

Recruitment Checklist

Documents/Information that needs to be submitted to HR for all Recruitments as follows:

1. Copy of current, valid collective bargaining agreement (CBA), or the web link to where CBA can be downloaded from Internet, between the University and the collective bargaining unit. Must also include any prior agreements, amendments, MOU's, etc. if relevant to the current CBA validity period, offered job title, or minimum salary for offered position.

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>

2. Copy of (or web link to) current salary table if not part of the CBA.

R03 – Faculty

[CSU Salary Schedule | CSU \(calstate.edu\)](#)

3. Contact information for the University's collective bargaining unit representative who is responsible for receiving legal notices from the University related to the CBA.

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4. Copy of full page containing advertisement for at least one print ad for the offered position that appears in a national/professional journal (e.g. The Chronicle of Higher Education). Ad must include employer name, job title, job duties, minimum requirements, location of employment, and how to apply. Copy of ad must show the journal title and date of publication. If such information is not on the page containing the ad, a copy of the journal cover where the ad was published must also be provided.
5. If instead of a print advertisement, the offered position was published in an electronic/web-based version of a national/professional journal (ad must be accessible to the public without subscription or payment required), dated printouts of the screenshots showing the first day of ad posting and a date prior to ad closing, as evidence that the ad was posted for a minimum of 30 calendar days.
6. Copies of any other advertisements or recruitment methods undertaken. Online ads must have dated printouts of screenshots showing first day and last day of posting. Print ads must include name and date of publication. List serve or email ads must have dated printout evidencing when the ad was posted or sent out.

Below is the link to CSUB Faculty Employment page where active faculty searches ads are posted.

<https://www.csub.edu/facultyaffairs/FacultyEMPLOYMENT/Job%20Postings/index.html>

7. Detailed description of the competitive recruitment and selection process including how each candidate was evaluated throughout each step of the process.
8. Total number of applications received and copies of all CVs/resumes from applicants separated by the job-related reasons why the selected candidate is more qualified than each applicant who applied.
9. Explanation of why selected candidate was considered to be most qualified candidate at time of hire.
10. Details of the recruitment process in the form of a chart containing the following for each applicant:
 - a. Name of candidate:
 - b. Degree held and field of study:
 - c. Campus visit/interview date:
 - d. Was an offer made? Indicate timing of offers if more than one offer made to same or multiple candidates. Also indicate if offer was accepted or not.
 - e. Outcome/conclusion: Detailed explanation why offer was not made to candidate including why the candidate is less qualified than the foreign selected candidate. If a candidate was not interviewed for a job-related reason (i.e. does not meet minimum education requirements), provide detailed explanation.
11. A final report of the faculty, student, and/or administrative body making the recommendation or selection of the candidate, at the completion of the competitive recruitment and selection process.
12. Copy of offer letter provided to selected candidate showing date of selection.