STUDENT EMPLOYMENT IN CHRS RECRUITING
GUIDELINES & PROCEDURES

All **<u>new/vacated</u>** Student Employee positions (Student Assistant, Bridge, and Work Study) must be posted through CHRS Recruiting for a minimum of five business days prior to selection of student.

Step in Process	Responsibility and Corresponding Tasks		CHRS Recruiting System Guide Recommendation
	Hiring Department/Committee	**Human Resources**	

Step 1
Submit a Job Card
	Log in to CHRS Recruiting, and begin initiating a requisition using a Job Card
	• Navigation to Job Card: Jobs-> New Job
	When completing the job card keep in mind:
	<u>Position Field:</u>
	• If position is existing/vacated, obtain the position number from your department/division/college Administrative/Budget Analyst. In the "Position No." field, use the magnifying glass search feature to insert the correct position number.
	  ◦ Make sure the position number you choose has an "**ST-**"prefix, or else you will be pulling a position number from a different CSU campus.
	  ◦ Review information (in blue drop down box) associated with position number to ensure department, classification, pay plan, time base, 'reports to', etc. are all correct. If info is not correct, ***enter correct info in the appropriate fields throughout the rest of the Job Requisition***. (The info will be updated by the Budget Analyst in PeopleSoft during the approval process.)
	• If position is new or number is unknown, leave field blank.
	<u>Template Field:</u>
	• Select ST-Student Employee before submitting the Job Card.
	After confirming all fields are correctly completed, press "Submit" to move onto the Job Requisition.
			Quick Reference Guide:
			• Submitting a Requisition
			Video:
			• Submitting a Requisition using a Job Card
			Tips:
			• All fields with an asterisk must be completed
			• Use magnifying glass icon to search, select, and insert

Step 2
Complete the Job Requisition
	When completing the requisition keep in mind:
	<u>Position Number:</u>
	• If position number was not inputted on the Job Card either:
	  1. Use the corresponding "place holder" position number according to the student classification you intend to hire for:
	    • **ST-18700000 Student Assistant**
	    • **ST-18740000 Bridge Student Assistant**
	    • **ST-18710000 Work Study**
	  2. Contact your Budget Representative
	    • Academic Affairs-Lisa Butler (x3757)
	    • Student Affairs-Kathy Trent (x3144)
	    • Budget Services- Budget (x3653)
	<u>Recruitment Process</u>:
	• The Recruitment process will vary depending
			Quick Reference Guide:
			• Completing a Requisition
			Video:
			• Submitting a Requisition
			Tips:
			• All fields with an asterisk must be completed
			• Use magnifying glass icon to search, select, and insert name(s). Do not just enter name.

	on the Student Classification type you intend to hire: • **ST- Student Assistants**- Student Assistants (1870), Bridge (1874 • **ST- Work Study**- Work Study (1871) <u>Search Details</u>: • This is not a requirement for hiring Student Assistants (1870), Bridge (1874), and Work Study (1871) Employees • If your department decides to have a committee, use magnifying glass icon to search, select, and insert Search Committee Chair and other committee members. • The recommended number of committee members is three (3), but <u>*no more than*</u> five (5). Members should be selected based on direct knowledge of, subject matter expertise, or experience with, the position responsibilities and its essential functions. <u>Users/Approvers:</u> • Reports to Supervisor" is the person who this requested position will be reporting to. This person must be an MPP or academic department chair. • "Administrative Support" is the support staff member designated to support the MPP hiring authority with the recruitment/hire. • "Hiring Administrator" is the MPP or Department Chairperson *with HEERA- designated hiring authority* over position being requested (often the same as the "reports to supervisor). <u>Approval Process:</u> • Select the Approval Process based on the Student Classification type you intend to hire: 1. **ST- Student Assistants** ▪ For hiring Student Assistants (1870) or Bridge (1874) Employees 2. **ST- Work Study** ▪ For hiring Work Study (1871) employees • When completing the approval process, select appropriate MPP/Dept Chair/PI along with the appropriate Budget Representative depending on your department • Academic Affairs-Lisa Butler (x3757) • Student Affairs-Kathy Trent (x3144) • Budget Services- Budget (x3653)		
Step 3 Posting & Advertising	Once the requisition is fully approved, the position will be posted on the [Career Opportunities page]() • To share the posting link on a social media websites or through an email, scroll to the bottom of the page and click on one of the icons next to the "Share This" phrase Share this: More	**Talent Acquisition Specialist (TAS):** • Once the requisition is approved, the TAS will post the position for a minimum of 5 business days or longer if requested	

