California State University
Dominguez Hills

Human Resources Management

Recruitment Flow Chart

Legend:
- HR Responsibility
- Budget Responsibility
- Department Responsibility

To initiate a recruitment, submit the following:

- Declaration of Vacancy (DOV) form
- Signed Position Description
- Approved justification memo for MPP/Confidential recruitments

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HR Classification Review

- Verify classification/job code
- Verify position management info
- Verify salary range
- Approve position description

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HR creates recruitment requisition in PeopleSoft.

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Budget approves the recruitment requisition in PeopleSoft.

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HR posts the recruitment on CSUDH's Job Opportunities page, the Chancellor's Office web site, and CalJobs.

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At the department's discretion, external advertising requests can be sent to HR. NOTE: Administrator III & IV recruitments require national advertising.

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Job Posting Requirements:

- Staff & Administrator I & II – 14 days
- Administrator III & IV – 30 days
- Postings can be extended upon request

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Job posting closes; HR prescreens based on minimum qualifications.

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Interview committee screens applicants based on position description and job requirements.

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Interview committee conducts interviews and/or open forums; final candidate is determined.

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References are checked; eHire/eFast is generated and circulated for signatures.

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HR Liaison submits the completed recruitment file to HR for review.

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HR extends the job offer and issues the candidate a "Conditional Offer of Employment Letter."

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Candidate undergoes a background check through Accurate Background.

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When the background check is cleared, a final offer of employment is made, and an effective date of employment is determined.

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Employee on-boarding occurs on the first day of employment.