



CSU 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 SPR is submitted at the **Cabinet Level (due to the Hiring Freeze, each SPR will be highly scrutinized to ensure position must be filled)**
 - Temporary positions do not require a SPR until the position is permanently filled
 - HR will notify the department regarding whether they are approved to proceed with an electronic Employment Requisition via the CSU careers online system

- **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: Staff positions for up to **90** days absent special circumstances. Dean/Director or above level positions for up to **180** days absent special circumstances, 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
 - When reclassification of a position is needed, an ER must be submitted

- **Job Announcement/Advertising**
 - HR advertises vacant positions on the CSU Careers Online System, CSU Job Board, Higher Ed Jobs and HBCU Connect. Additional sources may be expressed on the ER.
 - HR coordinates publishing job announcements to external sources at the Hiring Manager's request which is located on the electronic requisition. HR maintains the budget for these announcements and coordinates the advertising.

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

- **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 can 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
 - HR notifies the Hiring Manager of the results of the Background Investigation. If the results are unsatisfactory, HR makes a 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 Employee Action Form (EAF) is initiated by the department

- **Employee Action Form/Hiring**
 - The Employee Action Form (EAF) is initiated by the Hiring Manager with the signature of the area VP and submitted to HR after the background investigation is completed
 - The EAF must have the application, **transcripts** and other supporting credentials attached
 - Offers of employment cannot be made until after the EAF is fully processed and signed by the President. Until the EAF is complete, it is a recommendation for employment
 - The EAF must be completely processed and signed by the President in order for candidates to begin work as new employees

- **Assignment of Hiring Dates**
 - Candidates should **not** be given start dates for employment during the EAF process
 - Start dates are determined by HR after the EAF is completely processed
 - Monthly staff start dates are the 1st and 15th 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 EAF 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 for **faculty**, a copy should be given to Human Resources so that copies can be placed in the HR file
- **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 EAF has been completed.
- **Separations**
 - When separating from the University, department must complete a separation EAF 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