

GUIDELINES FOR STAFF AND COACH RECRUITMENT

1. Hiring Supervisor prepares a Job Opening form which needs to be signed by the supervisor, senior officer, Vice President for Finance and the president. The form lists the name and salary of the employee being replaced, and should be emailed to the HR office, together with a job description in Word format.
2. Positions are posted on the CSU webpage. In certain cases, the senior officer can request that a position be advertised elsewhere, using the appropriate department funds (not HR funds). For athletics, the Athletic Director will post positions on the NCAA website.
3. Applications are received through the ADP portal and automatically sent to the relevant senior officer who will print out and forward to the hiring supervisor for review.
4. The hiring supervisor will interview the prospective employees via phone, and/or in person. For coaches, the athletic director, senior officer and president will also interview the candidates.
5. When a determination has been made as to the best candidate, the hiring supervisor will contact the references provided and will have the applicant complete and sign a background form. The background form should be forwarded to Jennifer Welch to run.
6. When the background comes back, if it has any negative information, it will be reviewed by the Vice President for Business Affairs (VPBA) to determine if it is an acceptable risk for the University. The HR Director will notify the hiring supervisor whether an employee is approved, or not approved for hire.
7. When the hiring supervisor is notified that an employee is approved for hire, they will make a verbal offer of employment, and confirm the salary and start date. They will then complete and sign an Employment Authorization and forward to the HR office.
8. Once the HR office receives the Employment Authorization they will attain necessary signatures and remove the posting from the website. For staff, the HR Director will prepare an official offer of employment letter which contains the start date, job title, salary and whether the position is exempt or non-exempt, and email that to the candidate, with a cc to the hiring supervisor. For coaches, the HR Director will provide the necessary information to the Athletics Administrative Assistant to prepare a contract. The HR office will email staff and coaches a link to the electronic I-9.
9. On the first day of employment, the new hire will come to the HR office to complete the I-9 and other required paperwork.