

Procedures for Posting and Hiring for a Vacant Staff/Coach Position

Please note that all forms listed below in italics can be found on the ADP portal.

Resignation

When an employee resigns, the supervisor over the vacant position must fill out the *Notice of Resignation* and submit to HR with a copy of the resignation letter. The supervisor must annotate if the required notice was received and if not, whether they recommend payout of unused vacation. If required notice is not given and the supervisor approves paying out unused vacation, the form must be forwarded to the senior officer.

Posting a Vacancy

To post a vacancy the supervisor must complete a *Job Opening* form, email the job description to HR and obtain the appropriate signatures before forwarding the form to HR. The HR office will post the job description on the CSU website and on the job board outside of the HR office and send a campuswide email regarding the opening. If the department wishes to advertise in the local newspaper, then the supervisor needs to advise HR and provide an account to charge the cost to. **The job posting must run on campus for 5 work days before considering outside applicants.**

Hiring an Applicant

Once an applicant is chosen, the supervisor must have them complete a *Background Disclosure Authorization*, completing the drivers portion if the employee will drive for CSU. The signed authorization form must be submitted to HR and **an offer of employment cannot be made until the supervisor receives notification of an acceptable background check from HR.**

Once HR authorizes the hiring based on the background check, the supervisor should fill out an *Employment Authorization* form, obtaining all signatures except the VP for Business, then submit to HR. The HR office will obtain the signature of the VP for Business.

The supervisor should advise the new employee to meet with an HR representative on or before their first day on the job, to complete an I-9. The I-9 **MUST** be completed within 3 business days after hire date and the employee will need to present HR with original documentation of their eligibility to work in the US. The employee will also need to attend a mandatory new hire orientation meeting in the Student Conference Room, Strom Thurmond Center, the first Wednesday after their hire date, to go over their benefits, etc.

Information on new hires is sent to Admin Services to set up an email account, etc. If the email account is not set up, or there are problems with it, please submit a work order to Admin Services to correct – HR cannot assist with technology requests.

Contacting Unsuccessful Applicants

Everyone who applies for a position online through the CSU website receives an automated email thanking them for applying. However, **the hiring supervisor is**

responsible for contacting all unsuccessful applicants and advising them that they were not awarded the position. This is done through the ADP portal and default emails are available for your use. To send the email:

- Log into ADP and make sure you are classed as "manager" on the left side of the screen and not "employee."
- Under the "Recruiting" tab select, "application management."
- From the left hand of the screen, click the position you are sending applicant notifications to, then scroll to the bottom of the screen and press "search." You'll then see all the applicants for the position.
- Click the box to the left of the applicant name for all those you are sending an email to (**please note that you should send a different email to any CSU graduates**, so select them separately). Once you have selected all the boxes, go to the bottom of the screen and click the drop down button by "select an applicant status," and change this to whatever is the appropriate response ("screened and rejected" is standard if you didn't interview the person. Then select, "change status."
- You'll then be taken to the email screen and under the email option, you can either select "rejection letter" for non-csu graduates, "rejection letter to CSU graduates," "rejection letter for faculty," or you can customize your own email. In the "email subject" you should list the job title and then click, "save and send." **It is extremely important that you acknowledge these job applicants - they have taken the time to complete an application - you need to take the time to acknowledge this.**

If there are any questions regarding any of the above procedures please contact the HR Office at ext. 7828.