The steps listed below are to be followed when a Special Consultant is needed:

- Department will:
  - Need a CMS position number to start this process (ex. FL – 000####)
  - Log into CSUF portal and search/select CHRS Recruiting.
  - Complete a job requisition online in CHRS to initiate a Quick Hire request by clicking the “Job” tile.
  - Provide the following information in the Advertising Summary section:
    - Candidates name
    - CWID, if applicable
    - Salary
  - Review and route for approval (by selecting FL – Quick Hire Approval Process)
  - Instruct candidate to submit an online application to the temporary pool through our Career Opportunities page.
    - If a candidate is needed, contact HRDI

- Recruiter will:
  - Contact candidate and make verbal offer explaining the terms and conditions of the appointment
    Note: Background check will be conducted and completed prior to employment.
  - Contact department once all forms are ready to sign
  - Distribute offer to appropriate parties
  - Invite employee to visit HRDI to complete sign-in documents

- Department advises employee of timekeeping process (i.e., timesheets, etc.)

For additional information, please review our CHRS User Guides.

### Quick Reference

<table>
<thead>
<tr>
<th>Appt. Type</th>
<th>Overview</th>
<th>Length of Appt.</th>
<th>Pay Type/FLSA</th>
<th>Affordable Care Act (ACA) Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Consultant</td>
<td>Temporary, project-based assignment that is paid by a daily rate</td>
<td>Best practice is fiscal year</td>
<td>Daily</td>
<td>Eligible for medical only under the ACA at 130 hours worked per month</td>
</tr>
</tbody>
</table>

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