Staff/MPP (Admin I/II) Recruitment Process

1. Begin
   - Position Description

2. Create PD Template Via CSU Recruit

3. Classification & Approved PD (C/C)

4. Salary Analysis (C/C)

5. Create Job Card Route for Approvals

6. Enters Search Committee

7. Create Job Card & Job Announcement

8. Job Closes Pre-Screen Job Seekers

9. Screen Candidates

10. Chair or TA Schedules Interviews

11. Send Interview Questions to TA

12. Change Candidate Application Status via CSU Recruit

13. Conduct Interviews

14. Second Round of Interviews, if applicable AND/OR Upload Interview Rating Sheets

15. Review rating sheets

16. Create Offer Card Route for Approvals

17. Extend Conditional Offer

18. Background Check/Reference Check

19. Extend Formal Offer

20. Candidate Notification

21. On Boarding

End