TUC - Recruitment and Hiring Procedure

STUDENT
(Student Assistant/Student Research Assistant/Graduate Research Assistant)
Requestor emails HR Tech noeli.herrera@csun.edu
Student Action Request & Background Check Form

NON STUDENT
(EH-Emergency Hire/Appointment Status Change/Appointment Extension)
Requestor emails HR Tech noeli.herrera@csun.edu
Action Request & Background Check Form
Candidate applies for position Careers - Open Positions

REGULAR HIRE
(Non-Emergency-Full time position>3 months or Part-time position >6 months)
Recruitment - To initiate, Requestor emails HR Tech noeli.herrera@csun.edu
Position Description, Recruitment Form, Background Check Form
New positions will be checked for comparability to a CSU classification

Once approved, HR will post the position on the CSUN website Careers
--Candidate applies for position Careers - Open Positions --

Review Process - HR shares applications with department for screening through confidential box. (*11 business days after posting*)
Department determines which candidates meet the minimum qualifications for the position.

Interviewing - Department contacts candidates to set up interviews.

Selection/Job Offer *(background check time frames vary depending on factors outside of HR control)*
Department selects candidate & provides completed Selection Form to HR Tech noeli.herrera@csun.edu
Include selected candidate's information as well as the other interviewed candidates on selection form.
(3 candidates minimum, including the selected candidate if possible) .
HR recommends that the department checks 2-3 of the candidate references provided.
HR reviews the selection form and approves to make an offer.
If a background check is required for position, the offer is contingent upon completion of background check.
Department - extends job offer to selected candidate & notifies HR if candidate accepted or declined offer.

HR Reviews forms & Sends for signature through Adobe Sign
Supervisor>Liaison>HR

Background/live scan are requested if applicable

HR reaches out to employees once background/live scan are clear via email, (cc supervisor)
On Boarding (Sign-In)
Employee completes at home: Section 1 of the I-9 at home and Sign in Packet.
Employee comes in at a scheduled time to verify employment documents. *If an employee is eligible for benefits, the benefits packet is provided during OnBoarding/Sign-In.*
Employee cleared to start work.
HR closes job post *(if applicable).*

Note: Typically 1 week turnaround time except June-July when process can take up to 2 weeks.

Additional Information:
TUC Human Resources
Employee Benefits
Careers
Independent Contractor
HR Forms
General HR Email: tuchr@csun.edu

Non Student Hires without CSUN ID
A CSUN ID is needed for a CSUN work email. For Hires without a CSUN ID, one paycheck must reflect in the system first in order to get a CSUN ID. Once CSUN ID is assigned, HR requests CSUN work email and IT processes the request.
Students do not receive a work email.
Questions: tuchr@csun.edu

8/1/24