



Human Resources

CHECKLIST FOR HIRING MANAGERS APM 320 Recruitment

Vacancy # & Position Title	Hiring Manager Signature
_____	Identify Search Committee - Identify search committee chair, search committee members and EEO Designee, per the committee composition guidelines of the APM 320. If faculty representatives are to be included, a faculty call-out is to be completed through Academic Senate. The search committee should be diverse in terms of gender and ethnicity.
_____	Schedule the Charge Meeting – Once Human Resources approves the search committee, a charge meeting must be scheduled by the Hiring Manager or designee before reviewing the applications. This meeting will include the Hiring Manager, the entire Search Committee and the EEO Designee.
_____	Position Description – Create a draft of a new position description for a newly created job or review current position description for job. Send draft to the HR Consultant so that the Class and Compensation Manager in Human Resources will review the position description to ensure it is classified appropriately. Send the draft of the position description to the search committee for their review and feedback.
_____	Job Posting - Initiate recruitment request by logging into the MyFresnoState portal (https://my.fresnostate.edu) and navigate to Recruit Request. Instructions to create a Posting are located in Human Resources > Aboutus > Processes > How to Complete and Submit a Recruitment Request . In the PeopleSoft Recruit Request module, create the draft job posting and attach the position description and background checklist.
_____	Identify Recruitment Sources - In the Posting, request which recruitment sources should be utilized to advertise the position. The standard, free sources include HigherEdJobs, Disabled in HigherEd, Women and HigherEd .com, Black in HigherEd.com, InsideHigherEd.com Caljobs.ca.gov, Veterans in HigherEd, Native American’s in Higher Ed, LGBT in Higher Ed, Asians in HigherEd, Hispanics in HigherEd, and CSU Careers. Additional posting site suggestions may be gathered from the search committee. If the recruitment is underrepresented, your Human Resources team will provide you with additional advertisement opportunities.
_____	Identify Anticipated Salary – An optional “anticipated salary” can be identified for the job posting based on the department budget. The anticipated salary must be reviewed and approved by HR.
_____	Approve Final Job Posting – Human Resources will provide the Hiring Manager with the final job posting for final edits and written approval.
_____	Reference Checks – The Hiring Manager, or designee must conduct a minimum of three professional reference checks. Human Resources must approve reference check questions.
_____	Hiring Manager Statement - After the Hiring Manager attends the search committee deliberations, they will draft a statement that justifies the selection of the final candidate.
_____	Initiate Job Offer Approval – Update PeopleSoft, Manage Recruitments with the job offer and associated details including salary to be offered, start date, and any related items.
_____	Job Offer – Once Human Resources reviews all paperwork and the job offer details, they will contact the candidate to extend a conditional job offer. The candidate will be provided with the salary, position information, and benefits information, and will be notified that the position is contingent upon a satisfactory background check.

Please return completed form to your Human Resources Consultant