How to Hire Student and Part-Time Employees through the CSUDH Toro Auxiliary Partners

Hiring Check List

Step 1: **Set up an account with Toro Auxiliary Partners Finance. If you already have an account, proceed to the next step. Contact TAP Accounting for more information regarding account setup at extension 3983.**

Step 2: Go to the CSUDH Toro Auxiliary Partners website, HR Forms
https://www.csudhauxiliarypartners.org/post/hr-forms

Under the Hiring Coordinators section, download, complete and submit the following forms:

1. Personnel Transaction Request - Fill this form out when you are applying to hire a new employee.
2. Position-Description-Form - A template to fill out to assist in building or describing a position for a hire.
3. Sensitive Position Determination Form - Fill this form out when hiring a new employee. This will determine if their position should be defined as sensitive.

Since Toro Auxiliary Partners updates these forms from time-to-time (as necessary), these forms need to be downloaded directly from the Toro Auxiliary Partners website each time they are used. Outdated forms will not be accepted. Forms must be completed electronically, and handwritten forms will only be accepted in rare circumstances if pre-approved by Toro Auxiliary Partners 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 using the *Toro Auxiliary Partners* Job Board: https://csudhtoroauxiliarypartners.applicantstack.com/x/openings

- CSUDH students would use the application link for [Student Assistant (FY 25-26)](#)
- Non-CSUDH students would use the [Part-Time General Employment (FY 25-26)](#) 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 Toro Auxiliary Partners 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 Toro Auxiliary Partners 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 Toro Auxiliary Partners.

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:

For Grants and Contracts and Fund 20 accounts: [Martha Rafael Sepulveda](#), Human Resources Manager at 310-243-1070

All other accounts: [Amanda Dodd](#), Chief Human Resources Officer at 310-243-2373

For assistance on Grants/Contracts questions related to employment, contact the Post Award team at [PostAward@csudh.edu.](#)

Contact Toro Auxiliary Partners HR, ext. 1070, for the hiring process for full-time benefited employees (30 hour and 40-hour employees).