

**Recruitment Process
Checklist**

MPP	Vice President, Associate Vice President, Dean and Associate Dean
<ol style="list-style-type: none"> 1) Complete on "On-line Requisition" <u>Employment web site</u> to initiate recruitment. 2) Once all approvals are obtained on the Requisition, the position is posted and advertised. 3) HR sends resumes received to search committee chair/hiring manager for their review. 4) Once candidates are selected from the initial pool of applicants by the search committee or hiring manger, interviews are held. 5) Once a final candidate is determined, three professional references are obtained by the search committee or hiring manager. 6) Recommendation form is completed and submitted to Hiring Manager, Appropriate Administrator (Dean/Director), and VP for approval of recommended candidate and salary then, submitted to HR for the offer process. 7) When approved Recommendation Form and any other supporting memos are received, HR prepares a written offer to be signed by the President and sends the packet over for approval. 8) Once the President approves the appointment, HR makes verbal offer to the final candidate. 	<ol style="list-style-type: none"> 1) Complete an "On-line Requisition" <u>Employment website</u> to initiate recruitment for the position. Appt of Administrative Personnel, UPS 20.007 2) If any advertisements are needed, contact Phenicia McCullough, Employment Manager, at extension x 4637, pmccullough@fullerton.edu and/or Andreus Mangahas, Equity & Diversity Assistant at x4065, amangahas@fullerton.edu to discuss. 3) Once all approvals are obtained on the Requisition, the position is posted and advertised. 4) A Search Committee is formed in accordance to the CSUF UPS 210.500 policy. Search Committee Procedures, UPS 210.500 5) Search committee chair and committee reviews resumes/curriculum vitae. 6) Once candidates are selected from the initial pool of applicants by the search committee, interviews and open forums are held. 7) Once a final candidate is determined, three professional references are obtained by the search committee or hiring manager. 8) Recommendation Form is completed and submitted to Hiring Manager, Appropriate Administrator (Dean/Director), and the VP for approval of recommended candidate and salary, then submitted to HR for the offer process. 9) When approved recommendation Form and any other supporting memos are received, HR prepares a written offer to be signed by the Vice President/President and sends the packet over for approval. 10) Once the Vice President/President approves the appointment, HR makes the verbal offer to the final candidate.
	12/11/2013