HIRING PROCESS FOR NON – STUDENT POSITIONS

1. POSTING THE POSITION (1-2 DAYS)

☐ Review the recruitment and selection policy under HR policies on the ASC website.

☐ Ensure the account has been set up and approved by the Office of Sponsored Programs before reaching out to HR for posting.

☐ To initiate the recruitment/posting process, email a job description to HR Specialist/Recruiter.

    ✓ Job description template

☐ ASC's HR Specialist/Recruiter will post the job to Neogov/Government Jobs.com within 1 business day of receiving the completed and finalized posting/job description.

    ✓ For other paid posting options such as Indeed.com, Ziprecruiter.com, etc., contact the ASC HR Specialist for options and pricing.

☐ ASC's HR Specialist will email the hiring manager their login information and hiring manual for Neogov's Online Hiring Center (OHC), the portal where you will review resumes and applications for your posting.

2. INTERVIEW/SELECTION PROCESS (3-5 DAYS)

☐ HR Specialist/Recruiter reviews applications. Qualifications of each applicant will be determined according to the minimum requirements, experience, and education as stated on the job description. An automated email is sent to the hiring manager when there are applications referred by HR Specialist/Recruiter that met the minimum qualifications.

☐ A minimum of three (3) applicants should be interviewed for each position where three qualified applicants can be identified. If three (3) qualified applicants are not identified, one or two qualified applicant/s should be acceptable.

☐ Hiring Manager selects a candidate. HR or hiring manager may make the contingent offer. Once candidate accepts, hiring manager submits completed and signed Personnel Transaction Report (PTR) to ASCPTR@fullerton.edu for processing. The PTR form and guideline for filling it out can be found on the ASC website.

3. BACKGROUND CHECK (1-10 DAYS)

- ☐ A background check is ordered through ASC's vendor Accurate Background. Candidate will receive an email coming directly from Accurate to enter their background check information. The background check is initiated once they complete the form.

  - ✓ Basic Background Checks for Part Time (PT) take approximately 1-2 days to complete.

  - ✓ Comprehensive Background Checks for Full-Time and Part Time Benefited (FT & PTB) take approximately 1-2 weeks to complete. Any delays or incomplete background checks will be communicated to the new hire with a cc to the hiring manager to ensure they are all kept informed of the progress.

4. ONBOARDING AND START (1-2 DAYS)

- ☐ For FT & PTB a welcome email with offer letter and benefits information is sent.

- ☐ HR Specialist/Recruiter creates a CWID (if none already exists) for the new hire.

- ☐ New hire is assigned an Onboarding account on Neogov with all checklist/new hire documents that must be completed. If Live Scan is required, it will be assigned here as well.

  - ✓ HR Specialist/Recruiter sends new hire Welcome Aboard email with information and copies hiring manager

- ☐ Hiring Manager receives notification from Neogov that they have an employee who has been assigned a new hire checklist. Hiring manager may login and view their new hire progress in completing this list.

- ☐ Final task is to present original I-9 documents in person to the ASC HR office.

- ☐ New hire is entered within 1 business day to the ASC system. Time clock access is activated overnight but may start working same day they present their documents.

- ☐ Hiring Manager will see this employee show up in the Time Clock Plus system within 1 day of being hired. If this is their first employee, they will receive a welcome email with login and instructions on how to approve hours.

- ☐ Once the employee is hired, the department IT coordinator may request IT access accordingly.

***Please note all timelines are approximate and may vary depending on individual factors.