Emergency Hire Process

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

*if selecting a candidate from one of the established pools