



HUMAN RESOURCES
MANAGEMENT

Guidelines for Hiring from Temporary Applicant Pool(s)

To accommodate the temporary staffing needs of campus departments, we have established a second recruitment option to appoint staff on a temporary basis.

These positions are advertised in our Online Job Opportunities website at <http://www.csudh.edu/employment> , and 24-hour Job Hotline at 310-243-3840. The online applications are kept for up to three (3) months for consideration.

Appointment Period:

Temporary appointments can be granted for up to one year and may be extended or can expire at any time. These appointments do not serve a probationary period or are granted permanent status. Please refer to the Collective Bargaining Agreements for additional information at http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml.

Benefits:

Temporary appointments exceeding six (6) months in length and with a time-base of half-time or more include health, dental and vision benefits. Temporary appointments under six (6) months in length are eligible for health benefits only per the Affordable Care Act. Appointments that have an intermittent time-base are evaluated on a calendar year basis for medical benefit eligibility.

The following steps should be followed when seeking to hire from an applicant pool:

STEP 1: The applicant pool may be viewed at <http://www.csudh.edu/employment> by requesting access from Human Resources Management.

STEP 2: A minimum of (3) three to (5) five applications should be selected for interviews.

STEP 3: Interview questions and interview team members should be submitted and approved by Human Resources Management (HRM) prior to interviewing candidates.

STEP 4: Once interviews are conducted and a decision has been made to hire from the applicant pool, the hiring department must submit the following as a package to Human Resources Management. The Employment Manager will contact the recommended candidate to make the employment offer.

Required forms to be submitted:

1. A completed eHIRE used to appoint the individual.
2. Recommendation Justification Form. Note: If the salary is above the first quartile of the classification's salary range, VP approval is required in writing.
3. Original application and resume.
4. A signed Position Description.
5. Three Reference Checks (one of which must be from the current employer).

STEP 5: **Do not make a job offer to anyone.** The official offer of employment must be made through Human Resources Management prior to the desired start date. Please do not suggest to candidates what the salary might be or what you will recommend.

STEP 6: New employees must report directly to HRM on their first day of work to be signed-in. HR staff will set-up this appointment, sign-in the employee and send him/her to you to begin work. For some jobs, the employee must undergo and pass a physical examination prior to reporting to work.

We appreciate your cooperation in following the above guidelines and look forward to assisting you with your staffing needs. Please feel free to call our office if you have any questions, extension 3771.