or former employee and/or student status and whether the applicant owes past due balances. If a past due balance is owed Payroll will coordinate a payment plan accordingly
- HR will notify the Hiring Manager of the results of the Background Investigation. If the results are unsatisfactory, HR will make recommendation on further action.
- The hiring manager/search committee follows-up with and verifies letters of reference
- The background investigation must be completed before the Personnel Action Form (PAF) is initiated by the department

Employee Action Form/Hiring

- The Personnel Action Form (PAF) is initiated by the Hiring Manager with signatures of the Dean/Director and the area VP.
- The PAF must have the following:
 - Application
 - Cover Letter (if applicable)
 - Resume, or Vitae (if applicable)
 - Official Transcripts
 - Letter of Reference(s) (if applicable)
 - Position Description
 - Approved Strategic Position Review (SPR)
 - Other supporting credentials as required.
- Offers of employment cannot be made until after the PAF is fully processed with all authorizing signatures. Until the PAF is complete, it is a recommendation for employment only.

Assignment of Hiring Dates

- Candidates should **not** be given start dates for employment during the PAF process
- Start dates are determined by **HR** after the PAF is completely processed
- Monthly staff start dates are the 1st of each month
- Bi-Weekly staff start dates are at the beginning of a pay period
- **No** employee should start work prior to contract being complete. HR will notify department to send the employee home if PAF is not complete

Offer of Employment

- Offers of employment/Offer letters for staff positions should not be sent to any candidate without HRs approval and participation
- Academic Affairs sends out offers of employment to **faculty, director, and senior administrator within the division**. Human Resources should be copied.

Non Selection Letters

- Applicants who do not meet the minimum qualifications are notified electronically after the position has been filled.
- Hiring Managers will change the status of candidates for the non-selection process via the CSU careers online system
- HR will conduct the non-selection notification process on behalf of Search Committees. The Search Committee must notify HR of the status for each non-selected applicant to ensure this process is complete correctly

Closing the Job Posting

- Once candidates are chosen for interviews, the posting will be closed/removed from the website to ensure other candidates do not continue to apply for the position
- The job posting will be designated as "position filled", via the CSU Careers Online System after the selection process is complete, meaning the PAF has been completed.

Separations

- When separating from the University, department must complete a separation PAF and a Separation of Employment Form, along with a letter of separation
- Grant employees do not receive vacation payout when separating from the university (refer to HR policy 613)

Human Resources appreciates your cooperation in adhering to the Employment Process