



Student Employment  
Human Resources

**CSU Recruit – Selecting student for hire**

**Human Resources**

*Employment Services*

**Last Revised: 7/16/2024**

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# Selecting a student for hire in CSU Recruit








This section outlines how you will continue to disposition your student for hire in CSU Recruit.

Once a student has been selected to move forward in the hiring process, the hiring department will transition the status of the candidate via-CSU Recruit. Please follow the next steps.

## General Steps:

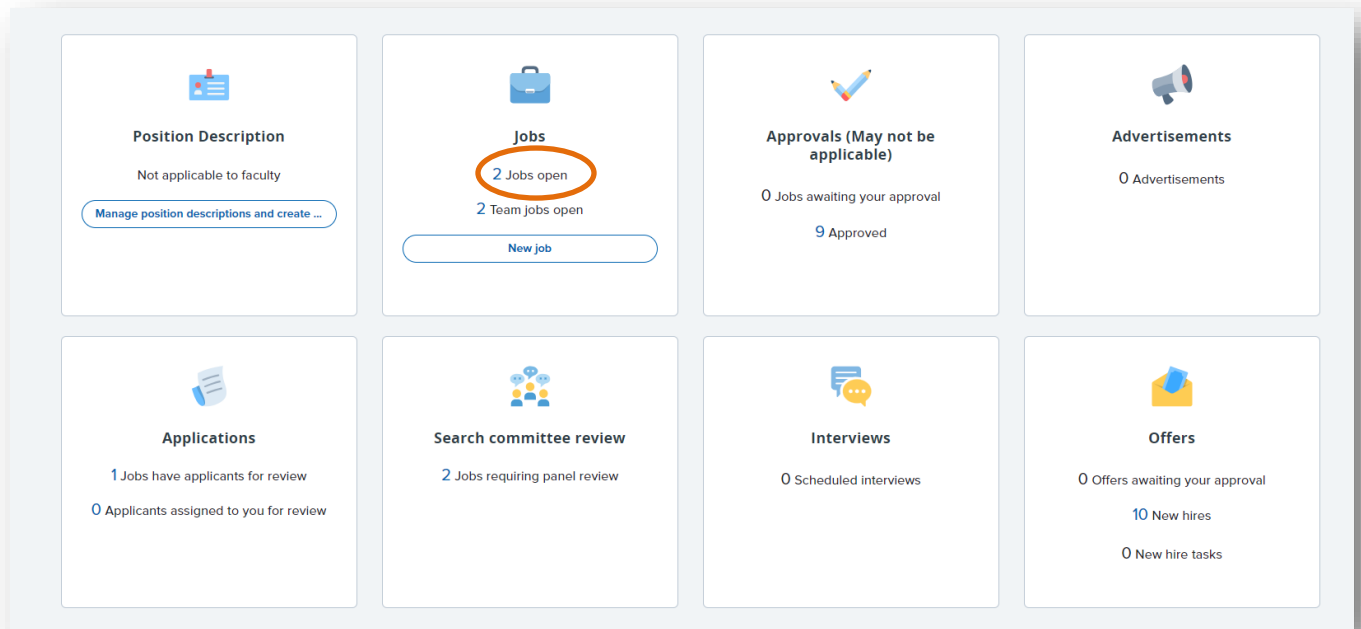
1. After interviews, log into CSU Recruit
2. Select the student recruitment
3. Select the student and disposition into 'Final Candidate Selection'
4. If approved, student employment will initiate the offer card to be approved by the HEERA Manager.

## Log in to CSU Recruit

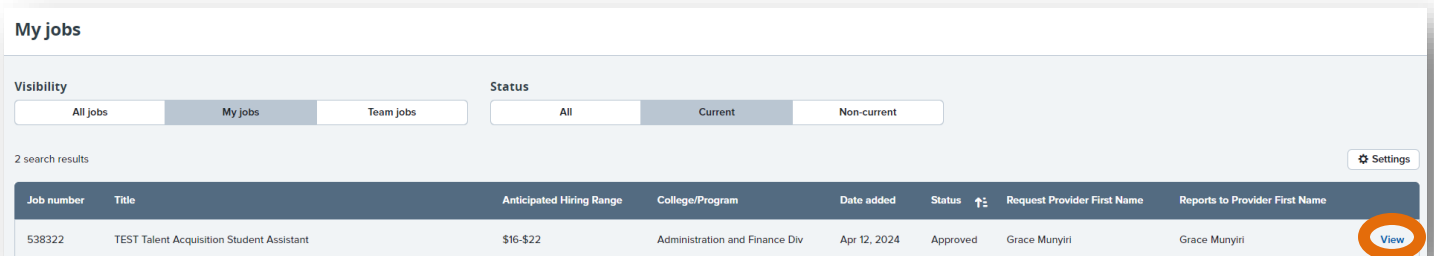
 <b>My Status</b> Application Status, Admission Transcript Status, and Training Status	 <b>Collaborate</b> Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more	 <b>Employment Opportunities</b> Search employment opportunities	 <b>Administrative Systems</b> PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more
 <b>Questica Budget</b> Campus budgeting software for planning, reporting, forecasting and position management.	 <b>Handshake</b> Manage on-campus, part-time, full-time, internship, and volunteer opportunities for students.	 <b>CSU Recruit</b> CSUSB recruiting powered by PageUp. Submit recruitments, view candidate applications, and more	<b>CLSS</b> <b>CLSS</b> Build your semester class schedule using CLSS

