



This checklist is a guide to the hiring process.

**The steps listed below are to be followed when an Emergency Hire is needed:**

- Complete Quick Hire form
- Provide the following information on Quick Hire form:
  - candidates name (in comments section)
  - salary
  - length of appointment\*
  - dates of employment
  - CMS position number
- Obtain required signatures and send to Human Resources
- Candidate submits an online application (if applicable)
- Recruiter contacts candidate and makes verbal offer explaining the terms and conditions of the appointment
- Recruiter will contact department once all forms are ready to sign
- New employee visits HR to sign offer
- Offer is distributed to appropriate parties
- Department advises employee of timekeeping process (i.e., timesheets, etc.)

\*CSUEU bargaining units 2, 5, 7, & 9 may have appointments for 90 or 180 days. APC bargaining unit 4 may have appointments for 30 or 60 days only.