# The University Corporation at Monterey Bay
# Hiring Manager Flow Chart

## Determine Funding

Check Grant/Department Budget

Yes, Funding Available → Begin hiring process

No, Funding NOT Available → Consult with SPO/Post Award regarding budget revisions
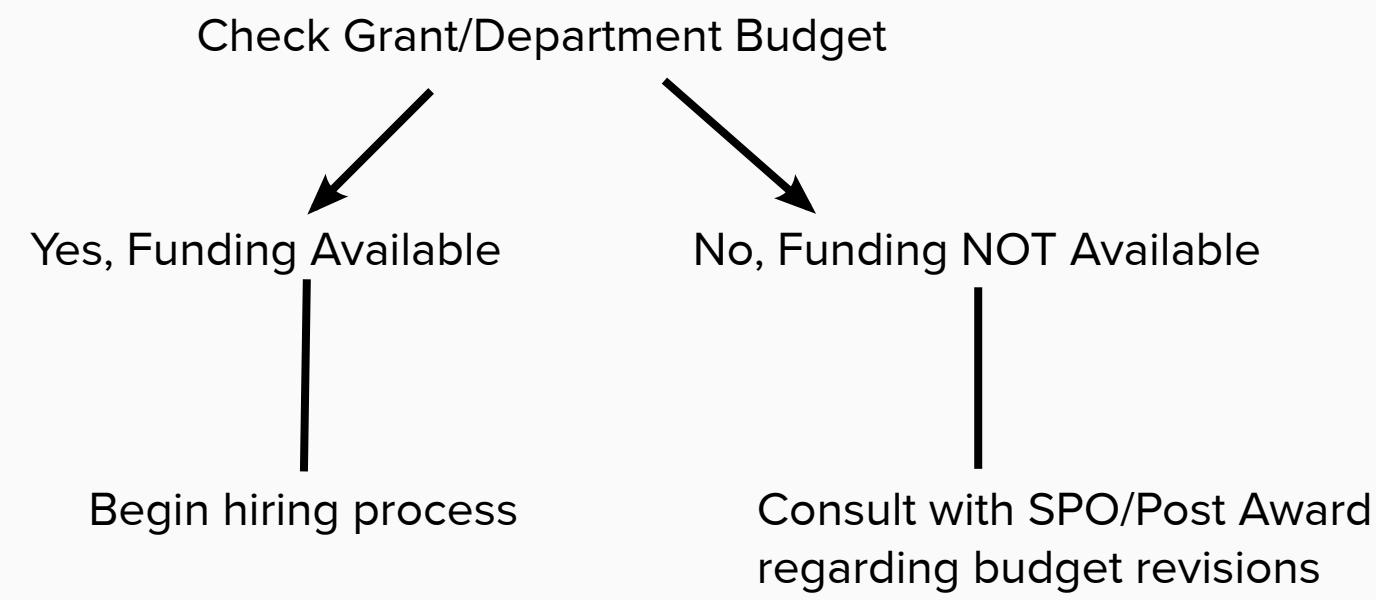
## Determine Background Check/Live Scan Requirement

Yes, Required Per CSU Policy (Working with minors, elders, and/or sensitive information)

No, Not Required Per CSU Policy (NOT working with minors, elders, and/or sensitive information)

*Note: The Corporation does not require live scans; however, some grants and MOUs require this additional step.*
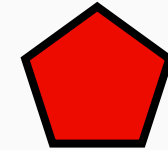
*Background checks are not required for additional employment*

## Non-Benefited: Faculty/Staff Additional Employment, Students & Temps

Email HR: employee name, if background check is required based on scope of work, employee email, start date (ideally the first day of the pay period, department/title) → HR will send onboarding email to new hire. → Submit completed ESF to HR

Employee **cannot** begin working until all onboarding steps are completed (I-9, background check (if applicable), document acknowledgements)
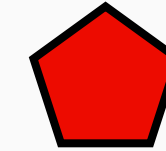
Once onboarding is completed & ESF is processed, the employee will receive "Welcome Email" with access to ADP. Supervisor will be cc'd.

## Benefited: Part Time Regular (30-39 hours/week) & Full Time Regular (40 hours/week)

Complete Request to Recruit (RTR) & finalize job description (including grade and work location) → HR will route RTR to Post Award/Executive Director for funding approval → HR will work with Hiring Manager to determine priority screening date & committee members
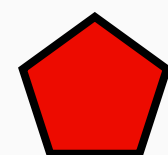
Position is posted

Following interview process, candidate is selected via candidate narrative → HR sends contingent offer email (background check and reference check process)

Once references & background is completed, HR sends formal offer letter

Submit completed ESF to HR

Employee **cannot** begin working until all onboarding steps are completed (references, I-9, background check , offer letter signed, document acknowledgements)
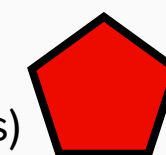
HR will provide hiring manager with employee credentials (email, Otter ID, employee ID) as well as onboarding check list email to prepare for their first day.

Submit completed ESF to HR (prior to employee's first day)

Once onboarding is completed & ESF processed, the  employee will receive "Welcome Email" with access to ADP. Supervisor will be cc'd.