



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

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HUMAN RESOURCES  
DIVERSITY AND INCLUSION

## **Overview of Required Documentation for Tenure-Track Recruitments and Hires**



# PHASES OF RECRUITING AND HIRING

**Phase 1** – Before recruitment begins

**Phase 2** – One week after the specific or priority consideration application deadline

**Phase 3** – After application review and before inviting candidates for interviews

**Phase 4** – After interviews and acceptance of verbal offer of employment

**Phase 5** – Before formal offer of employment to candidate



## PHASE 1 DOCUMENTS

### Recruitment Plan form

- Form is located on DIEP website.
- Download, complete, and submit to DIEP.

### Position Announcement

- Template is located on DIEP website.
- Download, complete, and submit to DIEP.

***When both documents have DIEP's approval, your recruitment can begin!***



## PHASE 2 DOCUMENTS

### Group Matrix

- The pre-filled form is located in the online recruitment system.

***DIEP fills in the applicant ethnicity and gender numbers on the...***

### Applicant Pool Review form

- DIEP sends this form to the Search Committee Chair.
- Obtain Chair and Dean signatures on **left-hand** side of form, and return to DIEP.



## PHASE 3 DOCUMENTS

### Group Matrix

- Enter information for Sections 1-6.
  - Criteria in Section 4 are customized to each recruitment
- Submit to DIEP.

### Applicant Pool Review form

- DIEP sends this form to the Search Committee Chair.
- Obtain Chair and Dean signatures on **right-hand** side of form, and return to DIEP.

### Curriculum Vitae of the Finalists

- Submit to DIEP



## PHASE 4 DOCUMENTS

### Interview Summary form

- Form is located on DIEP website.
- Download, complete, and submit to DIEP.

### Process Summary form

- DIEP sends this form to the Search Committee Chair.
- Complete **1st page** and submit to DIEP.
  - If unknown, leave ethnicity and citizenship areas blank
- ***DIEP completes second page and returns form to Search Committee Chair.***
- Obtain Chair and Dean signatures on **3rd page**.
- Submit completed form in hiring packet.

***When both documents are completed, begin assembling the hiring packet.***



## PHASE 5 DOCUMENTS

### Checklist

- Hiring packet checklists are located on HR website.
- Download and include with hiring packet documents.

### Recommendation memos

### CSU1 (Statement of Professional Preparation and Experience) form

### Applicant Release form

### CMS Position Number

**Other:** CV, reference letters, transcripts, position announcement, Process Summary

***Submit the entire hiring packet to HR so that a formal offer of employment can be made.***



## HRDI CONTACTS

### DIVERSITY DOCUMENTS AND JOB POSTINGS

#### **Andreas Mangahas – Diversity, Inclusion & Equity Programs (DIEP)**

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### HIRING DOCUMENTS

#### **Linda Ramirez – Employment Services**

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