

Cal State **Fullerton**

**Efficient Hiring: Simplifying
Hiring Processes for Special
Consultants, Student Assistants
or Graduate Assistants, Position
Management & Volunteers**

Fall 2024

September 12, 2024

Break out room session



Efficient Hiring



AGENDA

- Position Management – Updating Student Task Profiles
- Student Employment – Hiring a Student Assistant or Graduate Assistant
- Talent Acquisition – Hiring Special Consultants
- Risk Management –Volunteers

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Position Management

Presenter: Seng Rojas



Position Management

- Position Numbers Request
 - Create new position number
 - Pull existing position numbers for Colleges/Depts
 - Update position number attributes within means
- Student Task Profile ID
 - When to complete a student task profile request?
 - The beginning of the month prior to hiring the student
 - Prior to the 4th of the month if it is for a previous month
 - This allows time for setup and validation of combo codes by budget

Position Management

- Complete Student Task Profile Action Form and submit to Position Management
- Required Signatures
 - Requestor
 - Division HR Coordinator/College Coordinator
 - Finance Manager (MPP)
- Description of Request: provide specific information, i.e., Dept ID, Fund, Program, Account, Class and Comments. Describe what the type of grant or program for task profile
- Taskgroups and Task Profile ID: FL(Dept ID with seq #)
- Allow 7 business days processing time from the time of submission

RESOURCES and WHO TO CONTACT

- Position Management webpage: <https://hr.fullerton.edu//payroll/position-management/default.php>
- Position Action Form: access via [AEM](#)
- Student Task Profile Request: <https://hr.fullerton.edu/forms/> or [Student Task Profile Action Form](#)
- Position Management – prpm@fullerton.edu
- Position Management Team – Seng Rojas – serojas@fullerton.edu, Deborah Tsai – detsai@fullerton.edu, Joaquin Alvarado – joalvarado@fullerton.edu

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Student Employment

Sabrina Castanon, Student Employment Specialist

Julie Ngin, Academic HR Services Department Lead



Student Assistant Appointment

- When hiring a student as a Student Assistant, use (Re-Appointments Only):
 - [MPP Approval for Student Assistant Appointment Form](#)

Or for NEW Student Hires,

- [CHRS Student Recruitment Guides](#)
- Each Department has a decentralized staff that has access to submit the requisition and/or MPP Approval form

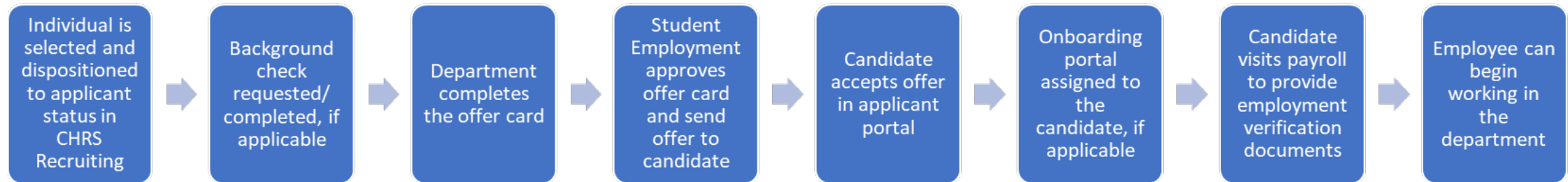
Student Assistant Helpful Reminders

- Applicable job codes: 1870, 1871, 1874, 1875, 1868
- A CHRS position number is required as part of the requisition submission and MPP Approval form
- A position description is required as part of the requisition submission
- Re-appointments must be submitted through the MPP Approval form
- New candidates and students who have not worked in 12 months may only commence after background checks have been completed and have physically verified documentation of eligibility to work in the United States
- New candidates and students who have not worked in 12 months must apply to the requisition

