EMPLOYMENT PROCESS

The CSU Employment Process provides 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 to the Human Resources Department. *(Each SPR will be highly scrutinized to ensure vacancy must be filled)*
- Faculty and Temporary positions do **not** require a SPR until the position is permanently filled.
- HR will notify the department when the SPR is approved.

**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](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.

**Job Announcement/Advertising**
- HR advertises vacant positions on the CSU Careers Online System and Higher Ed Jobs. Additional sources may be expressed on the Electronic Requisition.
- HR coordinates publishing job announcements to external sources at the Hiring Manager’s request which is located on the electronic requisition.

**Employment Application**
- **All** applicants, internal or external, apply online at [http://careers.centralstate.edu](http://careers.centralstate.edu)
- The application specifies that additional materials that must electronic such as letters of interest, resumes, and vitas are requested by the hiring manager and are attached electronically to the application by the application.
- The application specifies that additional materials that may not be electronics 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 others 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 of 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

Personnel Action Form/Hiring
- The Personnel Action Form (PAF) is initiated by the department with required signatures of the Dean/Director and the area VP
- The PAF must have the application, transcripts and other supporting credentials attached
- Offers of employment cannot be made until after the PAF is fully processed. Until the PAF is complete, it is a recommendation for employment

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 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 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 for faculty, a copy should be given to Human Resources so that copies can be placed in the personnel file

Non Selection Letters

- Applicants not selected for any position, 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
- The job posting will be designated as “position filled” via the CSU Careers Online System after the selection process is complete

Separations

- When separating from the University, department must complete a separation PAF, a Separation of Employment Form and 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

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