

## CHRS Tenure-Track and Full-Time Faculty Recruiting

### Department Preparation for Initiating an Offer Card

*Please note that it can take up to two or three (2-3) weeks for an Offer Card to complete the approval process.*

Congratulations! You have made it to the last part of the recruitment process: **The official offer!** In order to submit a requisition for the official offer, there are a couple of steps you must follow which are outlined below.

#### Who can prepare an Offer in CHRS?

**Deans Assistants** Before you start this process, however, you must ensure that Part 1, Part 2, and Part 3 documents have been approved by all reviewers in the OnBase system.

#### Step 1: Gather All Necessary Information

In order to submit an official offer requisition, the hiring department must have the following documents along with any additional documents listed on the hiring checklist ready and consolidated into **two (2) packet to upload into CHRS:**

Please name the packets as follows adding the search number: **Packet 1:** EEO approved Recruitment Record #24-?? & **Packet 2:** Hire Packet #24-??

**Packet 1:** EEO approved Recruitment Record/Search Report Documents:

- ✓ Recruitment Record Certification form - **\*Please note that this is the top sheet of the packet and the Office of Equity and Compliance will review and sign within CHRS. Do not send via email or Adobe sign for signature.**
  - Position Announcement
  - Updated Recruitment and Advertising Plan
  - Copies of advertisements placed by the department
  - Applicant Screening Master Tracker spreadsheet and HIRE packet to CHRS  
**\*for now this may be uploaded as a third item given the difficulties formatting each tab in a way that it would print to PDF properly. Upload the completed Master Tracker**
    - copy of the evaluation instruments
    - interview questions asked
    - itinerary/schedule for each candidate interviewed on campus.

**Packet 2:** Hire Packet Documents (attach [Full Time Faculty Hiring Checklist](#) as page 1 of hire packet):

- ✓ [Full Time Faculty Hiring Checklist](#)
  - Full-Time Faculty Requisition/PAR
  - Original SC-1 Form
  - Moving and Relocation Expenses Reimbursement Authorization Form
  - moving.com estimate
  - Current Resume/Vita & Cover Letter
  - Background Check Clearance– Include confirmation email from HR
  - CPCs written recommendation (Tenure-Track hires/Lecturer to TT only)
  - Original Transcripts of Highest Degree
- ✓ Visa Requirements

Where can you find the necessary forms to complete the two steps above?

- <https://www.csun.edu/faculty-affairs/forms>
- <https://www.csun.edu/hr/hr-toolkit>

#### Step 2: Submit the two packets to the Deans Assistant

With this documentation ready, you can submit the two packets to the **Deans Assistant** in your college so they may initiate the **Offer Card** (“Prepare Offer”) in CHRS.