Student Assistant Timeline

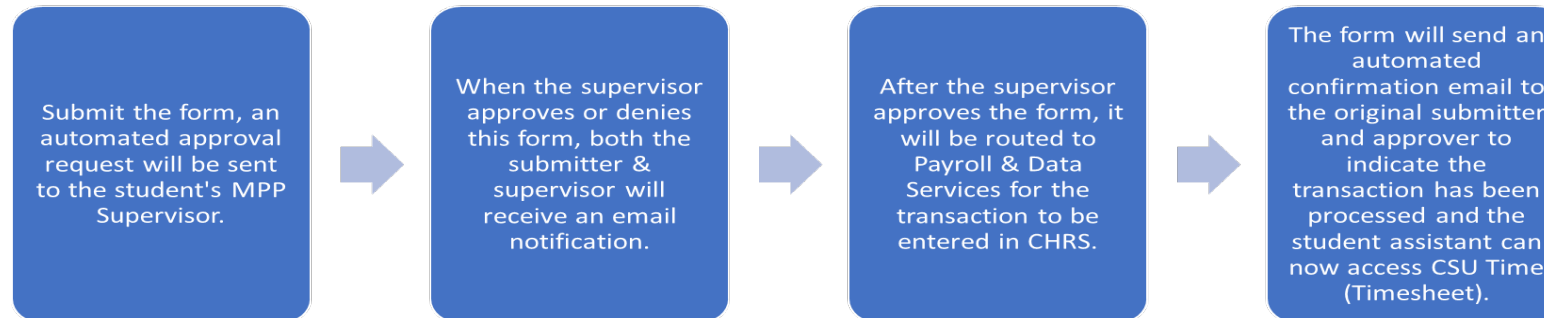
New student assistant hires or rehire after being separated for more than 12 months:

- Depending on the student being hired, this process can vary, average hiring timeline takes 2-6 weeks.



Re-Appointments using the MPP Approval for Student Assistant Appointment Form:

- Depending on the student being hired, this process can vary, average hiring timeline takes 1-4 weeks.



Graduate Assistant Monthly Appointment

- When hiring a student as a Graduate Assistant, use (Re-Appointments Only):
 - [CHRS TAE Appointment System](#)
- Or for NEW Student Hires,
 - [CHRS Student Recruitment Guides](#) for Academic Student Employees
- Each Department has a decentralized staff that has access to submit the requisition and/or MPP Approval form

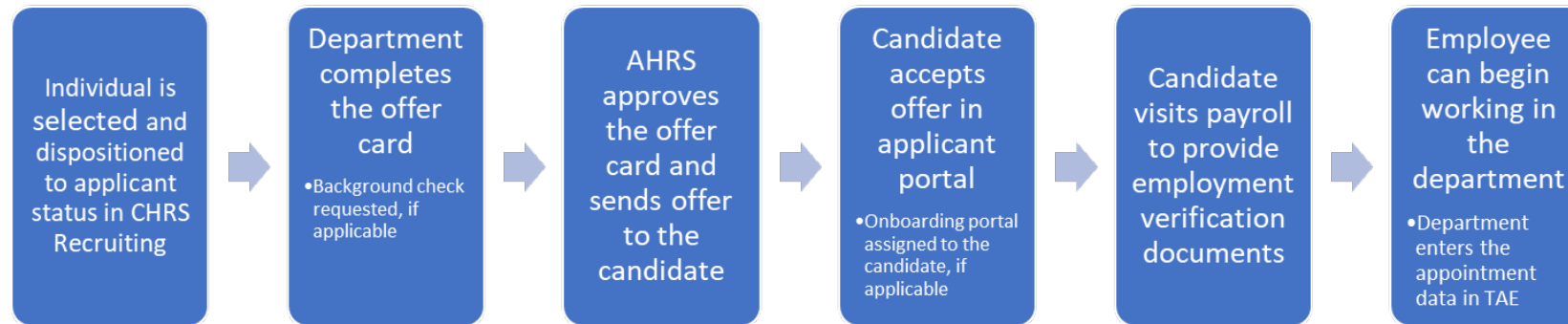
Graduate Assistant Helpful Reminders

- Applicable job code 2325 (Monthly Classification)
- A CHRS position number is required as part of the requisition submission and TAE
- A position description is required as part of the requisition submission
- New appointment and Re-appointments must be submitted through TAE
- New candidates and students who have not worked in 12 months must apply to the requisition

