

CHRS Recruiting Temporary Faculty Pool Guide

Assumptions/Prerequisites

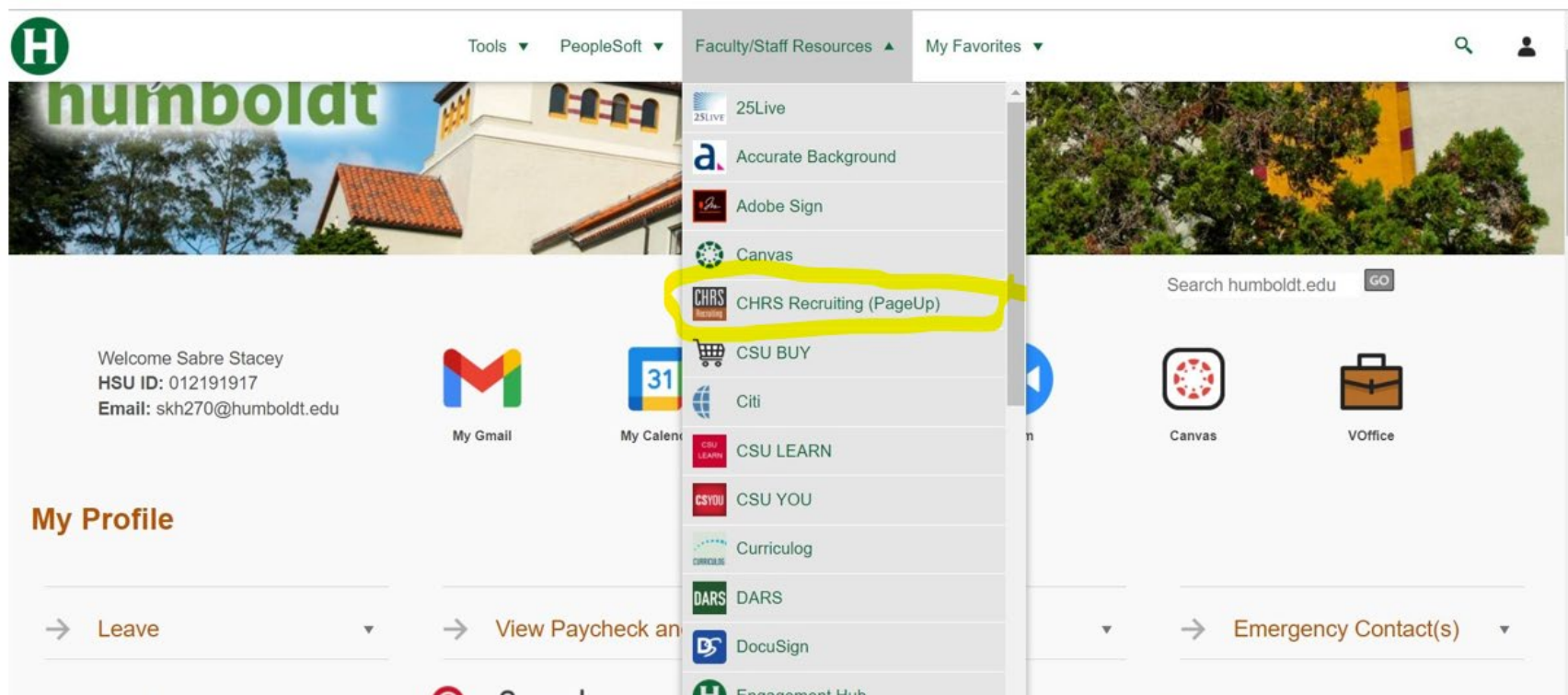
Role: Department Chair or Academic Support Coordinator

System Permission Level: CSURSPUT Hiring Manager Plus (Chairs) or CSURSPUT Department Admin Plus (ASCs)

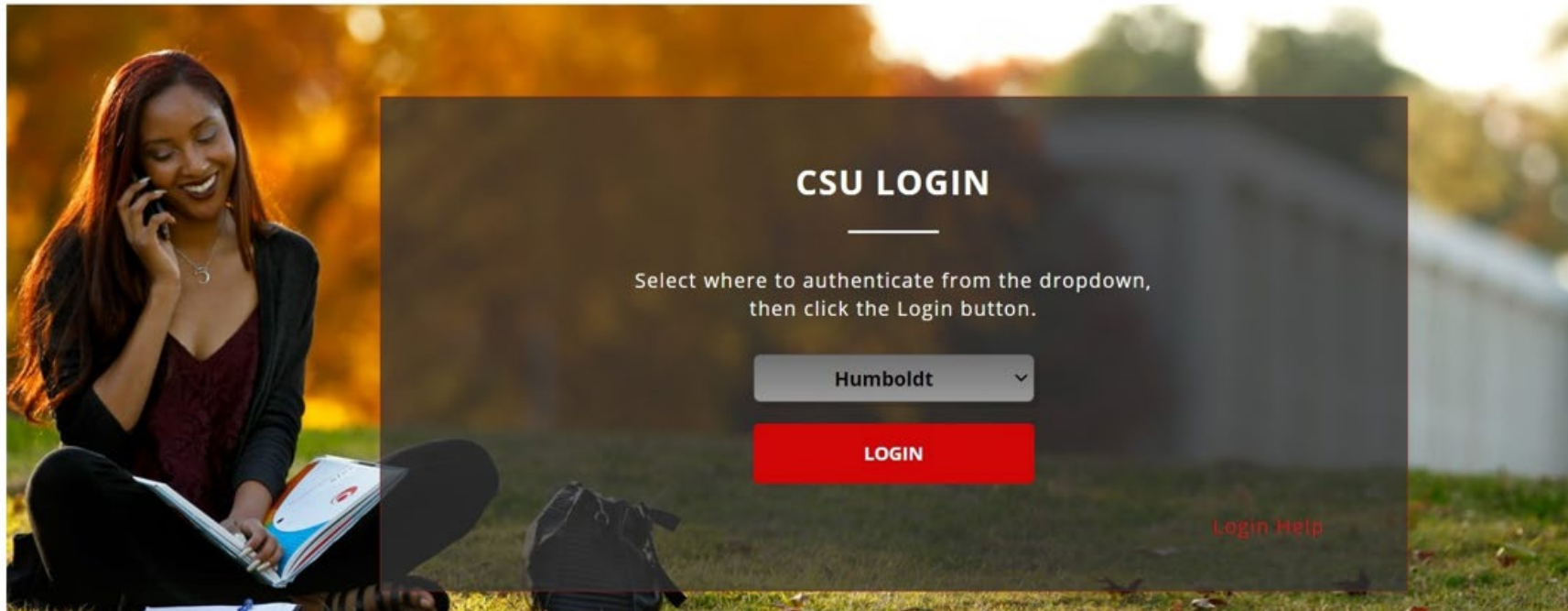
Job Card: Identified as Search Committee Chair (Chairs) or Admin Support (ASCs)

