



**Human Resources, Safety & Risk Management  
Staff/MPP Recruitment Reference Guide**

<b>Initiated by Hiring Department</b>	<b><u>Human Resources, Safety &amp; Risk Management Deadlines</u></b>	<b>Who to call: as of July 30, 2007</b>
<b><u>Recruitment Packet</u></b> a) Recruitment Authorization form b) Position Description with Organizational Chart (original and 2 additional copies) b) Work Schedule (original and 2 additional copies or NCR form)	<b><u>Noon on Monday</u></b> For posting on the SF State Careers the following Monday  If Monday is a holiday, it is due Noon on Tuesday. <a href="http://www.sfsu.edu/~hrwww/online_forms/forms.html#employment">http://www.sfsu.edu/~hrwww/online_forms/forms.html#employment</a>	<b>Nettie Lewis</b>  ext: 82681 (Mon-Thurs) nlewis@sfsu.edu
<b><u>SF State Careers</u></b> Posting On-Line	SF State Careers is updated every Monday.	<b>Jorge Martinez</b> ext: 87187 (Mon-Fri) jorgemtz@sfsu.edu
<b><u>SF State Careers</u></b> HRMS, Recruiting HRMS Access Request Form HRMS Access & Password Reset  HRMS, SF State Careers Training	<b>HRMS Forms:</b> <a href="http://www.sfsu.edu/~cms/forms.htm#HRMS_Forms">http://www.sfsu.edu/~cms/forms.htm#HRMS_Forms</a>	<b>HRMS Support Center</b> <b><u>5HELP</u></b> , ext: 54357  <b>Arlene Garcia</b> ext: 81544, agarcia@sfsu.edu
<b><u>Reposting a Position(s)</u></b> Memo/Email Employment  Identify the job number/ Job ID#, classification, duration date of posting period.	<b><u>Noon on Wednesday</u></b>  To Repost/Reopen for the following week's SF State Careers	Memo/Email to: <b>Nettie Lewis / Jorge Martinez</b>  Call: <b>Jorge Martinez</b> ext: 87187, jorgemtz@sfsu.edu
<b><u>Extending a Job Vacancy posting</u></b>  Extend Job Vacancy Closing Date  Postings shall automatically close on the closing date.	<b><u>Noon on Thursday</u></b>  Two (2) working days prior to the Job vacancy closing date.	<b>Sadia Afandi</b> ext: 81873, safandi@sfsu.edu - or - <b>Alba Jaquez</b> ext: 54004, ajaquez@sfsu.edu
<b><u>Application/Resume Pick-up</u></b>  All applications/resumes must be reviewed prior to making the final recommendation.	Notifies department when applications/resumes are ready for pick-up (may call twice a week). <b>Department must sign for/pick-up ASAP in HR, S&amp; RM, ADM 252.</b>	<b>Sadia Afandi x81873</b> <b>Eric Cannon x81872</b> (Mon-Fri: 9 a.m. - 5 p.m.)
<b><u>Recommendation Form #171</u></b>  Job Offer	All applications/resumes and Recommendation Form must be received/reviewed by the HR Designee prior to the final job offer.	<b>Nettie Lewis x82681</b> <b>Jorge Martinez x87187</b> <b>Aimee Arica x87191</b>
<b><u>Advertisement for Chronicle/Examiner/Mercury</u></b> Memo/E-mail ad write-up	<b><u>Noon on Monday</u></b>  Posting for the Sunday/Weekend newspaper (JOB AD Section)	<b>Nettie Lewis</b> ext: 82681, nlewis@sfsu.edu <b>Jorge Martinez</b> ext: 87187, jorgemtz@sfsu.edu <b>Alba Jaquez</b> ext. 54004, ajaquez@sfsu.edu

**Additional Resources:** Recruitment Guidelines, CSU Salary Schedule, CSU Classification Standards, SF State Careers On Line Posting Reference Manual (<http://www.sfsu.edu/~hrwww/>)

**Employment Forms:** Staff Position Description, MPP Position Description, Posting Approval Form, Work Schedule ([http://www.sfsu.edu/~hrwww/online\\_forms/forms.html#employment](http://www.sfsu.edu/~hrwww/online_forms/forms.html#employment))