

Procedures for Posting and Hiring for a Vacant Position

Upon receipt of an employee resignation the following procedures apply:

First, the supervisor over the vacant position must fill out the Notice of Resignation, Termination, Retirement or Transfer Form and submit to HR/Payroll with the resignation letter attached. This form is located on the HR website under quick links Business Office, select HR/Payroll, and select Forms or click <http://www.csuniv.edu/HR/forms.asp> and select the Notice of Resignation, Termination, Retirement or Transfer Form.

Second, the supervisor must fill out the Job Opening Form, located on the HR website under quick links Business Office, select HR/Payroll, and select Forms or click <http://www.csuniv.edu/HR/forms.asp> and select the Job Opening Form. Submit the completed form to HR/Payroll. The HR/Payroll Office will obtain the signature of the Vice President for Business Affairs for approval to post. Once approved to post, the HR/Payroll Specialist will post the job description on our website and on the job board outside of the HR/Payroll Office.

The job posting must run on campus for 5 work days before considering outside applicants.

Once an applicant is chosen, the supervisor must fill out the Employment Authorization Form, located on the HR website under quick links Business Office, select HR/Payroll, and select Forms or click <http://www.csuniv.edu/HR/forms.asp> and select the Employment Authorization Form. If there are any questions filling out this form, the supervisor should contact the HR/Payroll Specialist for guidance. The supervisor should obtain the following departmental signatures before submitting to HR/Payroll: Immediate Supervisor, Dean or Director and Vice President. Once this is done the supervisor must submit the Employment Authorization Form to the HR/Payroll Office. The HR/Payroll Office will obtain the signature of the Vice President for Business Affairs and the Director of HR. This will complete the form.

The HR/Payroll Specialist will contact the immediate supervisor to schedule an entrance interview with the new employee, preferably on the employee's first day. The purpose of the entrance interview is to inform the new employee of the university's policies, benefits and to get all the information necessary to set them up in payroll. Once the employee has had their entrance interview they should be able to get a parking decal, faculty/staff ID, and have an email account established.

If there are any questions regarding the above procedures for hiring a new employee, please contact the HR/Payroll Office at ext. 8070 or ext. 8047.

