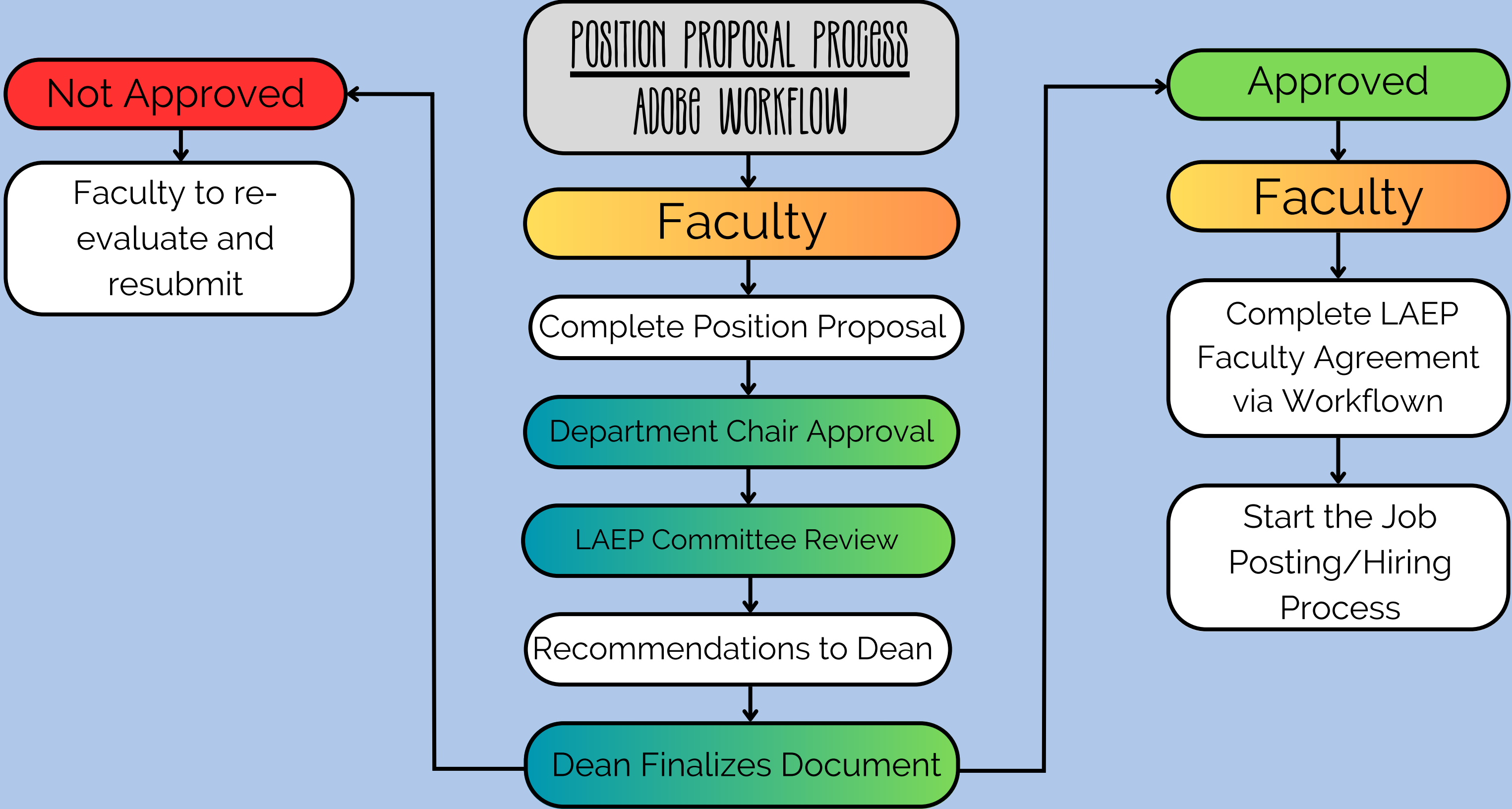


# LAEP FLOW CHART



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## JOB POSTING PROCESS

### Faculty

#### Post for Hire

Send Career Center

- Approved Position Proposal Form
- Completed LAEP Faculty/College Agreement

#### Career Center

**Emails predetermined LAEP eligible students only:**

- Job Posting
- Job Announcement
- Student Interest Form

#### Direct Hire

Student candidate has been identified by department

Department confirms student qualifies as LAEP eligibility through myCSUSM

**HR Tip:** student assistance are not backed by a bargaining unit agreement. If student is LAEP eligible, job posting is not required.

# LAEP FLOW CHART

## Hiring Help:

- HR@CSUSM.edu
- e-PAN Effective date is the same as 1st day of work.
- e-PAN documents to include:
  - LEAP Faculty/College Agreement
  - LEAP Student Agreement
  - Approved Position Proposal
- Position #: If none exists, contact Susie Martinez
- Student must go to HR with Proof of U.S. work eligibility on or before their first day of work.

HIRING PROCESS

Faculty

1. Review Student Interest Form
2. Review Resume
3. Conduct Interview

Notify student candidates

**Not Hired**

**Hired**

Work with your Department / College hiring contact

Initiate Student LAEP Agreement through WorkFlow