

**Overall Process for New Hire and Rehire with more than 12 months break in service**

1. Department prepares for new hire: review position numbers and Job Cards
2. Candidate applies for position
3. Department reviews application in CHRS Recruiting: Cover Letter and CV
4. Department selects candidate after Chair/committee interviews
5. Department makes verbal offer to candidate
6. Candidate accepts verbal offer
7. Department enters information on Faculty Appointment Log
8. Department collects the Reference and Background Check Release Form, CSU Employment Questionnaire, Letters of Recommendation, SID@Work and (Back) the Load Personal and Professional Information Body and checkboxes
17. POB Relationship
18. System creates Empl ID number is created and college/dept and employee are notified
- 19.