Logging in:

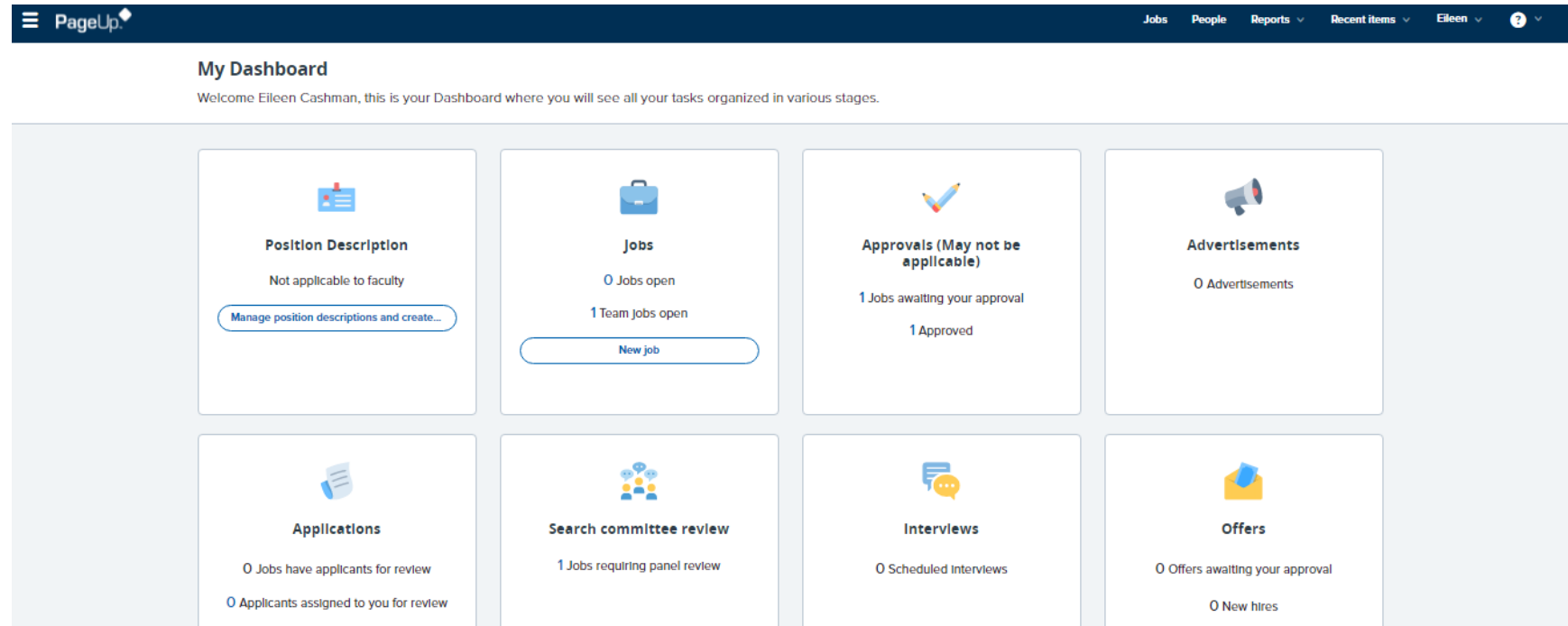
Access CHRS Recruiting from the myHumboldt portal Faculty/Staff Resources drop-down menu:



Next, choose our campus “Humboldt” from the CSU campus drop-down menu:



Once logged in, you'll see this Dashboard (note: ASCs will have a different view than department chairs):



Step 1 - Reviewing Applicants:

From the Dashboard, click on the “Search committee review” tile. Now you can see your job list, and how many applicants have submitted applications.

Click the blue “View Applicants” link on the right to see all the new applications that have come in that you have not reviewed yet:

The screenshot shows the PageUp application management interface. At the top is a dark blue navigation bar with the PageUp logo and several menu items: Jobs, People, Reports, Recent Items, and Eileen. Below this is a section titled "My search committee jobs". It contains a table with the following columns: Job number, Date added, Status, Title, User, Total applications, and Your role. A single row is visible in the table for job number 505633, dated Oct 18, 2021, with status "Approv", title "Lecturer Pool in Department of Environmental Resources Engi SV", user "Engi SV", and 5 total applications. The user's role is "Search Committee Ch". To the right of the table row are three links: "View Applicants (2)", "View responses", and "Edit job". The "View Applicants (2)" link is highlighted with a yellow circle. At the bottom left of the table area, it says "Page 1 of 1". At the bottom right, it says "Records 1 to 1 of 1".

Job number	Date added	Status	Title	User	Total applications	Your role	
505633	Oct 18, 2021	Approv	Lecturer Pool in Department of Environmental Resources Engi SV	Engi SV	5	Search Committee Ch	View Applicants (2) View responses Edit job

On this page, you can see the list of applicants on the left hand side, along with a place to make notes on the right. You can also provide an overall rating.

PageUp

Jobs

People

Reports

Recent Items

Eileen

?

Lecturer Pool in Department of Environmental Resources Engineering (505633)

Job Code/Employee Classification: Lecturer AY

Bulk compile and send

Bulk move

Select all

Sort: Outcome

New Application

Ken Thrift

Nov 16, 2021

4 - Far exceeds requirements

Reviewed

Test Vick

Oct 26, 2021

1 - Meets some requirements

Reviewed

Job Code/Employee Classification: Lecturer AY

Saved: ✓

Summary

Hire this one.

