



Human Resources

## CHECKLIST FOR HIRING MANAGERS Staff Recruitment

Vacancy # & Position Title	Hiring Manager Signature
_____ <b>Position Description</b> – Create a new position description for a newly created job or review current position description for job. If this is a new position or significant changes are made to the position description and/or classification, the Class and Compensation Manager in Human Resources will review the position description.	
_____ <b>Job Posting</b> - Initiate recruitment request by logging into the MyFresnoState portal ( <a href="https://my.fresnostate.edu">https://my.fresnostate.edu</a> ) and navigate to Recruit Request. Instructions to create a Posting are located in <a href="#">Human Resources</a> > <a href="#">Aboutus</a> > <a href="#">Processes</a> > <a href="#">How to Complete and Submit a Recruitment Request</a> . In the PeopleSoft Recruit Request module, create the draft job posting and attach the position description and background checklist.	
_____ <b>Identify Recruitment Sources</b> - In the Posting, request which recruitment sources should be utilized to advertise the position. The standard, free sources include HigherEdJobs, Disabled in HigherEd, Women and HigherEd .com, Black in HigherEd.com, InsideHigherEd.com Caljobs.ca.gov, Veterans in HigherEd, Native American’s in Higher Ed, LGBT in Higher Ed, Asians in HigherEd, Hispanics in HigherEd, and CSU Careers. If the recruitment is underrepresented, your Human Resources team will provide you with additional advertisement opportunities.	
_____ <b>Identify Search Committee</b> - Identify search committee chair, search committee members and EEO Designee. Search committee members should not be related to or engaged in business ventures with potential applicants, and should remove themselves from the committee if this situation arises. The search committee should be diverse in terms of gender and ethnicity. Depending on the level of the position, it is recommended that the search committee consist of three to seven members. Search committees may include customers and peers of the position. If the position is a represented position, at least one member of the committee should be a member of the union. It is not recommended that all the members serving on the committee are from the same department. The search committee chair should be of equal or higher level of the open position. It is recommended that the EEO designee not be from the same College or Department/Division as the job opening and must be current with their EEO designee training. If the hiring manager serves in a dual role as chair, he/she must be involved in all phases of the search and not have any undue influence over the committee.	
_____ <b>Identify Anticipated Salary</b> – The job posting will include the salary range for the classification. An optional “anticipated salary” can be identified for the job posting based on the department budget. The anticipated salary must be reviewed and approved by HR.	
_____ <b>Approve Final Job Posting</b> – Human Resources will provide the Hiring Manager with the final job posting for final edits and written approval.	
_____ <b>Schedule the Charge Meeting</b> – Once Human Resources approves the search committee, a charge meeting must be scheduled by the Hiring Manager or designee before reviewing the applications. This meeting will include the Hiring Manager, the entire Search Committee and the EEO Designee.	
_____ <b>Reference Checks</b> – The Hiring Manager, or designee must conduct a minimum of three professional reference checks. Human Resources must approve reference check questions.	
_____ <b>Initiate Job Offer Approval</b> – Update PeopleSoft, Manage Recruitments with the job offer and associated details including salary to be offered, start date, and any related items.	
_____ <b>Job Offer</b> – Once Human Resources reviews all paperwork and the job offer details, they will contact the candidate to extend a conditional job offer. The candidate will be provided with the salary, position information, and benefits information, and will be notified that the position is contingent upon a satisfactory background check.	

**Please return completed form to your Human Resources Analyst**