Emergency Hire and Hourly Employment Process

1. Position Description
2. Create PD Template Via CSU Recruit
3. Classification & Approved PD (C/C)
4. Salary Analysis (C/C)
5. Create Job Card
6. Create Hidden Job Announcement
7. *Screen Candidates
8. Schedule Interviews
9. Conduct Interviews
10. Create Offer Card & Route for Approvals
11. Extend Conditional Offer
12. Background Check
13. Extend Formal Offer
14. Candidate Notification
15. On Boarding

*If selecting a candidate from one of the established pools