CALIFORNIA STATE UNIVERSITY BAKERSFIELD
Human Resources

Administrative Support Quick Guide

The Administrative Support plays a vital role in assisting the Search Chair and Search Committee Members through the recruitment process. Your primary responsibilities include:

- Initiating the job requisition
- Providing support to the Search Committee throughout the recruitment process
- Providing timely updates to the Search Chair and Employment Specialist
- Updating application statuses in a timely manner

Required Training: The Equitable Hiring Practices for Search Committees course and the Search Committee Member course **must be completed by all committee members prior to interviews.** The certificates for the completed courses will be valid for one (1) year. The Employment Specialist will verify that this requirement has been met and will coordinate with you if needed.

Initiating a Job Requisition:

1. Work with your Employment Specialist to confirm the prerequisites required prior to initiating a job requisition.
2. Refer to our step-by-step videos on how to initiate a job requisition.
3. Access our Job Requisition Quick Guide.

Application Review Process:

1. After the job posting closes:
   a. The Employment Specialist will screen applications within **3-5 business days**.
   b. Applications will be moved to "Under Review by Committee" and labeled as either "Qualified" or "Not Qualified."
   c. The Search Chair and Administrative Support will receive an email when applications are ready for review, including any required interviews for on-campus employees per the applicable bargaining agreements.

2. Reviewing Applications:
   a. Access applications via PageUp. Contact your Employment Specialist if any members have access issues.
   b. If you are downloading application materials for the committee, please be sure to include all submitted materials: resumes, cover letters, portfolios, etc.
   c. Applicants marked "Not Qualified" cannot be interviewed unless the Search Chair consults with the Employment Specialist to reassess qualifications.

Confidentiality

For most searches, all applicant and candidate information must remain confidential throughout the process. Confidentiality is critical in ensuring candidates' privacy and promoting broad participation from those who may not be openly searching. Recruitments in which finalists are invited for a campus visit may be announced publicly, consistent with campus practice and shared governance expectations. If this applies to your search, your campus HR or Faculty Affairs Office will provide additional guidance.

If a candidate reaches out with any follow-up questions or to inquire about the status of the recruitment, they should be directed to contact the Employment Specialist. This includes internal

candidates as well. Other than scheduling interviews, committee members should not engage with applicants outside the interview process.

The Use of AI

The CSU does not use automated decision systems or artificial intelligence tools in making hiring or selection decisions. All applicant evaluations and employment decisions, including screening, ranking, and ruling out candidates, must be made by human reviewers using job-related criteria and structured evaluation tools (e.g., standardized rubrics and forms). ChatGPT or other AI platforms may not be used to upload resumes/CVs or to rank, score, or categorize applicants, as this constitutes automated decision-making and violates FEHA regulations.

Interview Guidelines:

1. Scheduling Interviews:
   a. Confirm which applicants will be interviewed with the Employment Specialist.
   b. Interviews should be scheduled and conducted within **7-14 business days.**
   c. The Search Chair, Administrative Support or designated Committee Member can schedule the interviews.
   d. Use multiple methods of communication (e.g., phone, email, and voicemail) to reach each candidate.
   e. If repeated attempts to contact the candidate are unsuccessful, be sure to document each effort, including the date, time, and method used and promptly email your Employment Specialist for further guidance.
   f. Keep in mind the timeframe allotted to interview and allow each candidate enough time to answer each question as well as potential follow-up questions.
   g. Committee members must recuse themselves if they have a personal relationship with any applicant (e.g., family, close personal friendship, romantic involvement, or any circumstance that may impair impartiality etc.). Reach out to the Employment Specialist for further guidance.

2. Interview Questions
   a. The Search Chair or the Administrative Support will submit interview questions to the Employment Specialist for review and approval before conducting interviews. Refer to the Interview Questions Guide.
   b. Adhere to the approved questions and do not ask questions of a personal nature. For example: “Do you have any children, What is your daycare situation, What year did you graduate?”
   c. If you have doubts about the candidate’s understanding of the question, or if their answer is not clear, try rephrasing the question to help clarify their response or ask a follow-up question if appropriate.

3. If a candidate contacts you regarding the status of their application, please direct them to the Employment Specialist for an update.

Staff & MPP Interview Rating Form Guidelines:

1. All committee members are required to submit rating sheets. Use the Staff & MPP Interview Rating Sheet Form for all interviews.
   a. **Note:** Comments must be objective and based on candidate responses. Avoid personal impressions like “good vibe,” “nervous,” “talks too much,” or “avoided eye contact,” etc.”

2. Work with the Search Chair to ensure all rating sheets are complete, signed, and are void of inappropriate comments.
3. The committee should complete a Staff and MPP Candidate Recommendation Form for Hiring Manager's review and consideration (AVP, Dean, or VP).
4. The Hiring Manager typically meets with top candidates for a final interview.

Reference Checks & Final Steps:

1. Work with the Search Chair to ensure that three (3) telephone references are completed for the top candidate. **At least one (1) reference should be from a current or previous supervisor:** Use the Telephone Reference Check Form.
2. The Search Chair or Administrative Support will submit all documents to the Employment Specialist for review.
   a. Documents may be uploaded directly to the job requisition in PageUp, saved in a shared Box folder, or emailed to your Employment Specialist.

Updating Application Statuses:

1. After interviewees have been determined, move those marked "Not Qualified" to **"Not Interviewed, Not Hired, Email Now"** to promptly notify them that they are no longer under consideration.
2. Candidates who accept a first-round interview invitation should be moved to **"1st Interview Invite."**
   a. If a second-round interview is scheduled, update their status to **"2nd Interview Invite."**.
3. When the top candidate is determined, reference checks must be completed. Update the status to **"Recommend for Hire – Initiate Referencing."**
4. Once references are successfully completed, update the status to **"References Successful – Initiate Hire."** This notifies your Employment Specialist that a candidate has been selected, and documents are ready for review.
5. Once reviewed, the Employment Specialist will contact the Classification & Compensation team to initiate the offer process. At this point, the search committee's job is complete. HR will reach out to the hiring manager (MPP) regarding next steps.
6. If the top candidate accepts, the Employment Specialist will initiate the background check. Once/if the top candidate clears, your Employment Specialist will notify you to:
   a. Move the **"Qualified"** candidates who were not interviewed to **"Not Interviewed, Not Hired, Email Now."**
   b. Move the candidates that were interviewed to **"Interviewed, Not Hired, Email Now."**

Thank you for your commitment to serving as the Administrative Support. Your role is integral to the success of the recruitment process. By following these guidelines, you contribute to a professional and respectful experience for all candidates and committee members. Your attention to detail and collaboration with the Search Chair and Employment Specialist, are sincerely appreciated. If you have any questions or need clarification at any stage, please contact your Employment Specialist.

Last updated 3/25/2026