

The steps listed below are to be followed when a Special Consultant is needed:

- Department will:
 - Need a CMS position number to start this process (ex. FL – 000#####)
 - Log into CSUF portal and search/select CHRS Recruiting.
 - Complete a job requisition online in CHRS to initiate a Quick Hire request by clicking the “Job” tile.
 - Provide the following information in the Advertising Summary section:
 - Candidates name
 - CWID, if applicable
 - Salary
 - Review and route for approval (by selecting FL – Quick Hire Approval Process)
 - Instruct candidate to submit an online application to the temporary pool through our [Career Opportunities](#) page.
 - If a candidate is needed, contact HRDI
- Recruiter will:
 - Contact candidate and make verbal offer explaining the terms and conditions of the appointment
Note: Background check will be conducted and completed prior to employment.
 - Contact department once all forms are ready to sign
 - Distribute offer to appropriate parties
 - Invite employee to visit HRDI to complete sign-in documents
- Department advises employee of timekeeping process (i.e., timesheets, etc.)

For additional information, please review our [CHRS User Guides](#).

Quick Reference

Appt. Type	Overview	Length of Appt.	Pay Type/FLSA	Affordable Care Act (ACA) Eligibility
Special Consultant	Temporary, project-based assignment that is paid by a daily rate	Best practice is fiscal year	Daily	Eligible for medical only under the ACA at 130 hours worked per month