Office of Human Resources _ Staff Hiring Process Selection, Onboarding, and Socialization Process Recruitment Job Description is RTF serves as Recruitment Recruitment invites Recruitment screens Recruitment sends reviewed by HR & prompt to post job contacts finalist & NH to NHO; resumes and sends email with new hire job code, salary and on CSU Career NH attends NHO completes pre-NH receives info shortlisted documents & next grade returned to website, HERC & employment checks for ID, parking & candidates to HM steps Department HigherEdJobs & makes job offer network access **New Hire** Finalists accepts NH reports to OHR position & invited to NH reports to & signs offer letter OHR to sign offer Manager on Day 1 & presents new hire letter & present NH of employment documents documents Budget **Budget approves** NO RTF & sends to OHR Department Dept schedules Department Manager assists NH Department Search Committee determines a need Department creates interview with informed candidate obtain ID, parking, screens resumes & for new position & RTF & sends for finalists & selects declined & new network access & select finalists for creates JD & sends required approvals final candidate & selection made or EagleLinks account interviews informs HR to HR job reposted on Day 1 Resources Human NH Regular staff presents retirement OHR Presents NHO selection to OHR by for all new hires Day 3 of hire **GRID** Onboarding NH = New Hire Complete

HM = Hiring Manager
NHO = New Hire Orientation
OHR = Office of Human Resources