## RECRUITMENT PROCESS STEP BY STEP TENURED, TENURE- TRACK AND FULL - TIME TEMP FACULTY

UNIVERSITY PERSONNEL 408- 924 - 2250

(optional if position already exists that can be used)

- 3. University Personnel notifies you when PMAF has been processed; position will be available for use in PageUp the next business day
- 4. Prepare a Position Announcement using the template provided by Faculty Services
- 5. Prepare an Outreach and Diversity Plan

## Initiate the Recruitment

- 1. Create a Job Card in PageUp
- 2. Attach the Position Announcement and Outreach and Diversity Plan under the category of R ecruitment Documents
- 3. Submit the Job Card for approval (ensure the correct Approval Process is selected)
- 4. Once approved, the Coordinator for Faculty Recruitment will finalize Job Card and post the recruitment

## Obtain Approval for Applicant Pool

- 1. At appointed time, Department Chair contacts the Coordinator for Faculty Recruitment to request that the Applicant Po ol Report be run
- 2. Coordinator, Faculty Recruitment runs Applicant Pool and EEO Reports
  - a. EEO Report is forwarded to Dean for review
  - b. Applicant Pool Report is forwarded to Department Chair
- 3. Department Chair forwards Applicant Pool Report to Dean for review; a copy is also sent to mailto:facultyrecruitment@sjsu.edu
- 4. Dean Approves Applicant Pool
  - a. If not approved, Dean will discuss next steps with Department Chair and Faculty Services
- 5. Coordinator for Faculty Recruitment forwards Applicant Pool and EEO Reports to Chief Diversity Officer and Senior Director, Faculty Services



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- a. This process can be done inside CHRS Recruiting or outside of the system

  Applications in CHRS Recruiting)

  (Screening
- 4. Search Committee Chair enter s feedback for all applications , if using the CHRS R ecruiting feedback functions
- 5. Department Admin runs SJ-