UNIT 11 HIRING PROCESS OVERVIEW

Step 1: Gather Information	• Department reviews Unit 11 classifications, eligibility requirements, and timelines on the Office of Graduate Studies website. • Department requests a CHRS position number from the Budget, Planning and Administration office.
Step 2: Initiate Recruitment	• Department submits PageUp Job Card (user guide) • Note: Department chair will need to approve the job card.
Step 3: Job Card Review	• If the job card is approved, the Office of Graduate Studies will make the job postings live on the Students Careers Page or provide a direct link for departments to share out to applicants.
Step 4: Applicant Review	• Department reviews applications and conducts interviews.
Step 5: Extend Offer via PageUp Offer Card	• Department submits PageUp Offer Card (user guide). • Office of Graduate Studies reviews student's eligibility. • Note: If an academic exception is needed, request at this step. • Note: If student is international, please select SA-Unit 11 International Student Offer Approval process.
Step 6: Accept Informal Offer	• Student must accept their informal offer through PageUp to receive instructions on next steps. • Note: Student will need to ensure their Social Security Number is correctly listed in Campus Solutions. • Note: Student must accept their federal work study award (FWS) if the department is hiring them into a FWS Unit 11 position.
Step 7: Onboarding	• Student Employment will assist the prospective student employee through required onboarding tasks, if any. • Note: New student employees must complete the PageUp Base New Hire Data form, before the department can move onto step 8. • Note: Student Employment will need to generate a CHRS ID number for new student employees **before** departments can move onto step 8, which will take 2-4 business days.
Step 8: Submit TAE Entry	• Department will submit a Temporary Academic Employment (TAE) entry for the student through Common Human Resources Systems (CHRS) TAE module. (user guide) • Note: College Dean will need to approve TAE transaction.
Step 9: Formal Appointment	• 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.
Step 10: Activate Record	• Student Employment will activate student's employee record.