Step 4 Interview Preparation	While the job vacancy announcement is undergoing the required posting period and applications are being submitted, the committee may begin preparation for interviews by preparing the following: Compile interview questions, identifying the preferred qualifications (listed on the announcement) to be measured; • Develop assessment "testing" tools (optional, but strongly recommended) to measure critical/specialized skills. Assessments should include: an instruction sheet for the candidates that indicates what each exercise is measuring, (e.g. writing skills, budgeting skills, critical thinking skills); a key for each exercise; information on how each exercise will be scored or weighted, (e.g. pass/fail, what constitutes a passing score, must pass all exercises to be considered further, or results will be incorporated into overall ratings) and how much time will be allowed.		
Step 5 Applications Received and reviewed (shortlisting)	With a Search Committee: • Once all committee members have completed the screening and have entered scores for all applicants, the committee chair will compile all scores to determine the top scoring applicants. • The search committee chair can contact the candidates either by phone or email to schedule/coordinate interviews. • The search committee chair will change the status of applicants who will definitely not be considered further to "Search Committee Review Unsuccessful". • For the top candidates who will be invited for interview, change status to "Interview 1 Accepted" or "Interview 1 Declined" as applicable. • It is recommended that the search committee chair hold off on changing the application status of any applicants who *may* be considered in a second tier, in case the first round of interviewed applicants fails to produce a viable candidate. • Once committee interviews are done, and if hiring authority is not serving on the committee, change status of recommended candidate(s) to "Hiring Manager Review", otherwise the search committee chair will change the status to "Finalist Selected HR Review" **Please note**: • Do NOT record interviews. All search committee members should attend all interviews. • If any member of the search committee is related to any of the applicants or has another conflict of interest, that search committee member should recuse themselves from serving on the committee.		**Quick Reference Guide:** • Search Committee Chair: How to Change Application Statuses • Search Chairs: How to run the search committee scores report **Video:** • Search Committee Chair: How to Change Application Statuses • Search Chairs: How to run the search committee scores report • Reviewing and Rating Applicants • Acting as a Search Committee Member **Tips:** • From the "Search Committee Review" status, you may skip "Invite for Interview" status and move each applicant directly to "Interview 1 Accepted" or "Interview 1 Declined". • If more than one round of interviews are to be held, then candidates who will be interviewed a second time should be moved to the status of "Invite for Interview 2/3". The search committee chair should update each interviewed applicant to the appropriate application status to

	If no Search Committee:
	• The hiring manager will need to:
	  ○ Complete the screening and compile all scores to determine the top scoring applicants
	  ○ Change the status of applicants who will definitely not be considered further to "Search Committee Review Unsuccessful".
	  ○ Contact the top candidates either by phone or email to schedule/coordinate interviews.
	  ○ After receiving responses on whether the candidate accepts or declines the interview, the hiring manager will change the applicant's status to "Interview 1 Accepted" or "Interview 1 Declined" as applicable.
	  ○ After conducting the interviews the hiring manager should change the status of the interviewed applicant that was selected as the finalist to "Finalist Selected HR Review" and change the status of those who will not be considered further to "Interview Unsuccessful".
	
