



Human Resources, Building 15
San Luis Obispo, CA 93407

RECRUITMENT PACKET FOR BENEFITED POSITIONS

Get it to us by Monday noon and we'll advertise it the following Sunday!*

OVERVIEW

- Step One:** Read this packet and familiarize yourself with the recruitment process and the "Estimated Employer Benefit Costs". A fully-benefited position will add approximately 50% to the salary cost, therefore if the department does not have sufficient funding for at least one year, a recruitment will not be conducted.
- Step Two:** Complete the "Requisition for Recruitment of Personnel" form. If the position is funded from gift/endowment monies or requires an agreement with the State for reimbursement, you must justify why it should be a Cal Poly Corporation position.
- Step Three:** Revise the position description, if necessary. If this is a new position, the position description must be submitted for review and approval to Joanne Williams **before** the recruitment process may begin.
- Step Four:** Submit the 1) Requisition for Recruitment of Personnel; 2) the original position description (hard copy and via email to aborin@calpoly.edu); and 3) a justification memo, if necessary (see Step Two), to Angela Borin in Human Resources.

If you have any questions about the recruitment process, please contact Joanne Williams or Angela Borin at 756-1121.

*For approved and currently established positions only. Classifications of new positions will take longer.

RECRUITMENT PROCESS

I. Instructions for a New Position (If you are replacing a current position, see section II.)

- Contact Joanne Williams, Human Resources Director, at 6-1121 or via email at jmwillia@calpoly.edu to discuss the position. If the position is funded from gift/endowment monies, or a standard agreement with the State is required to fund this position, then it must be justified why this position should be a Cal Poly Corporation position versus a State position. If the position will be performing duties for State functions versus Cal Poly Corporation functions, then the position should be hired via the State and reimbursed by the Cal Poly Corporation account.
- Develop a new position description and have it approved by Joanne Williams. Follow the format in “Sample Format of a Position Description” in this packet.
- Put together a Screening Committee consisting of at least three members who are familiar with the requirements of the position, including one Committee Chair. Determine where you want to advertise the position. See section III “Advertising” below.
- If the new position is approved, complete and submit the following to Human Resources:
 - a) Requisition for Recruitment of Personnel (attached)
 - b) Position description
- Email the position description to aborin@calpoly.edu, in case any changes need to be made.
- If the paperwork is not hand-delivered to Human Resources, please follow up with a phone call or email to be sure it has been received and will be advertised that week.

After the closing or review date, Human Resources will review and log the applications, noting if each applicant meets the minimum qualification requirements on a selection roster. Human Resources will notify the recruiting department’s screening Committee Chair to pick up the applications, the completed selection roster, and instructions on how to interview and select candidates. When your department has reviewed all the applications and has decided who to interview, the screening Committee Chairperson must submit the list of candidates for interviewing (**before scheduling interviews**) to Joanne Williams at jmwillia@calpoly.edu or Angela Borin at aborin@calpoly.edu. Following approval of the candidates to be interviewed, you may schedule and interview the applicants. All scheduling and interviewing is done by the recruiting department. **Keep in mind that any information related to the recruitment process must be kept confidential by all members of the screening committee.**

II. Replacing a Current Position

- Put together a Screening Committee consisting of at least three members who are familiar with the requirements of the position, including one Committee Chair. Determine where you want to advertise the position. See section III “Advertising” below.
- Complete and submit the following to Human Resources:
 - c) Requisition for Recruitment of Personnel (attached)
 - d) Position description
- Email the position description to aborin@calpoly.edu, in case any changes need to be made.
- If the paperwork is not hand-delivered to Human Resources, please follow up with a phone call or email to be sure it has been received and will be advertised that week.

After the closing or review date, Human Resources will review and log the applications, noting if each applicant meets the minimum qualification requirements on a selection roster. Human Resources will call the recruiting department's screening Committee Chair to pick up the applications, the completed selection roster, and instructions on how to interview and select candidates. When your department has reviewed all the applications and has decided who to interview, the screening Committee Chairperson must submit the list of candidates for interviewing (**before scheduling interviews**) to Joanne Williams at jmwillia@calpoly.edu or Angela Borin at aborin@calpoly.edu. Following approval of the candidates to be interviewed, you may schedule and interview the applicants. All scheduling and interviewing is done by the recruiting department. **Keep in mind that any information related to the recruitment process must be kept confidential by all members of the screening committee.**

III. ADVERTISING

All regular position vacancies will be advertised in the San Luis Obispo Tribune (and on the CareerBuilder website for 30 days for an additional \$100, unless indicated otherwise), the Santa Maria Times and approximately 50 miscellaneous organizations which are potential sources for minority, female and disabled applicants. Executive, administrative, professional and positions with limited applicant pools, must also advertise in one metropolitan publication such as the Los Angeles Times, the Fresno Bee, or the San Francisco Chronicle. The positions are also posted on the Cal Poly Corporation website and in the Human Resources Office. Human Resources will also advertise the positions in other publications or magazines you designate. **All advertising costs and travel reimbursements are borne by the recruiting department.** Closing dates will be set at a minimum of two weeks (three weeks for exempt positions) after the position is advertised.

APPOINTMENT TYPES

REGULAR - BENEFITED Regular appointments are positions that require work of 20 or more hours per week for an indefinite period of time which will last more than 180 calendar days. Normally these positions have been authorized by the Cal Poly Corporation Board in conjunction with the approval of a department's annual budget. A regular appointment may be made to an unbudgeted position only by written authorization of the Executive Director.