# Selecting a student for hire in CSU Recruit

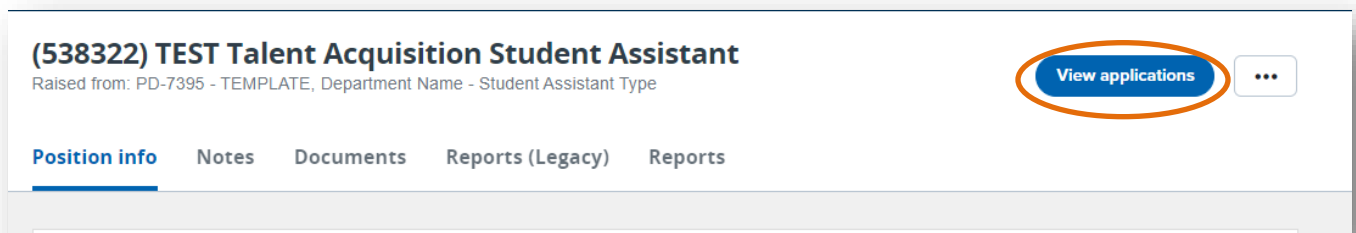
1. On your dashboard, select the jobs title.



2. Select the appropriate student position and click on **VIEW**.



3. Select the 'View applications' button.



4. Select the student that you will like to proceed with by clicking on their **First or Last Name**.


TEST Talent Acquisition Student Assistant (538322)

Search Results

<input type="checkbox"/>	Submitted	Status	Applicant No	Prof Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref. Score	Interview guide	Dup	Undisclosed?	Employee	Source	Sub-source
<input type="checkbox"/>	Apr 12, 2024	New Application	226014		Testing	Applicant7				csusb.hris.test+2022@gmail.cc	United St	Califorr	San Bern				False		Internet Website	
<input type="checkbox"/>	Jul 10, 2024	New Application	62299		Testy	Testy				testyoyoyo@yahoo.com	United St	Califorr					False		Internet Website	

Page 1 of 1 | Records 1 to 2 of 2

5. Click on the 'New application' status.

**Testy Testy**  Actions

[View profile](#)

Address: California, United States | Phone: -

Email: [testyoyoyo@yahoo.com](mailto:testyoyoyo@yahoo.com) | Original source: Alumni