Graduate Assistant Timeline

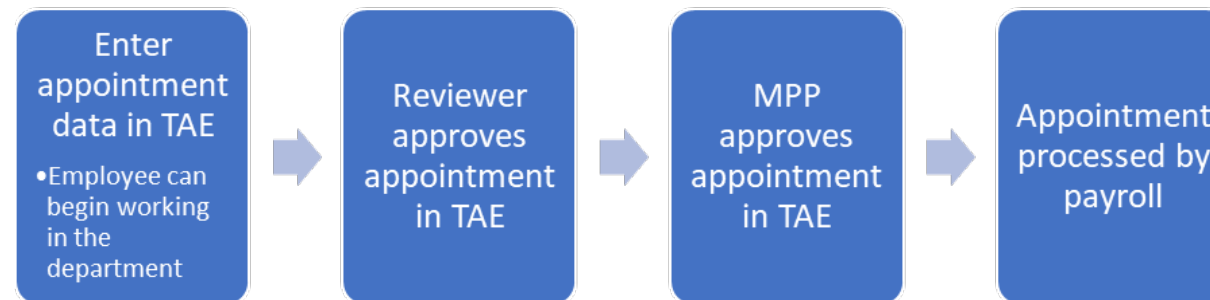
New Graduate Assistant hires or rehiring after being separated for more than 12 months:

- Depending on the student being hired, this process can vary, average hiring timeline takes 2-6 weeks.



Re-Appointments using TAE for Graduate Assistant Appointment:

- Depending on the student being hired, this process can vary, average hiring timeline takes 1-4 weeks.



RESOURCES and WHO TO CONTACT

Resources:

- [Student Employment Chart](#)
- [Graduate Assistant TAE Appointment Processing Guide](#)

Contacts:

- MPP Approval Form process and issues: studentemployment@fullerton.edu
 - CHRS Recruiting for Student Assistants: studentemployment@fullerton.edu
- Or,
- CHRS Recruiting for Graduate Assistants: Andreus Mangahas amangahas@fullerton.edu
 - CHRS TAE Appointment Processing: Julie Ngin julngin@fullerton.edu

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Hiring Special Consultants

Tammy Dietzel, Talent Acquisition



Special Consultant Appointment

- When hiring an individual as a Special Consultant, follow the *Quick Hire Process*. The following site includes how to guides and checklists
 - [Quick Hire Process website](#)
- Each College and/or Department has a decentralized HR Business Partner that has access to submit this request

Helpful Reminders

- A position description is required as part of the requisition submission
- A CMS position number is required as part of the requisition submission
- Work may only commence after authorized from HRS is received, no retroactive start date appointments
- Candidates must apply to the Temporary Pool for hiring
- Candidates must submit to appropriate background check procedures prior to commencement of work
- Candidates must physically verify documentation of eligibility to work in the United States
- Candidates must complete work within the state of California
- Requisition will be assessed for Faculty Additional Employment

RESOURCES and WHO TO CONTACT

Resources:

- [Quick Hire Process website](#)

Contacts:

- Talent Acquisition Team, talentacquisition@fullerton.edu
- Tammy Dietzel, tdietzel@fullerton.edu
- Chris Schloffer, cshcloffer@fullerton.edu
- Tara Garcia, tgarcia@fullerton.edu

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Risk Management – Volunteers

Coughlin

Michael Coughlin



Volunteers

- Volunteers must complete these documents and submit to Risk Management:

1. Volunteer form

- <https://hr.fullerton.edu/documents/risk-management/volunteer-form-rev100123.pdf>
- **Note: This is the only version accepted**

2. Executive Order 1083 acknowledgment

- [Viewing Mandatory Reporting of Child Abuse and Neglect \(policystat.com\)](#)

Volunteers (continued)

- Most volunteers will complete the Limited Reporter Acknowledgment (Attachment C)
- 3. Volunteer Release Form (required only if volunteer is a minor)
 - <https://hr.fullerton.edu/documents/risk-management/VolunteerReleaseFormforMinors.pdf>
 - **Volunteer Form asks for a minimum of 2 weeks to process. However, if the volunteer will work with minors, both a background check and Livescan fingerprint check may be necessary. These can take approximately six weeks to complete and may take longer.**

