JA - Recruitment Process Faculty Part-Time (Fast-track)

If you have a part-time faculty candidate you already know you want to hire, you will need to do these minimum steps to fast-track them through the process. **A job card must be created for your hire**. *Note: Items in gray are steps that are automatically updated by the system. Departments do not need to put applicants in these steps. They are informational for the department to know when an action has taken place.*

Application Status	Email	Form	Required Step	Notes
New Application	x		x	Applicant must go to the Careers website to apply. This process will collect the following documents: - Cover letter (letter of interest) - Resume/C.V. - Reference and Background Release Form
Letter of Recommendation Initiated (automatic)	x	x	x (Note: Need to only do either automatic or manual, not both)	When an applicant is moved to this status, the 3 Referees from the application will be sent an online form to upload a letter of recommendation. Referee will automatically upload the letters to PageUp via online form. Not required if letters are collected manually.
Letter of Recommendation Initiated (manual)			x (Note: Need to only do either automatic or manual, not both)	When an applicant is moved to this status, the department will contact the 3 referees from the application outside of CHRS Recruiting either through email, phone, Skill Survey, etc. Department must upload letters of recommendation to PageUp. Not required if letters are collected automatically.
Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)	x	x	x	When an applicant is moved to this status, Reference Check and Background Release form and the CSU Employment Form will be sent to applicant automatically.
Phone/Video Interview Successful (Complete: RC&BR Form and CSU EQ Form)				Once applicant submits the forms in the step above, system will update to this status. This is how department will know the forms are complete. **Department does not need to update to this status**.
Prepare Offer and Upload Transcripts			x	When an applicant is moved to this status you will be prompted to complete the offer card. The transcripts must be loaded on the offer card or the applicant card.
Background Check Initiated	x			Can use this step when background check is initiated.
Background Check Successful				
Background Check Unsuccessful	x			Set to this if background check is unsuccessful
Formal Offer Extended	x		x	**Before this step is submitted, department should create the bulk compile PDF file.** (See UG -Preparing and Extending the Offer - Faculty [pdf]). Once bulk file is created, submit the step and the online offer will be sent to applicant.
Formal Offer Accepted		x		When an applicant is moved to this status they will be assigned the New Employee Base form to complete. Once the form is complete the applicant will be granted access to the Employee Portal. **Department does not need to update to this status** as this step is updated automatically by the system.
Offer Accepted Paperwork Received				Once employee submits the New Employee Base form, the status will be automatically set to this status. **Department does not need to update to this status** as this step is updated automatically by the system. PeopleSoft integration begins at this point.

Steps that happen beyond this point:
New employee data will be uploaded into PeopleSoft staging table
College contact desginee will log into PeopleSoft to confirm data.
After confirmation and new employee data load is run, Personal Data and POI data are automatically created in PeopleSoft
Department can check CSUID Search to confirm employee data in PS (check for future hire row) or confirm with college analyst that the new hire is in PeopleSoft
Department should help new employee with I-9 - follow your department's current process
Department creates Contract data in PeopleSoft
Department generates appointment form
Department merges/adds appointment form to CHRS Recruiting bulk compile PDF and sends to ESS.