

**Procedures for Hiring Assistant Coaches**

**APM 309 – Appendix A**

**Must have incumbent’s resignation letter or letter of non-reappointment before position can be considered vacant.**

<b>State Positions</b>	<b>Corporation Positions</b>
<b>Step 1:</b> Head Coach identifies whether the job is State or Corporation. If State, determine what the anticipated salary range will be and which classification will be used at hire.	<b>Step 1:</b> Head Coach identifies whether the job is State or Corporation. If Corporation, use of a search committee to recruit the Assistant Coach is an option.
<b>Step 2:</b> Complete Request for Vacancy Announcement ( <a href="http://www.csufresno.edu/aps/forms/search.html">www.csufresno.edu/aps/forms/search.html</a> ) and send to Academic Personnel Services (APS) for approval. APS works with Head Coach to develop vacancy announcement.	<b>Step 2:</b> Head Coach contacts assigned Employment and Benefits Services (EBS) Analyst to request generation of Recruitment Employee Transaction Form (ETF). Head Coach will work with Analyst to develop vacancy announcement.
<b>Step 3:</b> Job to be posted a minimum of 14 days. Post on: APS Website, CSU Systemwide Jobs, and: NCAA Higher Education Recruitment Consortium HBCU Connect National Assoc. of Collegiate Directors of Athletics National Assoc. of Collegiate Women Athletic Administrators HigherEdJobs.com	<b>Step 3:</b> Job to be posted a minimum of 14 days. Post on: HR Website for Athletic Corporation jobs, Phone Job Line NCAA Higher Education Recruitment Consortium HBCU Connect National Association of Collegiate Directors of Athletics National Assoc. of Collegiate Women Athletic Administrators HigherEdJobs.com
<b>Step 4:</b> APS reviews applications for minimum qualifications. Head coach may have access to pool at any time during the 14-day posting period, but waits to make hiring decision until APS has provided all applications filed during that time.	<b>Step 4:</b> EBS reviews applications for minimum qualifications. Analyst will work with Head Coach on an exception basis during 14-day posting period to review applicant pool but waits to make hiring decision until EBS has provided all applications filed during that time.
<b>Step 5:</b> Head Coach conducts paper review and screening of applicants who meet minimum qualifications. Writes up justification for any that are eliminated from the pool.	<b>Step 5:</b> Head Coach conducts paper review and screening of applicants who meet minimum qualifications. Writes up justification for any that are eliminated from the pool.
<b>Step 6:</b> Head Coach identifies candidates for phone interviews.	<b>Step 6:</b> Head Coach identifies candidates for phone or campus interviews.
<b>Step 7:</b> Head Coach creates a set of standard questions and provides them to APS for review and approval 48 hours prior to the interview.	<b>Step 7:</b> Head Coach creates a set of standard questions and provides them to EBS for review and approval 48 hours prior to the interview.
<b>Step 8:</b> Head Coach conducts interviews. Identifies finalists. Writes up justification for any candidates who are eliminated.	<b>Step 8:</b> Head Coach conducts interviews. Identifies finalists. Writes up justification for any candidates who are eliminated.

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<p><b>Step 9:</b> Head Coach prepares list of questions for checking references and provides them to APS for review and approval 48 hours prior to use, unless Staff HR’s generic reference questions are used.</p>	<p><b>Step 9:</b> Head Coach prepares list of questions for checking references and provides them to EBS for review and approval 48 hours prior to use, <u>unless</u> generic reference questions provided by Analyst are used.</p>
<p><b>Step 10:</b> Head Coach checks finalists’ references using approved questions. Sports Supervisor does at least one of the checks.</p>	<p><b>Step 10:</b> Head Coach checks finalists’ references using approved questions. Sports Supervisor does at least one of the checks.</p>
<p><b>Step 11:</b> Head Coach identifies nominee, prepares Coach Nomination Form (<a href="http://www.csufresno.edu/aps/forms/search.html">www.csufresno.edu/aps/forms/search.html</a>), and sends it to APS for approval and Equal Employment Opportunity Coordinator’s signoff. The following documentation must be attached in order for the nomination to be approved:</p> <ol style="list-style-type: none"> <li>1. Nominee’s curriculum vitae (resume);</li> <li>2. Original SC-1 application form;</li> <li>3. Supplemental application form;</li> <li>4. Vacancy announcement (copy);</li> <li>5. Justification for selection (memo);</li> <li>6. Three original letters of reference;</li> <li>7. Three telephone reference checks (at least one of which was prepared by Sport Supervisor); and</li> <li>8. NCAA clearance.</li> </ol>	<p><b>Step 11:</b> Head Coach identifies nominee, prepares Nomination (form provided by EBS), routes for Athletic Corp signatures and sends to EBS for review and Equal Employment Opportunity Coordinator’s approval signature. The following documentation must be included with the complete search committee file in order for the nomination to be approved:</p> <ol style="list-style-type: none"> <li>1. Resume;</li> <li>2. Athletic Corporation Application;</li> <li>3. Justification for selection (memo);</li> <li>4. List of three professional references;</li> <li>5. Documentation of three telephone reference checks (at least one of which was prepared by Sport Supervisor); and</li> <li>7. NCAA clearance (To be documented on Nomination Form)</li> </ol>
<p><b>Step 12:</b> APS returns Nomination to Athletics Director or designee, who negotiates salary and other contract terms, inserts them on Nomination Form and sends it back to APS.</p>	<p><b>Step 12:</b> Once nomination is approved by EBS, Head Coach will be contacted by Analyst to offer the position to the approved nominee. Once offer accepted, Head Coach will advise EBS of accepted terms (salary, hire date, moving expenses, etc). EBS will contact nominee to verify acceptance of terms, arrange orientation meeting, review required I-9 documents, discuss parking, etc.</p>
<p><b>Step 13:</b> APS prepares written contract.</p>	<p><b>Step 13:</b> EBS prepares written contract.</p>

Approved by the Academic Senate: December 4, 2006

Approved by the President: January 23, 2007