Overall Rating: 4 - Far exceeds requirements

Rank: No

5

CHRS Recruiting Temp Faculty Pool Guide

Click the person's name to open the applicant card and view the CV, as well as contact information and other application materials, and a history of communication with them.

The screenshot displays the 'HM-English Department Temporary Faculty Pool-TEST (496680)' interface. On the left, a sidebar contains a list of applicants. The first applicant, Rose Nylund, is highlighted in light blue. A red arrow points to her name. Below her name is the date 'May 3, 2021'. The second applicant, Stanley Zbornak, is listed below with the same date. At the bottom of the sidebar, there is a section for 'Reference Checks Initiated'. The main area on the right shows the 'Job Code/Employee Classification: Lecturer AY'. Below this, a 'Summary' section contains the text 'Rose can teach ENGL 100, 200, and 333', which is highlighted in yellow. At the bottom of the main area, there are dropdown menus for 'Overall Rating' (set to 'Select') and 'Rank' (set to 'No').

HM-English Department Temporary Faculty Pool-TEST (496680)
Job Code/Employee Classification: Lecturer AY

Bulk compile and send Bulk move

☐ Select all Sort: Outcome

☐ New Application

☐ Rose Nylund
May 3, 2021

☐ Stanley Zbornak
May 3, 2021

☐ Reference Checks Initiated

Job Code/Employee Classification: Lecturer AY


Summary

Rose can teach ENGL 100, 200, and 333

Overall Rating: Select Rank: No

Viewing the CV via the Applicant Card:

i You are viewing this applicant's application for the job **HM-English Department Temporary Faculty Pool-TEST**. Only information related to this application will be shown.

Ms Rose Nylund 

[View profile](#)

Address

345 Blonde Ave
Ft. Lauderdale, Florida
33335, United States

Phone

+1 777-666-8888

Cell

+1 502-666-9999

E-mail

TestUserVick+RosePool@humboldt.edu

Original source

Careers website

e-Zines comms hold

☒ Yes


Applications






History

Scheduled emails

Resume / CV

Test Applicant Resume.docx





Name: Yourname Applicant

123 Maple Street
Long Beach
California
98765

Close


Viewing the History via the Applicant Card:

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


Job
All

Item
All

Monday, May 3, 2021, 12:16pm

**Document**
HM-English Department Temporary Faculty Pool-TEST (496680)
Resume: Test Applicant Resume.docx Size: 25kb
[View](#) [PDF](#)

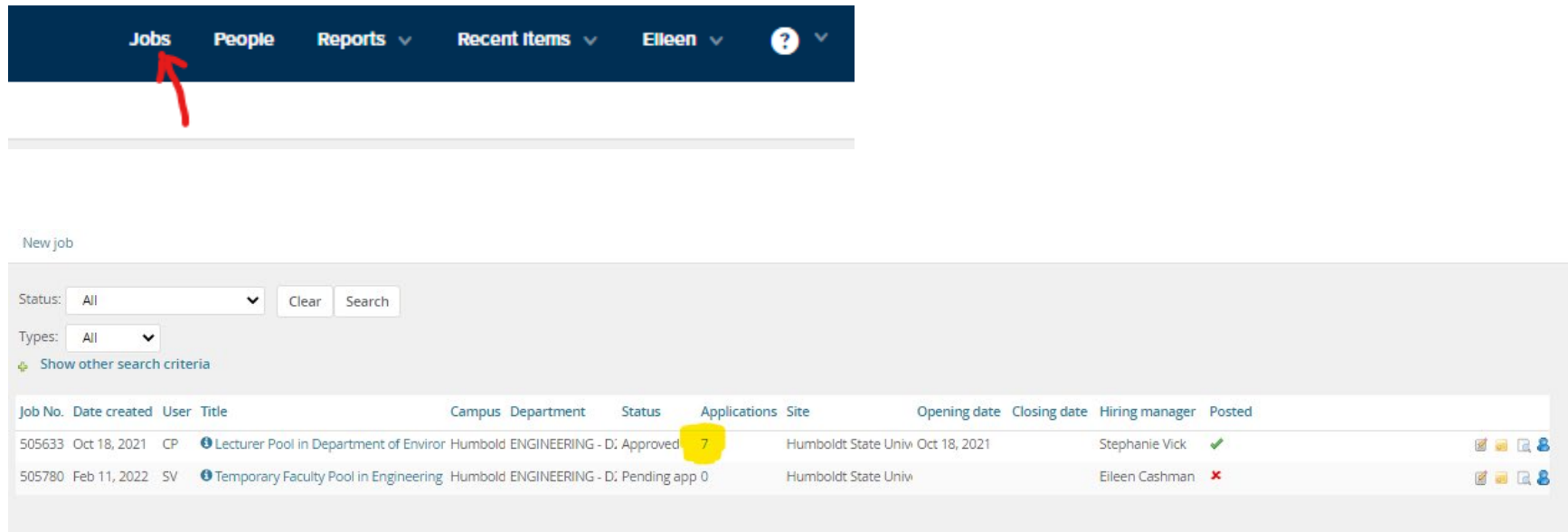
Monday, May 3, 2021, 12:16pm

**Document**
HM-English Department Temporary Faculty Pool-TEST (496680)
Cover letter: Letter of Interest.docx Size: 13kb
[View](#) [PDF](#)

[Close](#)

Once you have screened each applicant, you can move them in bulk to the “Department Chair Review Successful” or the “Department Chair Review Unsuccessful” statuses as a holding place.

To do this, navigate to the job (either from your Dashboard or by clicking “Jobs” on the toolbar as shown below) and click on the “Applications” link:



New job

Status: All Clear Search

Types: All

Show other search criteria

Job No.	Date created	User	Title	Campus	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Posted
505633	Oct 18, 2021	CP	Lecturer Pool in Department of Enviror	Humboldt	ENGINEERING - D	Approved	7	Humboldt State Univ	Oct 18, 2021		Stephanie Vick	✓
505780	Feb 11, 2022	SV	Temporary Faculty Pool in Engineering	Humboldt	ENGINEERING - D	Pending app 0	0	Humboldt State Univ			Eileen Cashman	✗

Step 2 - Bulk Move Applicants:

Click the checkbox next to the applicants you want to change the status for. You can select different actions for the different colored boxes (green, yellow, and red). Each color is a different “bucket” we can move them to.

In this example, we’ve checked the green box for applicants “Anne Wasson” and “Bobby Beck.” We’ve checked the yellow box for applicants “Melissa Jones” and “Testing CHRS.”

Lecturer Pool in Department of Environmental Resources Engineering							
Search		Results					
Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Rank
<input checked="" type="checkbox"/>		Department Chair Review Si	176824	Anne	Anne	Wasson	
<input type="checkbox"/>	Feb 9, 2022	Online Welcome Offer Exter	177333	Beth	Beth	Betherson	
<input checked="" type="checkbox"/>	Jan 13, 2022	Worked Previous AY	177231	Bob	Bobby	Beck	
<input type="checkbox"/>	Nov 16, 2021	Background Check Complet	177088	Bob	Ken	Thrift	
<input type="checkbox"/>		Incomplete	176825	Melissa	Melissa	Jones	
<input type="checkbox"/>	Oct 26, 2021	New Application	176878		Test	Vick	
<input type="checkbox"/>		Incomplete	176823	Test	Testing	CHRS	

Once you've made your selections, click the "Select a bulk action" drop-down menu, and select "Bulk Move":



The next screen is where we're going to define what happens with each color we've selected, i.e. what action results from being in the green or yellow "bucket."

Starting with the 2 green applicants, we're going to make those mean "Department Chair Review Successful." Then click the blue "Next" button.

Bulk action status: 2 Applicants 2 Applicants Complete

You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status: Select

- Select
- Submitted
- New Application
- Department Chair Review Successful**
- Department Chair Review Unsuccessful
- Worked Previous AY
- Reference Checks Initiated
- Reference check unsuccessful
- Request for APS to Initiate Background Check
- Accurate Background - Background Check Initiated
- Accurate Background - Background Check Pending
- Accurate Background - Background Check Results
- Background check unsuccessful
- Background Check Complete, Prepare Welcome Letter
- Online Welcome Offer Extended
- Online Welcome Offer Accepted
- Offer accepted form complete
- Offer declined
- Offer Revised
- Offer Rescinded

On this screen, leave everything as it's currently marked, and click "Move now."

Bulk action status: 2 Applicants 2 Applicants > Complete

You have requested to move 2 applicants to the status "Department Chair Review Successful".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants: ☒ Yes ☐ No

Send an SMS to the applicant: ☐ Yes ☐ No

Additional users from Job: ☒ Yes ☐ No

Note

The following will be added to the applicant notes for administrators to view:

You'll see a message warning you to not close your browser, and you'll see the processing screen. After it's done, it will take you back to your bulk move screen to deal with the yellow applicants.

Now we'll follow the same steps for this group. (Note the blue message at the top of my screen confirms that I moved the green applicants to a new status.)

For this yellow group, we'll make this the "Department Chair Review Unsuccessful" bucket, and click Next:


The screenshot shows a user interface for managing applicant status. At the top, a blue message bar states: "You have just moved 2 applicants to the status 'Department Chair Review Successful'." Below this, the "Bulk action status:" section shows a progress bar with three stages: "2 Applicants" (green), "2 Applicants" (yellow), and "Complete". The text "You have requested to move 2 applicants." is displayed. Underneath, it says "Select a status to move these applicants to:". A dropdown menu for "Application status:" is open, showing "Department Chair Review Unsuccessful" as the selected option. At the bottom, there are two buttons: "Next >" and "Cancel".

No changes needed on this screen. Click “Move now.”

Bulk action status: 👤 2 Applicants 👤 2 Applicants Complete

You have requested to move 2 applicants to the status "Department Chair Review Unsuccessful".


You now have the opportunity to notify these people::

Communication template: -- No template -- 


E-mail: Applicants: ☒ Yes ☐ No

Send an SMS to the applicant: ☒ Yes ☐ No

Additional users from Job: ☒ Yes ☐ No

 Note

The following will be added to the applicant notes for administrators to view:



Move now Cancel

Once you're done with your bulk move, it will take you back to the applicant screen. Now, you can see new status noted for each applicant you moved with this bulk process:

Lecturer Pool in Department of Environmental Resources Engineering (505633)							
Search		Results					
Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Rank
<input type="checkbox"/>		Department Chair Review Successful	176824	Anne	Anne	Wasson	
<input type="checkbox"/>	Feb 9, 2022	Online Welcome Offer Extended	177333	Beth	Beth	Betherson	
<input type="checkbox"/>	Jan 13, 2022	Department Chair Review Successful	177231	Bob	Bobby	Beck	
<input type="checkbox"/>	Nov 16, 2021	Background Check Complete, Prepare Welcom	177088	Bob	Ken	Thrift	
<input type="checkbox"/>		Department Chair Review Unsuccessful	176825	Melissa	Melissa	Jones	
<input type="checkbox"/>	Oct 26, 2021	New Application	176878		Test	Vick	
<input type="checkbox"/>		Department Chair Review Unsuccessful	176823	Test	Testing	CHRS	

Incumbent Lecturers Reapplying to the Pool

For any incumbent lecturers (those who worked in the prior academic year), you will do the same review steps, but the application status will instead be either "Worked Previous AY" for those you do not yet have work for, or "Hire Complete - Worked Previous AY" for faculty who will have course assignments.

While not a requirement, current temporary faculty unit employees may complete the application to the department's temporary faculty pool to indicate their continued interest in temporary faculty employment in their current department. This serves as a communication tool for a temporary faculty member to inform the department about courses or assignments in which they are interested. It is not required to maintain entitlements. This replaces the Form 585: Request for Subsequent Lecturer Appointment.

