Office of Human Resources _ Contingent II 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 completes pre-NH receives info NH attends NHO shortlisted documents & next grade returned to website, HERC & employment checks for ID, parking & candidates to HM steps Department HigherEdJobs & makes job offer network access YES **New Hire** Finalists accepts NH reports to OHR position & invited to & signs offer letter NH reports to OHR to sign offer & presents new hire Manager on Day 1 documents including letter & present NH of employment documents Form I-9 Budget **Budget approves** NO RTF & sends to OHR Department Dept schedules Department OHR sends Manager assists NH Department Search Committee determines a need Department creates interview with informed candidate Contingent obtain ID, parking, screens resumes & for new position & RTF & sends for finalists & selects declined & new Employee network access & selects finalists for final candidate & creates JD & sends required approvals selection made or Agreement to HM EagleLinks account interviews informs HR to HR job reposted for signatures on Day 1 Resources Human HM returns signed **OHR Presents NHO** Contingent **Employeet** for all new hires Agreement to OHR **GRID** Onboarding NH = New Hire Complete HM = Hiring Manager NHO = New Hire Orientation **OHR** = Office of Human Resources