

CAL STATE SAN MARCOS
HUMAN RESOURCES & EQUAL OPPORTUNITY (HREO)
WITH COMMITTEE RECRUITMENT CHECKLIST

PART I: DEFINITION

HREO = Human Resources and Equal Opportunity **ASPR** = Administrative/Staff Personnel Requisition;
ARF = Application Rating Form **IRF** = Interview Rating Form **PAN** = Personnel Action Notice

PART II: PRE-RECRUITMENT INITIALIZATION

1. ___ For **NEW** positions, or positions with **REVISED** duties:
 - a. Contact your HR Rep to assist in new/revised Staff Position Description (Job Description)
 - b. HREO works with Hiring Authority to review and establish the appropriate classification level

For **REPLACEMENT** positions where the duties have not changed:

 - a. Please ensure correct reporting relationship and any other information on the job description
2. ___ Please submit the following documents (i.e., recruitment package):
 - a. Administrative/Staff Personnel Requisition with all appropriate signatures
 - b. Electronic version of the Job Description via e-mail to the Recruitment Coordinator
 - c. Recruitment timeline
 - d. Search Committee members
 - e. First and second interview questions
3. ___ Combine with Number 2 above, HREO will discuss the posting process, recruitment strategies and advertising needs (location, costs, and dates) via e-mail, phone or in person with Hiring Authority. The Hiring Authority may get answers to questions and discuss particulars of this vacancy and recruitment needs (i.e., timetable).
4. ___ HREO works with Hiring Authority to write and place advertisements, etc.
5. ___ HREO posts the job description and creates the ARF to submit to the Hiring Authority for review.

PART III: SCREENING AND INTERVIEWING PROCESS

1. ___ HREO pre-screens applications for minimum qualifications.
2. ___ Committee Chair schedules a meeting with the Recruitment Coordinator, Hiring Authority (optional), and Search Committee to review interview/selection process.
3. ___ HREO provides to Hiring Authority or Search Committee Chair:
 - a. List of candidates meeting minimum qualifications
 - b. List of sample questions
 - c. List of prohibited questions
 - d. Internal candidate's guidelines
4. ___ Search Committee selects candidates to be interviewed by screening applications for further qualifications by using ARF.
5. ___ Search Committee Chair submits all completed ARF's to the Recruitment Coordinator for the recruitment file along an email stating recommendations for interview.
6. ___ Recruitment Coordinator reviews and notifies the Search Committee Chair to proceed with scheduling the interviews.
7. ___ HREO will create IRF for interview.
8. ___ Search Committee schedules interviews and reserves room. Upon request, HREO is available to schedule interviews for Search Committee.
9. ___ If Search Committee schedules interviews, please submit via e-mail the confirmed interview schedule to the Recruitment Coordinator for the recruitment file. Search Committee conducts interviews using interview questions and IRF.

Referring SELECTED Candidates For 2ND Interview:

10. ___ Search Committee writes a justification memo summarizing strengths and weaknesses of interviewed candidates based on IRF selection factors and identifies the candidates to move forward for a 2nd interview.
11. ___ 2nd interview justification and IRF's are forward to HREO for the recruitment file.
12. ___ Recruitment Coordinator reviews and notifies the Search Committee Chair to proceed with scheduling the interviews.

PART IV: CONDUCTING 2ND INTERVIEWS BY MANAGER/HIRING AUTHORITY

1. ___ Hiring department schedules interviews. Upon request, HREO is available to schedule interviews for Hiring Authority.
2. ___ If Hiring department schedules interviews, please submit via e-mail the confirmed interview schedule to the Recruitment Coordinator for the recruitment file. Hiring Authority conducts 2nd interviews using interview questions and IRF.
3. ___ Please have each candidate finish completing the front page of the application form and sign in appropriate area.
4. ___ Please have each candidate sign a Reference Check Authorization Form during 2nd interview.
5. ___ At conclusion of interviews the Hiring Authority conducts reference check with preferably three employers of top candidate(s).

PART V: EXTENDING OFFER

1. ___ Hiring Authority writes hiring recommendation memo, which includes reference check information and proposed salary and sends to Recruitment Coordination along with IRF's and reference check notes for the recruitment file.
2. ___ HREO reviews and notifies Hiring Authority to proceed with an offer of employment.
3. ___ Hiring Authority makes hiring offer **OR** may request the hire offer be made by the Recruitment Coordinator, and proceeds with the following:
 - a. Offer accepted (*If offer is declined, contact HREO for further discussion*)
 - b. Hiring Authority advises candidate when and where to report to HREO for Payroll sign-on, etc.
 - c. Hiring Authority submits e-mail to Recruitment Coordinator confirming salary and start date
 - d. Recruitment Coordinator generates offer letter
 - e. Hiring department generates a PAN and routes through the normal signatures
4. ___ HREO sends regret letters to interviewed candidates not selected for hire. As a courtesy internal candidates should be contacted via telephone and informed of selection. As a formality HREO will follow up with a written letter.