

CSUSM Corporation Summary of Hiring Documents

<u>Forms</u>	Regular (40%) Regularly scheduled to work 30 or more hours per week for period of 60 days or longer (eligible for full benefits package)	Part-time/Temporary		
		<u>Full Leave (12%)</u> 6 months or more <u>and</u> 20 or more but less than 30 hours per week (Vacation, PTO, PH & Holiday Pay on pro-rated basis)	<u>Paid Sick Leave only (12%)</u> Less than 6 months appointment and/or less than 20 hours per week (Sick leave only)	<u>Student Assistants (4%)</u> Must be enrolled as at CSUSM at least part-time (6 units undergrad/4 units grad) max 20 hours per week during academic time (No leave benefits)
Employment Requisition	Required	Recommended (Required if non-Sponsored Projects funded position – requires Presidential approval)	(Required if non-Sponsored Projects funded position – requires Presidential approval)	
Job Description	Required	Required	Required	Required (Use Student Job Description)
Job Announcement	Required (if recruiting)	Recommended (if recruiting)	Recommended (if recruiting)	Use CSUSM Career Center
Application	Required	Required	Required	Required (Use Student Application)
Application Rating Form (ARF) – Uniform criteria for applicant ratings	Required	Recommended	Recommended	Recommended
Interview Rating Form (IRF) - Uniform criteria for rating interviews	Required	Recommended	Recommended	Recommended
Employment Authorization Form (EAF)	Required	Required	Required	Required