

# UNIT 11 HIRING PROCESS OVERVIEW



<i>Step 1: Gather Information</i>	<ul style="list-style-type: none"><li>Department reviews Unit 11 classifications, eligibility requirements, and timelines on the <a href="#">Office of Graduate Studies website</a>.</li><li>Department requests a CHRS position number from the Budget, Planning and Administration office.</li></ul>
<i>Step 2: Initiate Recruitment</i>	<ul style="list-style-type: none"><li>Department submits PageUp Job Card (<a href="#">user guide</a>).</li><li>Note: Department chair will need to approve the job card.</li></ul>
<i>Step 3: Job Card Review</i>	<ul style="list-style-type: none"><li>If the job card is approved, the Office of Graduate Studies will make the job postings live on the <a href="#">Students Careers Page</a> or provide a direct link for departments to share out to applicants.</li></ul>
<i>Step 4: Applicant Review</i>	<ul style="list-style-type: none"><li>Department reviews applications and conducts interviews.</li></ul>
<i>Step 5: Extend Offer via PageUp Offer Card</i>	<ul style="list-style-type: none"><li>Department submits PageUp Offer Card (<a href="#">user guide</a>).</li><li>Office of Graduate Studies reviews student's eligibility.</li><li>Note: If an academic exception is needed, request at this step.</li><li>Note: If student is international, please select SA-Unit 11 International Student Offer Approval process.</li></ul>
<i>Step 6: Accept Informal Offer</i>	<ul style="list-style-type: none"><li>Student must accept their informal offer through PageUp to receive instructions on next steps.</li><li>Note: Student will need to ensure their Social Security Number is correctly listed in Campus Solutions.</li><li>Note: Student must accept their federal work study award (FWS) if the department is hiring them into a FWS Unit 11 position.</li></ul>
<i>Step 7: Onboarding</i>	<ul style="list-style-type: none"><li>Student Employment will assist the prospective student employee through required onboarding tasks, if any.</li><li>Note: New student employees must complete the PageUp Base New Hire Data form, before the department can move onto step 8.</li><li>Note: Student Employment will need to generate a CHRS ID number for new student employees <b>before</b> departments can move onto step 8, which will take 2-4 business days.</li></ul>
<i>Step 8: Submit TAE Entry</i>	<ul style="list-style-type: none"><li>Department will submit a Temporary Academic Employment (TAE) entry for the student through Common Human Resources Systems (CHRS) TAE module. (<a href="#">user guide</a>)</li><li>Note: College Dean will need to approve TAE transaction.</li></ul>
<i>Step 9: Formal Appointment</i>	<ul style="list-style-type: none"><li>Student will receive an email notifying them of their formal appointment notification letter and must log into the CHRS link on their MySacState employee portal to accept it.</li></ul>
<i>Step 10: Activate Record</i>	<ul style="list-style-type: none"><li>Student Employment will activate student's employee record.</li></ul>