e-Zines comms hold:  Yes

**Applications** | [History](#) | [Scheduled emails](#) | [Resume / CV](#)

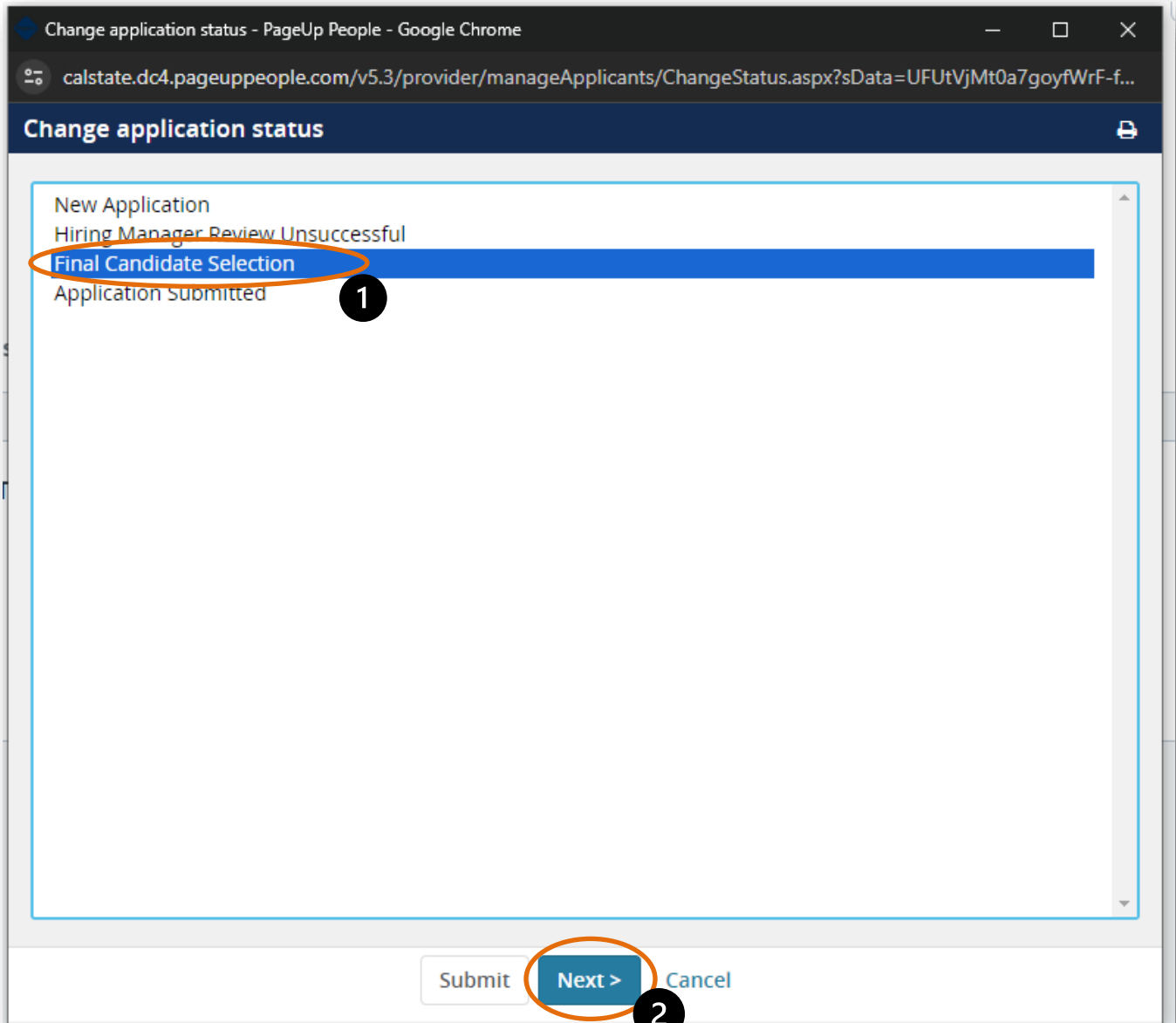
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**538322 - TEST Talent Acquisition Student Assistant** ...

Date submitted: Jul 10, 2024 | Applied via: Careers website | Status changed Jul 10, 2024: [New Application](#) | Offer: **No offer**

Resume / CV: [View](#) | Form: [View](#) | [New Application](#)

6. Move the candidate to **'Final Candidate Selection'** and click on next.



7. The template will prepopulate the candidate information.

- I. The hiring department is responsible for notifying Student Employment of the candidate's citizenship status. Select the correct status.
- II. Once chosen, select **'Move now'**.

**i** No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job:  Yes  No

Additional users from Job

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Administrative Support            | <input checked="" type="checkbox"/> Hiring Administrator |
| <input checked="" type="checkbox"/> HR/Faculty Affairs Representative | <input type="checkbox"/> Reports to Supervisor Name      |
| <input type="checkbox"/> Search Committee Chair                       | <input type="checkbox"/> Search Committee Member         |

Additional users from Offer

- |  |  |
|--|--|
| <input type="checkbox"/> Onboarding Delegate 2 | <input type="checkbox"/> Onboarding Delegate 3 |
| <input type="checkbox"/> Reports To            |  |

Other additional users

Email from:\*

Email subject:\*

Email body:\* Merge fields

**B** *I* U ~~S~~  Formats **A** **A**   *I*<sub>x</sub>  

Hello Student Employment,

This message is to confirm that {FIRSTNAME} {LASTNAME} is being recommended for this position. {FIRSTNAME} {LASTNAME} is a **domestic/international (pick one)** student. As we proceed to the hiring process for this recruitment, Student Employment will continue the following:

1. Verify that {FIRSTNAME} meet the requirements of the minimum qualifications.
2. Should {FIRSTNAME} meet the requirements, complete the offer card and send for Hiring Manager approval.

Once the offer card has been fully approved, please notify me and I will make the verbal offer to {FIRSTNAME}. I will update Student Employment once {FIRSTNAME} has accepted or declined the conditional offer.

Thank you,

{REPORTSTOFIRSTNAME} {REPORTSTOLASTNAME}

## **What Happens Next?**

1. Student Employment will review the information to ensure that the student meets all the requirements.
2. Student Employment will initiate the offer card and send it to the HEERA Manager (the appropriate administrator) for approval.
3. The HEERA Manager will extend the **verbal** conditional offer to the student.
4. Once accepted, Student Employment will disposition them to conditional offer accepted and submit them for background check/Live Scan (if needed).
5. The student will then have access to the electronic onboarding paperwork.