TEMPORARY – BENEFITED

Temporary appointments are used to hire individuals for unbudgeted positions (soft money) that require work of twenty or more hours per week for a period of longer than 180 days or for a fixed term of less than three years. Funding is normally provided by a contract, grant gift, workshop, or endowment, but may include other Cal Poly Corporation positions.

Sample Format of a Position Description



SAN LUIS OBISPO

Position Description Form

Position Title:

Normal Work Hours:

Department:

EEO Code:

Location:

Exemption Status:

Title of Supervisor:

Orientation Period:

SUMMARY OF DUTIES AND RESPONSIBILITIES

DUTIES (*degree of criticality after each duty)

***Degrees of Criticality**

5-Highly essential to overall activities of CPC, department and work unit.

4-Very essential to overall activities of department and work unit.

3-Essential to overall activities of work unit.

2-Somewhat essential to overall activities of work unit.

1-Of nominal consequence to overall activities of work unit.

INTERPERSONAL CONTACTS

Individual/Group/Purpose

POSITION REQUIREMENTS

Equipment Operated:

Supervision Exercised:

Knowledge:

Skills:

Abilities:

I understand and accept the responsibilities as outlined in the above specifications.

Employee Signature

Date

CAL POLY CORPORATION
Requisition for Recruitment of Personnel

This form is used when a new position or a vacated temporary/regular benefited position is to be filled. The Department Head should complete Section "A" and forward it to Cal Poly Corporation Human Resources for approval. Please call Cal Poly Corporation Human Resources at x1121 with any questions regarding appropriate salary range or recruitment procedures. Advertising will not begin until approval of the Human Resources Director has been granted.

1. Is funding for this position currently in a Cal Poly Corporation Account? **Yes** **No**
2. If No, will a standard agreement with the State be required to fund this position? **Yes** **No**
3. Is the position funded through gift/endowment monies? **Yes** **No**

If you answer yes to number 2 or 3, you must attach a justification memo indicating why this position should be a Cal Poly Corporation position versus a State position. If the position will be performing duties for State functions versus Cal Poly Corporation functions, then the position should be hired via the State and reimbursed by the Cal Poly Corporation account.

SECTION "A" TO BE COMPLETED BY THE HIRING DEPARTMENT

DEPARTMENT _____ SALARY RANGE _____
 POSITION TITLE _____ WORK SCHEDULE _____

(Attach current position description AND email position description to aborin@calpoly.edu)

- REGULAR
 TEMPORARY _____ (Position is temporary if it is subject to funding, or has a specific end date)
 Please list the contract ending date to be included on the position announcement.

RECRUITMENT ACCOUNT # to be charged for advertising: _____
 ANTICIPATED START DATE: _____
 SCREENING COMMITTEE CHAIR: (Print name) _____ Phone #: _____
 SCREENING COMMITTEE MEMBERS: _____

(Should consist of at least three people including the hiring supervisor and two people knowledgeable about the job)

WHERE IS THE POSITION TO BE ADVERTISED? San Luis Obispo Tribune & CareerBuilder, Santa Maria Times

(All advertising costs are borne by the requesting department)

APPROVALS:

DEPARTMENT HEAD _____ DATE _____ HUMAN RESOURCES DIRECTOR _____

SECTION "B" TO BE COMPLETED BY CAL POLY CORPORATION HUMAN RESOURCES

CLOSING/REVIEW DATE _____ CAL POLY REPORT _____

<u>PAPER</u>	<u>DATES</u>	<u>COST</u>	<u>Invoice Rec'd & Sent to Accounts Payable</u>
SLO TRIBUNE	_____	_____	_____
S.M. TIMES	_____	_____	_____
FRESNO BEE	_____	_____	_____
L.A. TIMES	_____	_____	_____
S.F. CHRON.	_____	_____	_____
S.J.M. NEWS	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ESTIMATED EMPLOYER COSTS*

MEDICAL INSURANCE

Health Insurance	Employee Only:	\$338/month
	Employee +1:	\$629/month
	Employee + Family:	\$779/month
Dental Insurance	Employee + Dependents:	\$75/month
Vision Insurance	Employee only:	\$8.49/month
	Employee +1:	\$11.41/month
	Employee + Family:	\$19.01/month
Life Insurance	Non-exempt employees:	\$1.40/month
	Exempt employees:	\$5.60/month

WORKERS' COMPENSATION (Cost per \$100 of earnings; varies per occupation)

0040	Agriculture	5.36
8008	Bookstore	4.61
8810	Admin/Clerical	0.80
8868	College/University Professors Or Offsite Research	1.73
9079	Campus Dining	4.92
9101	Other College/University or Research in Lab or Office	6.00

MISCELLANEOUS COSTS

FICA (Social Security)	6.20% wage base 97,500
MediCare	1.45% no limit
State Unemployment Insurance	0.6%
CalPERS	13.341%
Short Term Disability	CalPERS wages x 0.2%

Potential Post Retirement Health Costs: Minimum Cost \$338/mo. (\$4,056/yr)

Leave Liability: Departments are expensed the accrued leave for their employees each quarter. For example: If an employee earns 2 weeks per year (6.66 hours per month) and s/he earns \$15.00/hour, the leave liability accrual will be \$299.70 per quarter). When the employee takes vacation, it will be charged to the liability account.

*Updated August, 2007