

Recruitment Service Levels

This is for recruited Staff and Management positions only.

Additional information and resources can be found on our [website](#).

REQUEST TYPE	SERVICE LEVEL	ADDITIONAL INFORMATION
Posting Jobs	Varies	1. Submit a job card via CHRS Recruiting. 2. After submitting your job card, schedule a workplan meeting via Zoom on your Recruitment Analyst's Outlook calendar. Include Admin Support, Search Chair, and Hiring Manager. The job card must be approved at least to the Budget level prior to meeting. Same day meeting requests will not be accepted. 3. Jobs will post asap following this meeting, assuming all info is present and correct. Jobs can often be posted the following business day but may post later depending on workload and posting method (external vs. internal SacSend).
Releasing Applications	Same Day	Applications are released the first business day following the posting's priority application date.
Score Reports	Same Day (w/ Adv. Notice)	Committee score reports can be pulled and compiled by the hiring department . Recruitment Analyst can compile this report for you, depending on availability.
Reviewing Offers	1 - 3 Business Days	It is the responsibility of the department to submit offer cards .

		Offers are treated as high priority and are reviewed and sent to Class & Comp as soon as possible. Note: This service level assumes offer card information does not require correction, and all summary documentation is correctly uploaded.
Making Offers	1 - 3 Business Days after Class & Comp Approval	Class & Comp treats offer reviews with high priority. Your Recruitment Analyst will make the offer (for staff positions) or approve the offer to be made (MPP positions) as soon as possible. Note: All offers require Recruitment Analyst authorization.
Onboarding	SacLink Account Creation: 2-3 Business Days after offer acceptance Welcome Email: Thursday Prior to Start	For hires new to Sac State, PageUp will open an Onboarding Workflow full of important communications and tasks for the new employee after they accept their offer letter in their Applicant Portal. Included in these communications will be instructions to create their SacLink account which includes a Sac State email address. Timing for a New Hire's Welcome Email from HR which includes their Sac State ID # and invitation to New Employee Orientation depends on several factors such as length of time between offer acceptance and start date, timeliness of completion of the Base New Employee Data form in PageUp by the new employee, and type of position the new employee is being hired into. Our goal is to have that communication sent no later than the Thursday prior to their start date.

Recruitment Analyst Campus Assignments

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• Academic Affairs Administration • Administration & Business Affairs • College of Arts & Letters • College of Continuing Education • College of Education • College of Health & Human Services • College of Social Sciences & Interdisciplinary Studies • Facilities • Inclusive Excellence • Office of the President • Public Affairs • University Police	• Athletics • College of Business • College of Engineering & Computer Science • College of Natural Science & Mathematics • Division of People & Climate • Information Resources & Technology • Student Affairs • Student Health & Counseling Services • University Advancement • University Housing • University Library