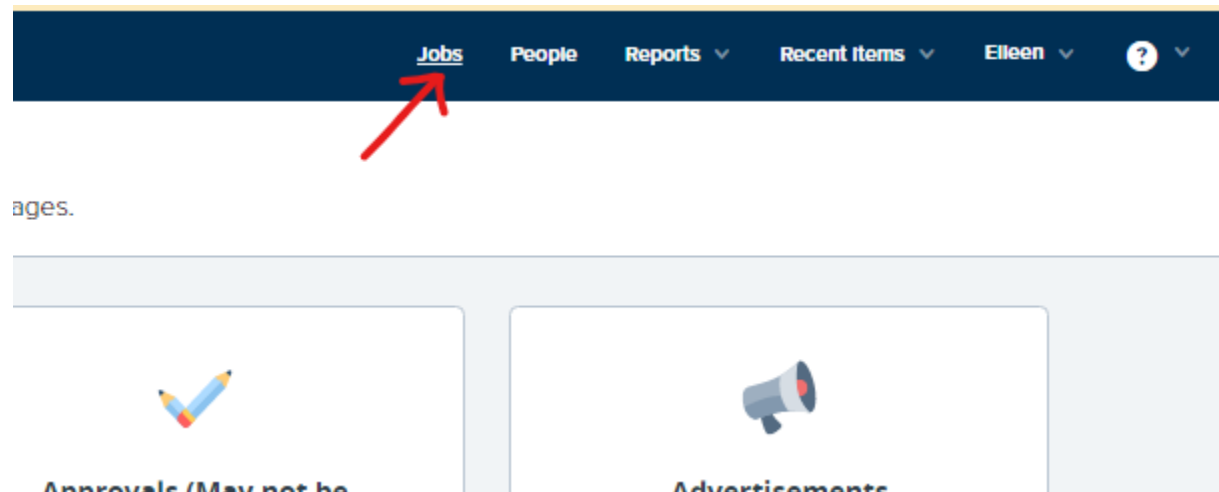
Incumbent lecturers do **not** need reference checks or a new background check in order to be reappointed.

Step 3 - Reference Checks:

The Department Chair (or ASC) will move the applicant to the “Reference Checks Initiated” step. The references that the candidate provided in their application will be automatically contacted by email so that they can complete the webform.

Find the applicant* you want to conduct reference checks for by clicking the word “Jobs” in the blue bar at the top of your screen:

*Note that the bulk move process can be used to conduct reference checks if you are doing this for multiple applicants at the same time.



On this page, you can click on the blue number appearing below “Applications,” or the little blue person icon at the far right:

The screenshot shows the PageUp Jobs interface. At the top, there's a navigation bar with 'Jobs', 'People', 'Reports', 'Recent Items', and a user profile 'Eileen'. Below this, there's a search bar with 'Status: All' and 'Types: All'. The main table lists job openings. The first row is for job 505633, titled 'Lecturer Pool in Department of Environmental Resources Engineering - D20 Approv 6'. The 'Applications' column shows a blue number '6'. At the far right of this row, there is a blue person icon. Red arrows highlight these two elements.

Job No.	Date created	User	Title	Campus	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Posted
505633	Oct 18, 2021	CP	Lecturer Pool in Department of Environmental Resources Engineering - D20 Approv 6	Humboldt	ENGINEERING - D20	Approved	6	Humboldt State University	Oct 18, 2021		Stephanie Vick	✓

Now you'll see all applicants for this position, regardless of what status they are in:

The screenshot shows the 'Results' page for job 505633. It displays a table of applicants with columns for Submitted, Status, Applicant No, Pref Name, First name, Last name, Ranking, Phone, Mobile, Email, Country, State, City, Ref, Score, Interview guide, Dup, Undisclosed?, Employee, Source, Sub-source, and Flags. There are 6 applicants listed.

Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref	Score	Interview guide	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
	Incomplete	176824	Anne	Anne	Wasson		501-562-7		xyz@yahoo.com	United States	California	Eureka					False				
Jan 13, 2022	New Applicant	177231	Bob	Bobby	Beck		(555) 555- 512-497		Ghost@yahoo.com	United States	California	Long Beach		0			False		Other	EmpRef	
Nov 16, 2021	Background	177088	Bob	Ken	Thrift		70782661		kt7001@humboldt.edu	United States	California	Arcata		0			False		CBR	CBR	
	Incomplete	176825	Melissa	Melissa	Jones		(555) 555-		mz33@gmail.com	United States	CA	Long					False				
Oct 26, 2021	New Applicant	176878		Test	Vick				TestUserVick-test@humboldt.edu	United States	California						False		Internet Alumni		
	Incomplete	176823	Test	Testing	CHRS		(555) 555- (555)22-		ael22@humboldt.edu	United States	California	Long					False				

Click the name of the person you want to conduct reference checks for, and the applicant card will open.
Click the blue link (shown here as “New Application”) to change the status for this applicant:

Ken Thrift (Bob) - PageUp - Google Chrome

adminuat.dc4.pageuppeople.com/applicant?sData=UFUtVjMtaQloJTUTylhKtLq3tbP2qJuqpbLNRVAw7g-mMTDGV2L-Mhp35VssoiC_WiWlqS80qyxVL8kOI...

i You are viewing this applicant's application for the job **LECTURER - AY**. Only information related to this application will be shown.

Ken Thrift (Bob) ● Actions ▾

[View profile](#)

Address	1 Harpst Street, 1 Harpst Street Arcata, California 95521, United States	Phone	+1 7078266119
E-mail	kt7001@humboldt.edu	Applicant No	177088
Employment status	-	Original source	Campus Recruiter contacted me directly
e-Zines comms hold	<input type="checkbox"/> No		

Applications History Scheduled emails Resume / CV

i **505633 - LECTURER - AY** ...

Date submitted Nov 16, 2021	Applied via Campus Recruiter contact...	Status changed Nov 16, 2021 New Application	Offer No offer
Resume / CV View	Form View		

[Close](#)

Once the status window opens, select “Reference Checks Initiated.”

