

How to Hire Student and Part-Time Employees through the Foundation

Step 1: Go to the Foundation website, Documents and Forms page:

<https://www.csudhfoundation.com/forms/#hr>

Step 2: Scroll to the “For Hiring Coordinators” section, and download, complete and submit the following forms:

1. Personnel Transaction Request Form
2. Sensitive Position Determination Form
3. Position Description

Since the Foundation updates these forms from time-to-time (as necessary), these forms need to be downloaded directly from the Foundation website each time they are used. Outdated forms will not be accepted. Forms must be completed electronically and hand written forms will only be accepted in rare circumstances if pre-approved by Foundation Human Resources.

**Please note that incomplete forms will be returned and/or will cause a delay in the turn-around time for the hiring process.*

Step 3: While completing the above forms and obtaining the supervisor, project director, and dean signatures (dean signature is required for faculty only), next guide the prospective employee to complete an application for employment found Foundation Job Board:

<http://csudhfoundation.applicantstack.com/x/openings>.

- CSUDH students would use the application link for [Student Assistants](#).
- Non-CSUDH students would use the [Part-Time General Employment](#) application.
These links are updated each fiscal year, so hiring coordinators should go directly to the job board link above to ensure the updated application is being used

Step 4: After submitting the three forms completed by the hiring coordinator and ensuring that the prospective employee has completed the appropriate job application, follow up with Foundation Human Resources to verify the status of the personnel transaction request. Do not allow/direct the prospective employee to begin work until they have been hired by the Foundation Human Resources dept.

- *Positions deemed sensitive will require a background check which can take a minimum of one week (or more depending on the type of background check being performed).*

If a background check is not required, the hiring process will take approximately 5 business days from the time the completed forms (and job application) is submitted to the Foundation.

For questions and follow up:

For questions about the hiring process, forms, status of paperwork, and or to schedule a new hire orientation date, contact the Foundation Human Resources Coordinator, ext 1070

For assistance on Grants/Contracts questions related to employment, contact the Post Award Analyst at ext 3058

Contact Foundation HR, ext 2373, for the hiring process for benefited employees (30 hour and 40 hour employees)