

# Interim MPP Hiring Process

**Important note: This process is only to perform an initial hire of these employee types. Please use the ePTF process to extend the appointment or perform other employee transactions.**

| Step # | Responsible Party          | Action Needed                                                                                                                                                                                    | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Hiring Department          | Request position number to be clarified and activated by Budget.                                                                                                                                 | <a href="#">Request position number from Budget via form here: Position Number Request Form</a>                                                                                                                                                                                                                                                                                                                                                                                 |
| 2      | Hiring Department          | Submit proposed Position Description (PD) and Interim MPP Appointment Request Form to Classification & Compensation for approval via email (classandcomprequests@csus.edu).                      | <a href="#">Forms can be found on Classification &amp; Compensation website.</a>                                                                                                                                                                                                                                                                                                                                                                                                |
| 3      | Hiring Department          | Complete Hiring Chill Exemption Request.                                                                                                                                                         | <a href="#">Please find latest version on Forms page.</a>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4      | Hiring Department          | Once Approved PD and Position Number are obtained, start Job Card in CHRS Recruiting.                                                                                                            | Be sure to use the "SA-Non-Recruited Temporary Staff Job Template" for the Job Card Template and "SA-Non-Recruited Job Approval Process" for the Job Card Approval process. Ensure the Recruitment Process is set to the "SA-Non-Recruited Temporary Staff Recruitment Process" and the application form is set to the "SA-Non-Recruited Position Application." Advertisement Text does not need to be completed if this is a direct hire (no need for advertised recruitment). |
| 5      | Hiring Department          | Attach supporting documents                                                                                                                                                                      | Approved PD, Interim MPP Appointment Request Form, other supporting documents as requested.                                                                                                                                                                                                                                                                                                                                                                                     |
| 6      | Hiring Department          | Start job card approvals                                                                                                                                                                         | Follow your internal business practice for approvals.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7      | Employment Services        | Create posting and provide link to the department.                                                                                                                                               | Ensure "Hidden Job" box is checked before saving.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8      | Hiring Department          | Send job posting link to Interim MPP to complete.                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9      | Interim MPP                | Complete application.                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10     | Hiring Department          | Conduct review of application and interviews if necessary.                                                                                                                                       | This is up to the department and determined by necessity.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 11     | Hiring Department          | Initiate Offer Card.                                                                                                                                                                             | Use "SA-Emer. Hire and Special Consult. Offer Approval" approval process.                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12     | Hiring Department          | Approve Offer Card.                                                                                                                                                                              | This could be an internal budget approver or whomever your business process needs to see the final offer before it is sent to the Interim MPP.                                                                                                                                                                                                                                                                                                                                  |
| 13     | Classification & Comp.     | Approve Offer Card.                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 14     | Employment Services        | Initiate BG check if needed. Enter Type of hire (Emergency Hire, Casual Worker, Special Consultant) PIMS Action Reason Code, Probation Code, and total Pay Authorized into "Salary Notes" field. | Ensure proper Onboarding Form, Onboarding Portal, and Onboarding Workflow are used for new hires needing to complete Payroll paperwork and an I-9 Verification.                                                                                                                                                                                                                                                                                                                 |
| 15     | Dir. Of Talent Acquisition | Approve Offer Card.                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 16     | Budget                     | Approve Offer Card.                                                                                                                                                                              | Ensure position data is correct.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 17     | Employment Services        | Generate offer letter using merge fields and offer letter templates.                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 18     | Employment Services        | Approve Offer Card then send Offer Letter for Acceptance via CHRS Recruiting.                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 19     | Employment Services        | Send follow up email to Interim MPP and Department with Offer Letter and Position Description.                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 20     | Employment Services        | Key in profile and job data.                                                                                                                                                                     | Use recruitment CHRS to CMS integration if desired. You could also pull new hire data from the "SA-Recent New Hire info report" in Legacy Reporting.                                                                                                                                                                                                                                                                                                                            |
| 21     | Interim MPP                | Complete new hire paperwork and I-9 verification as instructed. Begin working.                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 22     | Employment Services        | Send Offer Letter and Position Description via AdobeSign for signature.                                                                                                                          | It is best to do this after the new hire has created the SaLink account.                                                                                                                                                                                                                                                                                                                                                                                                        |
| 23     | Employment Services        | File documents as necessary. If all vacancies on job card are filled, move job to "Filled" status.                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |