



## **Hiring Checklist**

### **Faculty/Staff Stateside Seeking Employment with Foundation**

**Step 1: Set up an account with Foundation Finance. If you already have an account set up, proceed to the next step.**

Contact Foundation Accounting for more information regarding account setups at extension 3983.

**Step 2: New Hire/Rehire Documents for CSU Faculty and Staff:**

An on-boarding link will be sent automatically through Paychex to initiate new hire paperwork. Or the manual documents are available for those that prefer.

<https://csudhfoundation.com/wp-content/uploads/2018/06/New-Hire-or-Rehire-Documents-for-CSU-Staff-Faculty-and-MPP.pdf>

**Step 3: Additional Employment Documents:**

All employees of Foundation are required to have a completed Employment Application on file. Complete the electronic application that applies to your status as a University employee. Please note that information pertaining to prior employment history is not needed. Applicants need only attach a resume in lieu of detailed employment history.

Faculty: <http://csudhfoundation.applicantstack.com/x/apply/a2mym1vgzd7e>

Staff: <http://csudhfoundation.applicantstack.com/x/apply/a2mym1v9wlft>

**Step 4: Personnel Transaction Request Form:**

All employees must have a Personnel Transaction Form completed prior to beginning work as a Foundation employee. All signatures (including a dean signature) are required prior to being submitted to Foundation. Please note the following link will not take you directly to the form, you will be routed the page that houses this form, please click on the wording "Personnel Transaction Request Form". This will prompt a zip file to be downloaded, please click on the zip file to open the document.

<http://csudhfoundation.com/personnel-transaction-request/>



### **Step 5: Sensitive Position Determination Form:**

This form must be completed to determine if a position is considered sensitive. If a position is deemed to be sensitive, an employee must go through a Live Scan (fingerprinting FBI/DOJ) background screening. Under no circumstances can a Live Scan and background check be waived if a position is sensitive. Please note the following link will not take you directly to the form, you will be routed the page that houses the form. Please scroll down and click on the wording "Sensitive Position Determination Form". This will prompt a zip file to be downloaded, please click on the zip file to open the document.

<http://csudhfoundation.com/sensitive-position-determination-form/>

### **Step 6: Position Description:**

A brief description of the essential duties in a bullet point format is acceptable.

### **Step 7: Document Review Meeting**

All "Additional Employment" employees must meet with a Foundation HR Representative to review the hiring documents and steps have been completed. Additional Employment Employees are not authorized to begin work until attending this meeting and all documents are received. This is simply to ensure all paperwork is in order for audit purposes.

### **Background Screening Cost:**

Approximately \$60.00 (may vary) per employee. If a position is determined to be sensitive, an additional Live Scan fee may apply. Please note that this fee may vary, depending on position. If a background check has been completed on the stateside within the last five (5) years, a copy of the results will be requested from Faculty Affairs upon written consent.