



Frequently Asked Questions (FAQ's) Human Resources & Equal Opportunity

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

1. Q: Can I submit one application for multiple positions that I may be interested in? -
A: Because each position has its own unique requirements, you **MUST** complete a new employment application for each position that you may be interested in.
2. Q: Will I receive notification if I'm not selected for interview? - A: Yes. Human Resources & Equal Opportunity (HREO) will send out letters or emails to those not selected for interview.
3. Q: What documents are required to apply for a position? A. Applicants are required to comply with application requirements as stated on the vacancy announcement. These requirements may include resumes and/or supplemental application materials highlighting specific position skills/abilities.
4. Q: What does the term "First Review" mean? - A. If a job announcement reads "First Review", it represents the date that the hiring authority or search committee will begin reviewing the qualified applications submitted to the HREO.
5. Q: What does the term "Open Until Filled" mean? A. If an application deadline reads "Open Until Filled", it represents the date by which the hiring authority or search committee will continue to accept applications. However, it is recommended that you submit your application as soon as possible after seeing the vacancy announcement.

As an example, if an application deadline reads "Open Until Filled", review of applications to begin January 1, 2004" it means the hiring authority or search committee will begin to review all applications received in HREO by that date. Applications received after this date may not be considered. In the event a successful candidate is not selected from the first pool, applications received after the first review date will be considered.
6. Q: How can I inquire the status of my application? A. To check the status of an application, please email us at hrjobs@csusm.edu.
7. Q: How often are new jobs listed? - A. New positions are listed as they become available on our website (www.csusm.edu/HR/), 24-hour job line (760-750-4410), and in the HREO Office Lobby.
8. Q: How long do you keep applications on file? A. Your application remains active until the position you have applied for has been filled. Once the position is filled, applications of the candidates not selected are considered inactive.
9. Q. Do you hire for other CSU campuses? - A. No. We don't process applications for other CSU campuses; each CSU campus is a separate entity. To research employment at other CSU campuses, please visit the CSU Careers website at <http://csucareers.calstate.edu/>

10. Q. If I'm ultimately hired, what documents do I need to bring in order to sign onto the University's payroll? A. 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 receive an job offer and accept, you will be expected to sign onto the University's payroll prior to **OR** no later than the first day of employment. New employees must sign onto the payroll system under the name that appears on your social security card. You **MUST** present an original social security card as verification and a photo document that establishes your identity; copies of social security cards are not accepted.