

**CAL STATE SAN MARCOS HUMAN
RESOURCES & EQUAL OPPORTUNITY (HREO)
NO 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

PART III: INITIATING ACTUAL RECRUITMENT AND POSTIONS REQUIREMENTS

1. ___ 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. Interview questions
2. ___ Combined with Number 1 above, HREO will discuss the posting process, recruitment strategies and advertising needs (location, costs, and dates) via email, phone or in person. The Hiring Authority may get answers to questions and discuss particulars of this vacancy and recruitment needs (i.e., timetable).
3. ___ HREO works with Hiring Authority to write and place advertisements, etc.
4. ___ HREO posts the job description and creates the ARF to submit to the Hiring Authority for review.

PART IV: SCREENING AND INTERVIEWING PROCESS

1. ___ HREO pre-screens applications for minimum qualifications and provides to Hiring Authority:
 - a. List of candidates meetings minimum qualifications
 - b. List of sample questions
 - c. List of prohibited questions
 - d. Internal candidate's guidelines
2. ___ Hiring Authority selects candidates to be interviewed by screening applications for further qualifications by using an ARF.
3. ___ Hiring Authority submits all completed ARF's to the Recruitment Coordinator for the recruitment file.
4. ___ Recruitment Coordinator reviews and notifies the Hiring Authority to proceed with scheduling the interviews.
5. ___ HREO will create IRF for interview.
6. ___ Hiring Authority schedules and conducts interviews. Upon request, HREO is available to schedule interviews for Hiring Authority. If Hiring department schedules interviews, please submit via e-mail the confirmed interview schedule to the Recruitment Coordinator for the recruitment file.
7. ___ Please have candidates finish completing the front page of the application form and sign in appropriate area.
8. ___ Please have candidates sign a Reference Check Authorization Form during interview.
9. ___ At conclusion of interviews the Hiring Authority conducts reference check preferably with 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 submits to Recruitment Coordinator 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.