

RECRUITMENT PROCESS  
STEP BY STEP  
PART

- b. Once the forms are complete, the system will automatically update the status to Phone/Video Interview Successful (DO NOT SELECT -Completed: RC&BR Form and CSU EQ Form)
- c. Out of the Process: Phone/Video Interview Unsuccessful

11. Optional Steps:

- a. Department Chair or Department Admin moves applications to On Campus Interview Invite, On Campus Interview Accepted/Declined
- b. Department Chair or Department Admin moves applications to On Campus Interview

NOT SELECT-SYSTEM STATUS ONLY. This is the final step in CHRS Recruiting for new or break in-service

- i. If new or break in-service, Tracker I -9 process is automatically initiated ( [Managing Faculty I -9s in CHRS Recruiting](#) )

### [Manage Data in PeopleSoft \(Recruiting Integration\)](#)

1. Recruitment data is pushed nightly from CHRS Recruiting to PeopleSoft (Sunday through Thursday)
2. DRO, FS , or other designated individual reviews PeopleSoft data and prepares process to create Person and POI data
3. Once POI data is created, Department Admin creates Contract Data in PeopleSoft
4. Department Admin generates Temporary Faculty Appointment Form in PeopleSoft and attaches to Bulk Compile pdf file

### [Enter Contract Data in PeopleSoft](#)

1. Enter the contract information in the Temporary Faculty Contract module in PeopleSoft
  - a. At this time, the terms & conditions document does not need to be generated for individuals hired through PageUp
2. Generate the Appointment Form

### Upload Temporary Faculty Appointments to OnBase

1. Department Admin uploads [Temporary Faculty Appointments to OnBase](#)
2. ESS completes hire process in PeopleSoft, including review of completion of I -9 via Tracker
3. New employee starts work