Selecting a student for hire in CSU Recruit

This section outlines how you will continue to disposition your student for hire in CSU Recruit.

Once a student has been selected to move forward in the hiring process, the hiring department will transition the status of the candidate via-CSU Recruit. Please follow the next steps.

**General Steps:**
1. After interviews, log into CSU Recruit
2. Select the student recruitment
3. Select the student and disposition into ‘Final Candidate Selection’
4. If approved, student employment will initiate the offer card to be approved by the HEERA Manager.

Log in to CSU Recruit
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1. On your dashboard, select the jobs title.

2. Select the appropriate student position and click on **VIEW**.

3. Select the **View applications** button.
4. Select the student that you will like to proceed with by clicking on their First or Last Name.

5. Click on the 'New application' status.
6. Move the candidate to ‘Final Candidate Selection’ and click on next.

7. The template will prepulate the candidate information.
   
   I. The hiring department is responsible for notifying Student Employment of the candidate’s citizenship status. Select the correct status.
   
   II. Once chosen, select ‘Move now’.
Hello Student Employment,

This message is to confirm that {FIRSTNAME} {LASTNAME} is being recommended for this position. {FIRSTNAME} {LASTNAME} is a [domestic/international (pick one)] student. As we proceed to the hiring process for this recruitment, Student Employment will continue the following:

1. Verify that {FIRSTNAME} meet the requirements of the minimum qualifications. 
2. Should {FIRSTNAME} meet the requirements, complete the offer card and send for Hiring Manager approval. 

Once the offer card has been fully approved, please notify me and I will make the verbal offer to {FIRSTNAME}. I will update Student Employment once {FIRSTNAME} has accepted or declined the conditional offer.

Thank you,

{REPORTSTOFIRSTNAME} {REPORTSTOLASTNAME}
What Happens Next?
1. Student Employment will review the information to ensure that the student meets all the requirements.
2. Student Employment will initiate the offer card and send it to the HEERA Manager (the appropriate administrator) for approval.
3. The HEERA Manager will extend the **verbal** conditional offer to the student.
4. Once accepted, Student Employment will disposition them to conditional offer accepted and submit them for background check/Live Scan (if needed).
5. The student will then have access to the electronic onboarding paperwork.