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, in the following classifications listed on the Job Bulletin.

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 12 months for consideration.

Appointment Period:
Appointments granted through the applicant pool must be on a temporary basis from fiscal year to fiscal year. The duration of the temporary appointment may be less than a year, but may not go beyond a fiscal year at any given time. These appointments do not serve a probationary period or are granted permanent status. However, those covered under CSEA and the length of appointment should be based on department needs.

Benefits:
Temporary appointments exceeding (6) months in length and with a time-base of half-time or more, include health, dental and vision benefits. Appointments that have an intermittent time-base do not include benefits.

Sick and vacation time leave credits are accrued on a pro-rated basis.

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

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

STEP 3: Interview questions should be submitted and approved by the Human Resources Management department prior to interviewing candidates, unless already on file.

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 the HRM department. The Assistant Director will contact the recommended candidate to make the employment offer within 48 hours of receiving required documents.

Required forms to be submitted:
1. A completed eFAST or eHIRE (for new employees) appointing the individual.
2. If hiring above the first quartile in a salary range, a ‘Recommendation to Pay Above the First Quartile’ form must be completed and submitted.
4. A signed Position Description.

STEP 5: Do not make a job offer to anyone. The official offer of employment must be made through the Human Resources Management department 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 them 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.