Special Consultant Hiring Process

Imporatant 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.	Request position number from Budget via email: bpa-01@csus.edu
2	Hiring Department	Submit proposed Position Description (PD) and Special Consultant Appointment Request Form to Classification & Compensation for approval via email (classandcomprequests@csus.edu).	Forms can be found on Classification & Compensation website.
3	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).
4	Hiring Department	Attach supporting documents	Approved PD, drafted Special Consultant Request Form, other supporting documents as requested.
5	Hiring Department	Start job card approvals	Follow your internal business practice for approvals.
6	Employment Services	Create posting and provide link to the department.	If this is direct hire, ensure "Hidden Job" box is checked before saving.
7	Hiring Department	Send job posting link to direct hire to complete.	
8	Special Consultant	Complete application.	
9	Hiring Department	Conduct review of application and interviews if necessary.	This is up to the department and determined by necessity.
10	Hiring Department	Initiate Offer Card.	Use "SA-Spc. Consult and Non-Recruited 2nd Quartile +" approval process.
11	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 Special Consultant.
12	Classification & Comp.	Approve Offer Card.	
13	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.
14	Dir. Of Talent Acquisition	Approve Offer Card.	
15	Budget	Approve Offer Card.	Ensure position data is correct.
16	Employment Services	Generate offer letter using merge fields and offer letter templates.	
17	Employment Services	Approve Offer Card then send Offer Letter for Acceptance via CHRS Recruiting.	
18	Employment Services	Send follow up email to Special Consultant and Department with Offer Letter and Position Description.	
19	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.
20	Special Consultant	Complete new hire paperwork and I-9 verifcation as instructed. Begin working.	
21	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 SacLink account.
22	Employment Services	File documents as necessary. If all vacancies on job card are filled, move job to "Filled" status.	