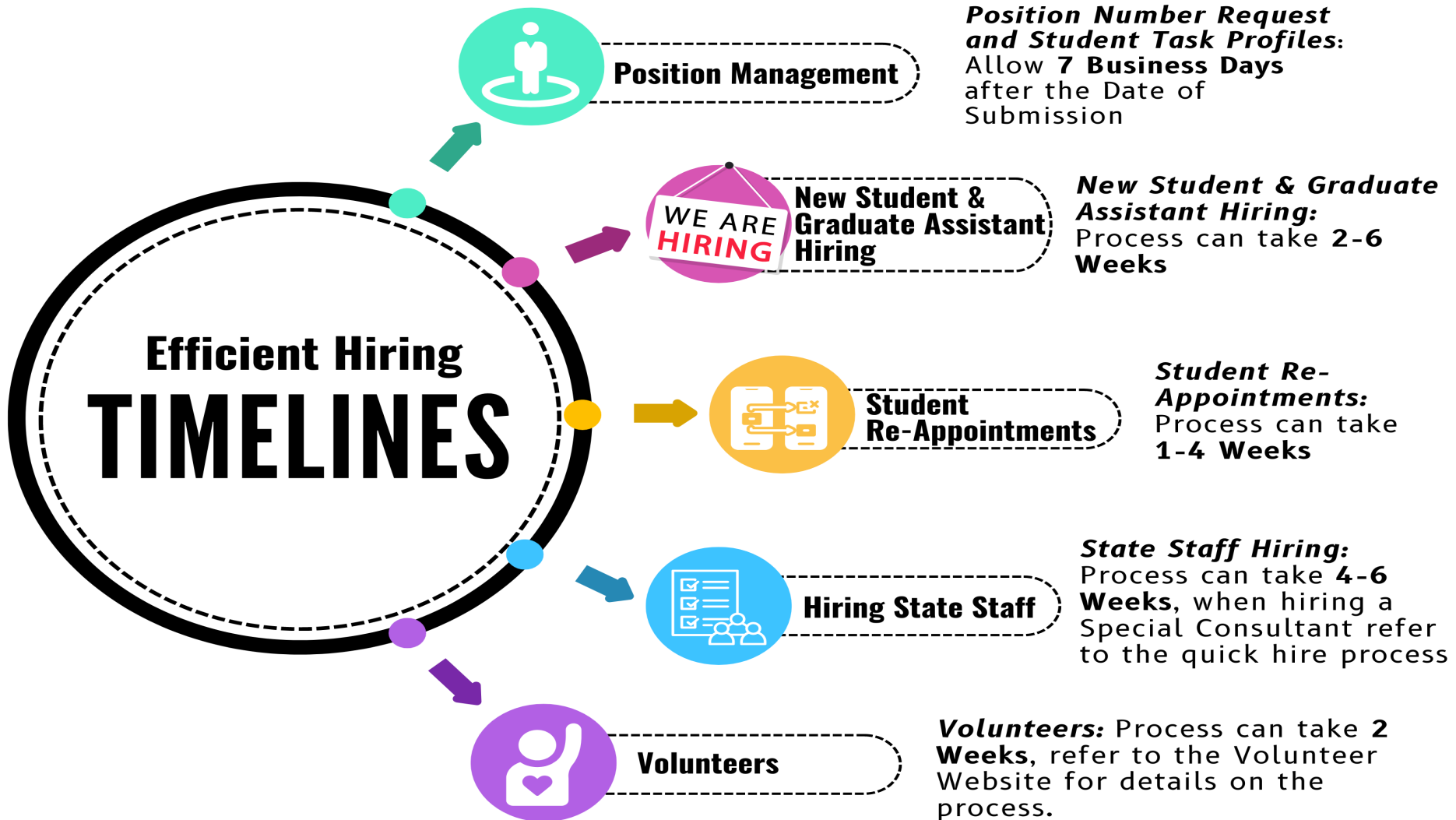
Volunteers Reminders

- Common oversights that delay processing:
 - Form not completely and correctly filled out.
 - Parent/guardian signature missing from EO1083 acknowledgement (if volunteer is a minor).
 - Driving to campus to volunteer is **not** driving on University business.
- **Volunteers cannot begin until Risk Management approves their service and they complete any needed training.**
 - Please let Michael Coughlin know if the service dates change, even if the volunteer leaves early.

