

Posting Procedures for Grant-funded Positions

Information you will need before you get started:

- *No* posting is required when an individual is specified by name in the grant proposal
- The formal recruitment process takes a *minimum* of six to eight weeks to complete
- All salaried staff positions shall be posted for a minimum of 14 calendar days. The PI may extend posting on a week-to-week basis by calling or e-mailing the ORSP Personnel Specialist by noon on the Thursday of the week prior to the closing date.
- For special recruiting, a flyer may be placed in the SF State Careers system for unique positions
- You must fill vacancies from among *qualified* SF State employee applicants, when possible
- All grants and contracts appointments are temporary, e.g., there is a beginning date and end date for the appointment
- PIs should not hire close relatives and no employee may make recommendations or in any way participate in decisions about any Human Resource matter that may directly affect the selection, appointment, tenure, compensation, promotion, termination, other employment status or interest of a close relative (spouse or domestic partner, mother, father, daughter, son, sister, brother, sibling).
- Interview questions must relate to the job, e.g. you may not ask personal questions

Getting started – Steps in the hiring process

TIME LINE

1. PI Informs ORSP Personnel of intent to hire for a grant-funded position *Week 1 (by Wed.)*
2. PI works with Personnel Specialist to determine classification, salary & length of appointment, confirms funding *Week 1 (by Thurs.)*
3. PI Completes Position Description, Recruitment Authorization, Work Schedule, and may submit a Requisition for advertisement in newspaper or special journal if desired *Week 1 (by Fri.)*
4. ORSP reviews and signs documents and submits to HR Department. HR posts job on the SF State Careers website for a minimum of 2 weeks, and receives, reviews, and forwards applications to PI. *Week 2 (by Tues.)*
5. If desired, PI posts the position on external job websites (i.e. cragislist.com, Monster.com, Bay Area Techies.com, etc.), in addition to SF State Careers *Week 3 (by Tues.)*
6. PI reviews applications (all candidates must complete a University application form) and schedules interviews with a minimum of 3 applicants (if possible) *Week 5 (Mon- Wed)*
7. PI informs ORSP if posting is to be extended or closed *Week 5 (by Thurs.)*
8. PI conducts interviews, makes reference checks, and completes Staff Hiring Recommendation Form and submits to ORSP *Week 6 & 7*
9. PI prepares justification for higher compensation if the PI chooses to pay a candidate above the mid-point of the salary range for the classification *Week 7*
10. ORSP reviews and endorses recommendation and forwards to HR. PIs do not have authority to make job offers. HR makes job offer and prepares appointment letter. ORSP initiates the system transaction (ETRAC) to hire. *Week 8*
11. Employee starts working. HR initiates the IRCA (immigration certification) process, conducts Employee Orientation and assists employee with benefits enrollment. *Week 9 or 10*
12. All recruiting materials including original applications/resumes, interview questions, rating sheets and reference notes must be forwarded to HR upon conclusion of the search *Week 11*