



THE EMPLOYMENT PROCESS

Human Resources & Equal Opportunity

*An Equal Opportunity/Affirmative Action/Title IX Employer
Creating Excellence Through Diversity*

The purpose of this document is to provide you with information about the University's hiring process through the department of Human Resources and Equal Opportunity (HREO).

RECRUITMENT: The University accepts applications and/or resumes for vacant positions within the specified recruitment periods noted in the applicable job announcement. Recruitments are open to the public and current Cal State San Marcos employees for a minimum of fourteen (14) calendar days; however, some vacancies may remain open for several weeks, or until the position is filled. While most recruitments are conducted to fill current vacancies, others are conducted to fill newly established positions.

REQUIREMENTS: Each job classification has its own unique requirements and/or skill set(s). Please read the job announcement carefully making sure you meet the published qualifications contained in the job description before applying. A "hyperlink" displayed within the job announcement will allow you to access the job description; supplemental application materials; and benefit summary for the posted position. All required documents must accompany your initial application. Any required application material omitted from your record will disqualify you from further consideration.

APPLICATION PROCESS: Please read the application procedures carefully. As you move through the process, please be sure to follow all of the instructions provided and complete the employment application, supplemental application forms (if applicable), attach and submit a resume, and/or any other requested materials to HREO on or before 5:00pm on the filing deadline date. On the employment application, be sure to identify the position name and REF# (reference number) of the position for which you are applying. Be specific about your knowledge, experience and training and, above all, complete each section of the application.

APPLICATION EVALUATION: Applications are pre-screened for minimum qualifications by a member of the HREO department. A second screening of qualified applications is typically completed by the hiring authority or by a selection committee of subject matter experts. If a selection committee is assigned to participate in the interview process, they will make recommendations to the hiring authority on those applicants they found most qualified to progress to the next stage of the selection process. While it is our goal to keep the selection process well-tuned and efficient, it is important to note that there are several steps in the overall process including multiple interviews, possible skills testing, reference checks, background investigations, and possible pre-employment health assessments. The entire selection process may take between four (4) and six (6) weeks. Applicants will receive acknowledgement of receipt of their applications via postal mail or e-mail. Only the most qualified applicant or applicants are recommended for final interview or selection. Once a final decision is made, either the hiring authority or a member of the HREO department will extend an official offer of employment. All applicants interviewed will be notified by postal mail or e-mail following the formal acceptance of employment by the chosen candidate.

IF YOU ARE SELECTED: If you are selected for a position and you have accepted the offer of employment, your specific position may require some or all of the following: a pre-employment medical exam, drug screen, background investigation, and psychological exam. Upon successful completion, your start date will be discussed and agreed upon between you and the hiring authority.

Under federal law, employers are required to verify that all new employees are eligible for employment in the United States and meet the Internal Revenue Service and the State of California Franchise Tax Board requirements. Should you be selected for the position for which you are applying and you begin the hire process, you **MUST** sign onto the University's payroll prior to the first day of employment **OR** on the first day of employment under the name that appears on his/her social security card. New employees **MUST** present his/her actual social security card as verification and a document that establishes his/her identity in accordance with established I-9 requirements.

If hired, your position may require you to serve a probationary period before you become a permanent Cal State San Marcos employee. Any applicable probationary period will be discussed with you prior to your official date of hire.

FOR MORE INFORMATION:

- For updates on recruitment vacancies call HREO's 24-Hour Job Line at (760) 750-4410
- OR visit our web site at www.csusm.edu/HR/
- For General Information call (760) 750-4418
- Hearing and Speech impaired customers call our TDD Line at (760) 750-3238
- HREO's Fax number is (760) 750-3141

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