Change application status - PageUp People - Internet Explorer

https://csuwave.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMte2afJVA4o7KwH0CSNI0YKw

Change application status

- New Application
- Department Chair Review Successful
- Department Chair Review Unsuccessful
- Worked Previous AY
- Reference Checks Initiated**
- Reference check unsuccessful
- Accurate Background - Background Check Initiated
- Accurate Background - Background Check Pending
- Accurate Background - Background Check Results
- Background check unsuccessful
- Background Check Complete - Online Offer Extended
- Online Offer Accepted
- Offer Accepted, Form Complete
- Offer Declined
- Offer Revised
- Offer Rescinded
- Hire Complete
- Withdrawn
- Incomplete

Submit Next > Cancel

100%

Then, click the blue “Next” button.

A new window opens to confirm the change in status. Here, you can confirm the email to the applicant looks the way you want it to. The system will auto-populate their information from their application materials.

If no changes, click the blue “Move Now” button.

Confirm status change

E-mail: Applicant: ☒ Yes ☐ No

From:*
TestUserVick@humboldt.edu

Subject:*
Conducting Reference Checks

Message: [Merge fields](#)

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Formats

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[Link](#)

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CAL POLY HUMBOLDT

Dear Rose,

I am excited to progress you to the next stage of the recruitment process for the HM-English Department Temporary Faculty Pool-TEST position with **Cal Poly Humboldt**

In order to do so, I will need to conduct three professional reference checks. The references you listed on your application will be contacted by us soon.

Sincerely,

Lisa Tremain

Search Chair

Move now

Cancel

View of notification email that applicant receives:

Conducting Reference Checks Inbox x



California State University Careers <TestUserVick-995@mail.pageuppeople.com>
to TestUserVick+RosePool ▾

3:16 PM (0 minutes ago)

CAL POLY HUMBOLDT

Dear Rose,

I am excited to progress you to the next stage of the recruitment process for the HM-English Department Temporary Faculty Pool-TEST position with **Cal Poly Humboldt**

In order to do so, I will need to conduct three professional reference checks. The references you listed on your application will be contacted by us soon.

Sincerely,

Lisa Tremain




Search Chair


Cal Poly Humboldt

Email received by reference:

Reference for Rose Nylund

Inbox x





noreply@calstate.edu <noreply-995@mail.pageuppeople.com>
to TestUserVick+MacAfeeReference

3:16 PM (1 minute ago) ☆ ↶ ⋮

Hi Casey MacAfee,

Rose Nylund is a candidate for the HM-English Department Temporary Faculty Pool-TEST position at the Humboldt campus of our California State University system and has identified you as a reference. Please provide your reference as soon as possible so that we may give the candidate due consideration for this role.

Click the following link for specific instructions and to provide the reference:

https://admin_dc4.pageuppeople.com/gateway/Default.aspx?sData=UFUtVjMt0E4I9h_to9-hyEYG4Z4eXL_s4SCU7UhTGJmcMuFqNoksUu4cuMbprb1AITHtKP2pu1N2JDxqfJJaSUMN7JWwnUa5Uf9IIIpMqmw7MRJmD6RfuSZYMcamvOgZqdYq096Eab0sS5HWNpIH6Z-XYIwxsf1oO7KwM1YXvkdb9w6EU%7e

Please be advised that the link above will expire on 15 May 2021.

If prompted, please enter the following information:

Pin: 324

Password: qqzbfITtWm

You may refer any questions about this reference check to our team. Note that we may also follow up with you regarding any questions we might have about the information you've provided. Thank you for taking the time to complete this document thoroughly and completely.

Sincerely,

Lisa Tremain

Humboldt

30LTIdt142@hsu.humboldt.edu

After clicking the link contained in the email, the reference is taken to this page:

Reference check

You are providing a reference for Rose Nylund for the position HM-English Department Temporary Faculty Pool-TEST.

Please fill in all mandatory fields marked with an asterisk (*).

Faculty Pool Online Reference Check Form

Thank you for taking the time to provide a reference check for this applicant. They are applying for a temporary faculty position at Humboldt State University. Please contact Academic Personnel Services (aps@humboldt.edu) if you have any questions.

How long have you known the applicant?:*

Select

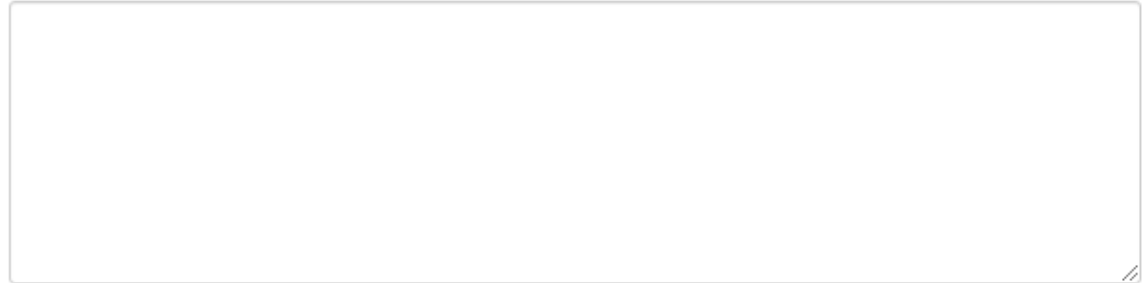
Relationship to applicant:*

Select

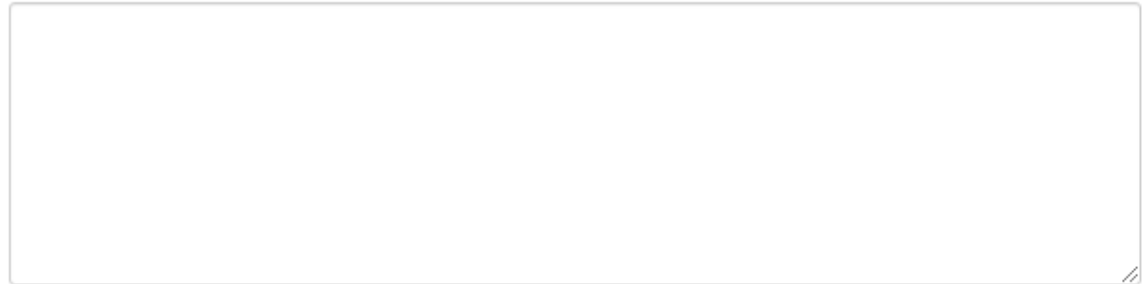
Applicant's Position (Job Title) at Your Organization:*

