



## RETIRED ANNUITANTS CHECKLIST

Human Resources, Diversity and Inclusion <http://hr.fullerton.edu/>

This checklist is a guide to the hiring process.

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

- Complete a Quick Hire requisition online in [Brass Ring](#)
- Provide the following information in the Requisition Notes section:
  - Candidates name
  - CWID, if applicable
- Review and route for approval
- Candidate submits an online application to the temporary pool <http://hr.fullerton.edu/jobs/>
  - If a candidate is needed, contact HRDI
- Recruiter contacts candidate and makes verbal offer explaining the terms and conditions of the appointment  
Note: Background check will be conducted and completed prior to employment.
- Recruiter contacts department once all forms are ready to sign
- Offer is distributed to appropriate parties
- New employee visits HRDI to complete sign-in documents
- 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.