

STUDENT EMPLOYMENT

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.