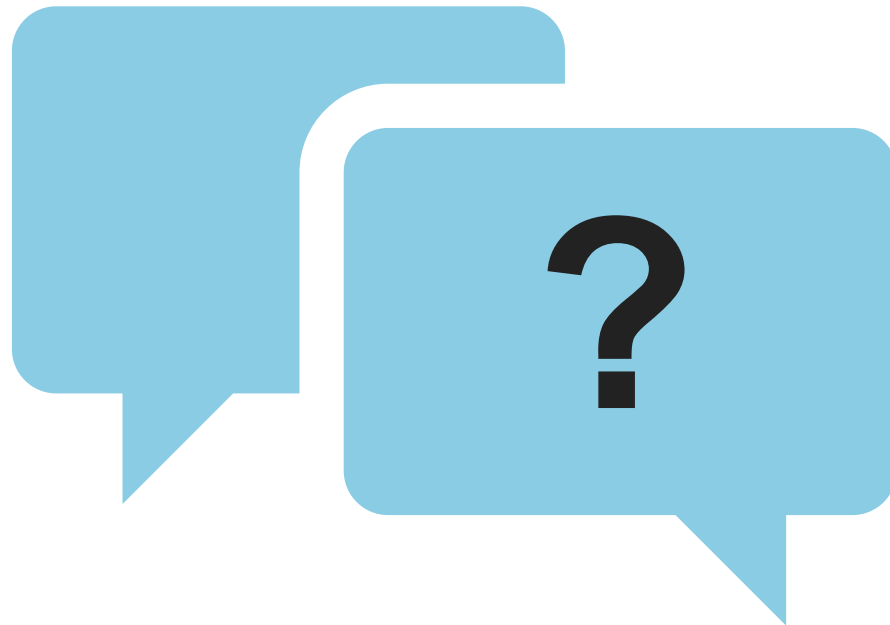
WHO TO CONTACT

Email: **Michael Coughlin**, mcoughlin@fullerton.edu or call (657) 278-8673 for more information

Efficient Hiring Timelines



Questions & Answers



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**Please complete this short survey.
Your feedback is instrumental in
helping us develop value-added
content for our campus community.**

[Survey Link](#)



NEXT UP: BREAKOUT INFO SESSIONS

**ALL SESSIONS
WILL BE
RECORDED**
with slides uploaded
to the [IRA Website](#)



Unlock the power of financial clarity! In this session, you'll delve into the Chart of Accounts, also known as the Chartfield string, and gain an understanding of account, fund, class, and program codes. Discover how these Chartfield strings craft your budget story within OBIEE, CSUF's financial reporting tool. You'll also learn how to efficiently run and interpret revenue and expense reports.

Budget Clarity



Discover the various methods for procuring goods and services, tailored to meet the unique needs of your program. Learn when to create a Purchase Order, how to obtain IT Authorization, secure a Q Number from E-Business, and effectively use a Procurement Card for seamless transactions.

Procurement Pathways



Master the essentials for managing these critical aspects of your program. Learn how to efficiently process honorariums, handle check and hospitality requests, coordinate travel, organize field trips, and obtain foreign travel insurance—all while ensuring compliance with university policies. We'll provide you with best practices, practical tips, and the tools you need to streamline these tasks.

Streamlined Success



Schedule of Events

Welcome Session (All) 10:00 am- 10:30 am

Break (All) 10:30am- 10:35 am

Session 1 (Pre-Assigned) 10:35 am -11:15 am

Break (All) 11:15 am -11:20 am

Session 2 (Participant Choice, 5 Sessions) 11:20 am- 12:00 pm

Unlock the skills of efficient hiring practices. Whether you're quick-hiring special consultants, hiring student assistants or graduate assistants, setting up position student task profiles, or requesting volunteers, this session will equip you with the knowledge and tools you need. Learn how to navigate each process smoothly and ensure compliance with university guidelines.

Efficient Hiring



Gain the expertise to navigate study abroad programs effectively. Learn about CSUF's requirements and processes for proposing, coordinating, and leading a department/faculty-led program abroad. Understand how Study Abroad and Global Engagement (SAGE) partners with Risk Management to manage risk, ensure student safety, and follow related university protocols.

Global Journeys

