

## Foundation's Interview and Selection Procedures

The CSUEB Foundation is the hiring authority. As a result, recruitment procedures must be followed or the recruiting process and your candidates' selection will not be approved.

Before scheduling interviews:

- Submit a copy of the interview questions for approval.
- Questions approved on \_\_\_\_\_
  
- Submit the names of the interview panel for approval.
- Panel approved on \_\_\_\_\_

After scheduling interviews:

- Submit a copy of the interview schedule and a list of the interviewees.

After interviews have been completed:

- Forward applications of the applicants who were not called for an interview with thank you/no thank you letters attached to the Foundation Human Resources Office (sample is provided).

After selection has been made, please forward the following to the Foundation Human Resources Office:

- A memo noting your selection
- Your recommendation for hiring form
- A copy of all notes taken during interviews
- A completed new hire packet

After all documents have been reviewed and approved, the Foundation will prepare and send the candidate a job offer letter.

**Thank you for your cooperation.**