How does this person interact with students? With peers?:*

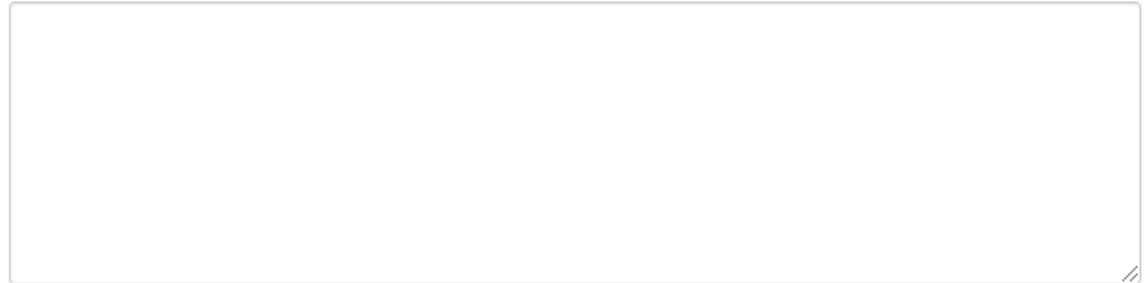
Can you please describe the applicant's most outstanding quality as a teacher?:*

A large, empty rectangular text box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text entry field.

Please describe how the applicant has incorporated concepts of diversity, multiculturalism, inclusion, and or equity into their course content and pedagogy.:*

A large, empty rectangular text box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text entry field.

As an instructor, how does the applicant create a classroom culture that intentionally welcomes and supports students from different racial/ethnic and socio-economic backgrounds?:*

A large, empty rectangular text box with a thin gray border. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines, indicating a text entry field.

Would you re-employ the applicant?:*

- ☐ Yes
☐ No
☐ N/A

Would you recommend the applicant for this role?:*

- ☐ Yes
☐ No
☐ N/A

Submit

1. How long have you known the applicant? (drop down menu offers range of answers)
2. Relationship to applicant: (drop down menu offers relationship types e.g. supervisor, professional, personal, etc.)
3. Applicant's Position (Job Title) at Your Organization:
4. How does this person interact with students? With peers?
5. Can you please describe the applicant's most outstanding quality as a teacher?
6. Please describe how the applicant has incorporated concepts of diversity, multiculturalism, inclusion, and/or equity into their course content and pedagogy.
7. As an instructor, how does the applicant create a classroom culture that intentionally welcomes and supports students from different racial/ethnic and socio-economic backgrounds?
8. Would you re-employ the applicant? (fill in yes, no, or n/a)
9. Would you recommend the applicant for this role? (fill in yes, no, or n/a)

Once the references have been completed, the Department Chair can access them via the applicant card.

English Department Temporary Faculty Pool-TEST

Applied via
Careers website

Status changed May 5, 2021
Reference Checks Initiated

Form
View

Communicate

Compile and send

New booking to an existing event

New booking to a new event

New form

View references

A new window opens, where you can view each reference's responses.

Job: HM-English Department Temporary Faculty Pool-TEST (496680)

Status:

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure	
Harry	Weston	Employer*	Completed	May 15, 2021			Physician	888-888-8888	TestUserVick+WestonReference@humboldt.edu		View answers Edit Control Archive
Casey	MacAfee	Manager/Supervisor	Completed	May 15, 2021		Miami General Hospital	Hospital Administrator	777-777-7777	TestUserVick+MacAfeeReference@humboldt.edu		View answers Edit Control Archive
Charley	Dietz	Mentor/Advisor	Completed	May 15, 2021		Unemployed	N/A	444-444-4444	TestUserVick+DietzReference@humboldt.edu		View answers Edit Control Archive

Page 1 of 1 Jump to page

Records 1 to 3 of 3

Now that I'm satisfied with the reference checks, I can make a verbal offer. The verbal offer happens outside the system between the department chair and the candidate, after confirming salary placement with the college office.

Step 4 – Background Check and Offer Letter:

Once the verbal offer is accepted, I'm going to move the applicant* into the status that will initiate the background check. Click the application status link, and select the "Request for APS to Initiate Background Check" status, and click the blue "Next" button.

*Note that the bulk move process can be used to request background checks if you are doing this for multiple applicants at the same time.

Change application status - PageUp People - Google Chrome

adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMtdOLpgp...

Change application status

- Submitted
- New Application
- Department Chair Review Successful
- Department Chair Review Unsuccessful
- Worked Previous AY
- Reference Checks Initiated
- Reference check unsuccessful
- Request for APS to Initiate Background Check**
- Accurate Background - Background Check Initiated
- Accurate Background - Background Check Pending
- Accurate Background - Background Check Results
- Background check unsuccessful
- Background Check Complete, Prepare Welcome Letter
- Online Welcome Offer Extended
- Online Welcome Offer Accepted
- Offer accepted form complete
- Offer declined
- Offer Revised
- Offer Rescinded
- Hire Complete - Worked Previous AY
- Hire Complete
- Removed
- Withdrawn
- Ineligible
- Incomplete

Submit Next > Cancel

A new window will open. This email is a communication to Academic Personnel Services, and copied to the ASC/Admin Support on the Job, so that APS can be sure to include all the required elements of this particular background check (Live Scan, Motor Vehicle Report, etc.):

E-mail: Applicant: ☐ Yes ☒ No

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 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

E-mail from:*

E-mail subject:*

E-mail body:* Merge fields

B I U S Formats - - -

Hi Academic Personnel Services,

Here is the background check information for {FIRSTNAME} {LASTNAME} for the {JOBTITLE} position.

1. Will this position drive on university business? (Y/N)

If yes, a Motor Vehicle Report will be included in the background check. Other driver related policies are outlined on the [Risk Management & Safety website](#).

2. Will this position have regular direct contact with minor children (not including enrolled students

Move now Cancel

The Administrative Support person will answer the “yes” or “no” questions within the email, then click the blue “Move now” button.

APS will receive the email, and initiate the appropriate background check. If a Live Scan is required for the position, APS will communicate with the applicant to complete this.