	Upload interview questions, scoring criteria, interview scores, assessments, assessment results, and any other selection documentation used to the "Documents" tab on the job req.
			maintain automatic communication with the applicant. The search committee chair should only move applicants to the following statuses, as appropriate:

Step 6 Hiring Manager Review	**Hiring Authority**: If not on the committee, review candidate documentation from committee, determine who to interview, prepare validated interview questions, and conduct final interview(s). After interviews, upload interview questions and scoring criteria, interview scores to the "Documents" tab on the job req.		**Quick Reference Guide:** • How to Change Application Statuses **Video:** • How to Change Application Statuses
Step 7 Final Selection and Verbal Conditional Offer	**Hiring Authority:** • Upon final selection, change application status of finalist to "Finalist Selected HR Review". • If a background check is required the Talent Acquisition Specialist will give instruction on making the contingent offer, Hiring Authority will then need to contact finalist and make verbal offer. Once the finalist's acceptance the conditional offer, the Hiring Authority will change the applicant status to "Conditional Offer Accepted" or "Conditional Offer Declined", as appropriate.	**Talent Acquisition Specialist (TAS):** • Will review finalist application and all selection materials and move applicant status to "Conditional Offer Approved/Extended", triggering instructions on making a verbal offer to the hiring authority. • Once verbal contingent offer is accepted, TAS sends notice to finalist and initiates background checks and offer card.	
Step 5A Background Checks	**Hiring Authority:** • The hiring authority will conduct reference checks with at least three of finalist's most recent supervisors and submit to the assigned TAS when completed • For current, on-campus employees being considered for the position, the review of performance evaluations in the official personnel file may be requested *by the*	**Talent Acquisition Specialist (TAS):** • TAS will coordinate/initiate all required background checks required for position, per CSU Background Check policy.	

	MPP hiring authority as part of the reference checking process. Please contact your Talent Acquisition Specialist ***in advance*** to make arrangements to review performance evaluations.		
Step 5B Offer Card	**Hiring Authority:** Once you have received notification that the Offer Card is ready for review the hiring authority should review the following: • Update the recommended salary the Hiring Authority will update the “Base Pay Rate” to the approved salary • Confirm that the start is correct (on Monday, Tuesday, or Wednesday) • Update the dates that the verbal offer was extended and accepted.	**Talent Acquisition Specialist (TAS):** • Initiate formal offer in CHRS Recruiting. • Once manager and Budget Office approves offer, TAS sends offer letter and position description to finalist. If finalist declines offer, TAS will contact hiring manager and discuss next steps. Provide consultation regarding failed searches or declined offers.	**Quick Reference Guide:** • Reviewing and Approving an Offer **Video:** • Approving an Offer **Tips:** • The start date on the offer card should fall on a Monday, Tuesday, or Wednesday
Step 6 Onboarding New Employee	**Hiring Authority/Manager:** • Complete “Onboarding Tasks” in CHRS Recruiting as assigned. • Reference New Employee On-boarding Checklist as a guide to prepare for the new employee’s arrival on campus.	**Talent Acquisition Specialist (TAS):** • Initiates onboarding, assigning tasks to both the new employee and hiring manager in preparation for employee’s first day. • Meet with new employee on their first day to complete New Hire Documents. • Enter employee’s hire data into PeopleSoft.	**Quick Reference Guide:** • Onboarding **Video:** • Onboarding Task Review • Onboarding an Employee Demo
Step 8 Reporting Time	**Hiring Authority/Manager:** • Train temp employee and monitor work performed. • Submit timesheets/approvals on the last day of each pay period and last day of appointment, per established Payroll time reporting guidelines. • If at any time there are any performance issues or training needs, contact HR.		

Contacts:

Alex Lazar- *Talent Acquisition Assistant & Employment Assistant*	Ext. 3351	Alazar1@csustan.edu
Areli Ortiz - *Talent Acquisition Assistant & Employment Assistant*	Ext. 6774	aortiz35@csustan.edu
Ana Contreras- *Federal Work Study Advisor*	Ext. 6582	acontreras32@csustan.edu
Lisa Butler- *Sr. Budget Analyst (Academic Affairs)*	Ext. 3757	lbutler4@csustan.edu
Katherine Trent- *Sr. Budget Analyst (Student Affairs)*	Ext. 3144	ktrent@csustan.edu
Budget Services- *Director, Budget Planning & Admin. (All other depts.)*	Ext. 3653	budget-services@csustan.edu