

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 HR website under "Forms" <http://www.csuniv.edu/HR/forms.asp>

Resignation/Posting Vacancy

When an employee resigns, the supervisor over the vacant position must fill out the *Notice of Resignation, Termination, Retirement or Transfer* and submit to HR with a copy of the resignation letter.

The supervisor must then complete a *Job Opening* form, emailing the job description to HR and obtaining 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*. The signed authorization form must be submitted to HR and **an offer of employment cannot be made until the supervisor receives notification of a clear background check from HR.**

If the background check is clear 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 their first day on the job for an entrance interview where the employee will complete required paperwork and receive information on benefits, policies, etc. After the entrance interview the employee will be furnished with a letter to obtain a parking decal and faculty/staff ID.

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.

If there are any questions regarding the above procedures please contact the HR Office at ext. 5836.