The applicant will automatically move through the next several steps as the background check is processed in Accurate Background. After the Background Check is done, Academic Personnel Services will review the results and make the appropriate selection. As long as the results meet requirements, APS will move the applicant to the status “Background Check Complete, Prepare Welcome Letter.”

The rest of the steps in CHRS Recruiting will be managed by APS.

Preview “Offer”/Welcome Letter:

This temporary faculty pool “offer letter” has general information that applies to all lecturer appointments, such as direct deposit, and benefits eligibility. See the end of this guide for a sample offer letter.

This letter does not contain salary or WTU information.

The new hire will get an appointment letter with their specific salary and WTU information, like all other lecturers do, after the contract is built in PeopleSoft and scheduling is finalized.

Offer letter that temporary faculty new hires will receive:

CAL POLY HUMBOLDT

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB

APPLICANTSTATE

APPLICANTPOSTCODE

Dear APPLICANTFNAME,

Welcome to Cal Poly Humboldt!

A separate appointment letter will be sent to you that contains timebase and salary details based on the work the department has offered to you.

Once you have accepted this position by clicking the checkbox on your Applicant Portal, an electronic data collection form will open automatically. This form collects information such as date of birth and social security number, both needed so that we can create a Cal Poly Humboldt ID number for you.

Additionally, you may now visit your applicant portal to begin your onboarding tasks. You must complete your employee signups with Human Resources before you begin work. If you are a United States Citizen, you will be required to sign the state loyalty oath and provide proof of identity and authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986. As stated in the job posting, verification of your degree is required.

You may call Human Resources at 707-826-3626 (or email hsuhr@humboldt.edu) if you have any questions or need additional information.

For benefit information for lecturers and coaches, and direct deposit information, see the following pages.

Sincerely,

Academic Personnel Services Recruitment Team

Cal Poly Humboldt

c: REPORTSTOFNAME REPORTSTOLNAME

From the CFA: You are represented by the California Faculty Association, a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>

Direct Deposit Information for New Faculty

If you would like to set up Direct Deposit, please contact Human Resources and they will send the form to you.

Please read the following Direct Deposit information carefully:

- It can take up to 45 days after the start of your appointment (or the date your form is submitted to Payroll, whichever is later) for your Direct Deposit to take effect. A notification will be sent to your department office from Payroll once your enrollment is complete.
- You will need to pick up your paper pay warrant at the Cashier's Office (SBS 285) prior to completion of Direct Deposit enrollment.
- If you prefer to have your pay warrant mailed to you prior to Direct Deposit availability, please provide a self-addressed, stamped envelope to HSU Payroll, 1 Harpst St., Arcata, CA 95521.
- Direct Deposit payments post on the first banking day after the end of the pay period. For example, if the pay period ends on a Wednesday, funds should be available on Thursday. If the pay period ends on a Friday, a weekend, or a holiday, funds should be available on the next banking day.

Direct Deposit pay dates can be found on the HSU Green and Gold Calendar: <https://payroll.humboldt.edu/payroll-getting-paid>

BENEFITS FOR LECTURERS AND COACHES

Eligibility requirements and deadlines for enrollment into core benefits (health, dental, vision, term life and long-term disability insurance) are described below for lecturers and coaches. You will receive an email from the Benefits office with information and instructions about logging into eBenefits to enroll in the plan(s) of your choice once your appointment is in the system. Additionally, you will receive an email about a short Benefits course where you can learn more about your benefits options. If you have any questions, please reach out to benefits@humboldt.edu.

Eligibility Requirements:

If employed in a lecturer or coach academic year (AY) position, initial letter of appointment must be for an assignment of at least one full semester and a time base of at least .40 (minimum assignment of 6 Weighted Teaching Units (WTUs)).

NOTE: Lecturers or coaches in 10 or 12 Month (as opposed to AY) positions must be appointed at a time base of at least half-time (.50 timebase or 7.5 WTUs) for at least six months and one day in order to meet the eligibility requirement. *10 month or 12 month appointments and AY appointments cannot be combined to meet benefit eligibility.* Please refer to your appointment letter to determine contract type, or contact aps@humboldt.edu.

If an employee meets the length of appointment requirement, but not the time base requirement, and subsequently increases his/her time base to .40 (.50 if a 10 or 12 month position), the employee becomes benefits eligible and may be enrolled.

Summer session does not count as a qualifying semester.

Loss of Eligibility: A decrease in time base to less than .40 (.50 if a 10 or 12 month position) will result in cancellation of coverage. Employees must re-qualify (length of appointment and a minimum of .40 or .50 time

base, dependent on type of position) after cancellation of coverage and must re-enroll to obtain coverage -- *it will not resume automatically.*

Already Covered? While CalPERS does not allow employees to be enrolled in two CalPERS plans, Humboldt does offer the Flex Cash option for those employees already covered by a non-CSU health or dental plan. Employees may receive up to \$140 per month in lieu of enrolling in Humboldt's health/dental plans.

Retirement Contributions:

Academic Year (AY) lecturers and coaches appointed full-time for at least one academic year automatically become members of the combined Social Security and Public Employees' Retirement System (PERS) plans. AY lecturers and coaches appointed part-time, or for less than one academic year, become eligible for PERS at the beginning of the third consecutive semester at half-time or more.

Lecturers and coaches who are not eligible for PERS retirement must participate in the Part-time, Seasonal and Temporary (PST) retirement plan and do not pay into Social Security. Under the PST plan, a 7.5% employee contribution will be deducted on a pre-tax basis; this may affect one's eligibility to participate in an Individual Retirement Account (IRA) or other tax-deferred savings arrangements.

Deadlines:

- Employees must enroll in health, dental and Flex Cash plans within 60 days of the eligible appointment date.
- Employees interested in additional CSU Voluntary Life Insurance are guaranteed acceptance if their application is received within 60 days of the eligible appointment date.

Important:

At the end of your benefits eligibility, you will receive COBRA paperwork. COBRA paperwork will indicate the date that your coverage will end. If you become benefit eligible following the receipt of COBRA paperwork, you must return to Human Resources to re-enroll for benefits.

Additional Benefits Information and Enrollment Forms found here: <https://hraps.humboldt.edu/employee-benefits>
