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Introduction
Managing recruitments in CHRS Recruiting involves moving an applicant through various steps of the recruitment process from routing the initial application to being interviewed to offering the job. This guide is focused on Faculty recruitments, including Tenured/Tenure-Track, and Full- and Part-time Temporary. The screen shots are for a tenure-track recruitment, and the process steps differ slightly from the part-time temporary faculty process. However, the process to move applicants from one step to another is the same. The guide includes the steps to move an applicant from one status to the next, and the steps to take when an applicant is no longer under consideration.

For a step by step
Recruitment Processes
There are four distinct recruitment processes and while many steps are the same, they will vary depending on the type of recruitment. Please refer to Recruitment Process Step Details-Tenured Tenure-Track Full-Time Temp or Recruitment Process Step Details-Part-Time Temp for more information.

• Applications start in the New Application status and get routed from there
• Not every application status will be used in a recruitment
• Application statuses may be skipped if applicable; for example, if there are no phone interviews, you may skip those steps

Who Manages the Recruitment?
It’s important to decide who will manage the recruitment, who will move the applications from step to step. Employees in the following roles will have access to manage the recruitment:

• Department Chair, Department Admin: Routes applications from the New Application status
• Department Admin, Resource Manager/Analyst: Route applications through the process
• Search Committee Chair: Does not route applications, but can view the applicant details

General Information
• For Tenure/Tenure Track, the application screening is done outside of CHRS. Details can be found in the Faculty Recruitment Guide
• For Temporary Faculty the application screening process is done by the department chair.
• Steps are similar between the processes but not identical; there will typically be fewer steps in the Part-time Temporary recruitments
• There are automatic and manual options to obtain letters of recommendation
Step-by-Step Process: Moving an Applicant to a New Status

Log into CHRS Recruiting
1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile
3. Use your SJSUOne ID and password to log in

Open Jobs
1. From either the Tiled or List Dashboard, click Jobs in the blue menu bar

A list of jobs appears
2. Click the hyperlinked number in the Applications column for the job you wish to manage

To filter the list of jobs:
- Change the Status (A)
- Change the Type (B)
- Show other search criteria to filter by Req Nbr, Pos Name, and more (C)
To change the status of one application, click the current status (A)

<table>
<thead>
<tr>
<th>Associate Professor (496970)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>☐ ☐ Jun 10, 2020</td>
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<tr>
<td>☐ ☐ Jun 10, 2020</td>
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<td>☐ ☐ Jun 10, 2020</td>
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<tr>
<td>☐ ☐ Jun 10, 2020</td>
</tr>
<tr>
<td>☐ ☐ Jun 10, 2020</td>
</tr>
</tbody>
</table>

Change the application status of one application

1. Select the appropriate item in the status list (A)
2. Click Next (B)

*Setting the status to Letter of Recommendation (automatic) sends a form to the candidate’s three referees requesting them to upload a letter of reference.*

Please note, the first move after New Application should be Letter of Recommendation Initiated (automatic* or manual). The example on the right shows the move to Search Committee Review.
## Confirm the status change

1. Verify the status to which you are moving the application (A)
2. Verify whether or not the applicant will be emailed (B); review and update the email if applicable
3. Determine if additional users need to be notified about this change (C)
4. Notes may be entered if needed (D)
5. If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes (E); DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS
6. Click Move Now to change the status (F)

Please note, not all statuses have a communication template. Some templates do not require changes.
C – Add Additional Users

1. Check the boxes of those you wish to notify
2. Enter your email
3. Enter the email subject
4. Type the email text
A status change with a communication will look something like this

1. Verify the status to which you are moving the application (A)
2. Verify whether or not the applicant will be emailed (B)
3. Review and update the email if applicable (C); not every step has a communication
4. Scroll down to continue
Continuing confirming the status change

1. Attach files to the email communication, if applicable (A)
2. You may choose to delay your email or send it immediately (B)
3. If there are additional users you wish to notify, select them here (C)
4. Notes may be entered if needed (D)
5. If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes (E); DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS
6. Click Move Now to change the status (F)

Once you click Move Now you are returned to the list of applications

- The recently changed status is now bold and in italics.
- Refreshing the page will move it back to its regular font.
Step-by-Step Process: Bulk Move Multiple Applications

**Move multiple applications at the same time**

1. Check the left box (green) of the applications you wish to move (A)
2. Select a bulk action (B)

**Select the Application status**

3. The Bulk action status will tell you how many applications you are moving (A)
4. Selection the Application status (B)
5. Click Next (C)
B – Select the application status

1. Select the application status (A)
Confirm the change

- The steps are identical to confirming an individual change.
- When you return to the application list, all applications you moved will be updated.

Bulk move multiple applications

If you wish to move multiple applications to different statuses, following the process below:

1. Check the first box (green) to move multiple applications to a new status at the same time
2. To move additional applications to another status at the same time, check the middle box (orange)
3. To move a third set of applications to another status at the same time, check the third box (red)
### Step-by-Step Process: Moving an Applicant Out of Consideration

**Move an applicant to an unsuccessful status**

1. Select the **Unsuccessful** item in the status list (A)
2. Click Next (B)
Confirm the status change

3. Verify the status to which you are moving the application (A)
4. Review the email communication (B); it is recommended that you don’t change any language for the unsuccessful statuses
5. Scroll down to continue

Dear Jane Lane,

Thank you for taking the time to submit your application for the position of Assistant Professor - Medders/Job # 497042 at San José State University. After careful consideration, we have decided to move forward with another candidate. We appreciate the
Continuing confirming the status change

6. Determine if you wish to delay sending the email (A)
7. Determine if other users need to be notified of this change (B)
8. Select the reason the applicant is unsuccessful (C)
9. In the notes section provide additional information about the unsuccessful status if necessary (D)
10. If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes; DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS
11. Click Move Now (E)

Please note, any information you enter in the Note field must be fact-based and not personal. This information can be subpoenaed during an investigation.
C – Select the reason why the applicant was unsuccessful at this step

- Accepted another offer
- Not aligned with career goals
- Personal reasons
- Company benefits unsatisfactory
- Remuneration unsatisfactory
- Roster unsatisfactory
- Travel requirements unsatisfactory
- Unable to relocate
- Staying with current employer
- Continuing study
- Ineligible
- Does not meet qualifications
- Did not fit with company culture
- Other candidates more suitable
- Does not fit job requirements
- Background / Reference check requirements not met
- Medical / Police check requirements not met
- Visa requirements not met
- Position filled
- Other

D – Add Notes

The following will be added to the applicant notes for administrators to view:

Applicant does not meet any of the preferred qualifications for this position and did not demonstrate that they could do the work.
Step-by-Step Process: Use the Applicant Card

The applicant card can be used to review applicant data, view communications and history, and attach documents. This section will show you how to navigate to the card and how to view communication and history data. The next section will show you how to attach a document.

Open the Applicant Card

1. From the list of applications, click the First or Last name (A) of the candidate whose card you wish to review.

The Applicant Card displays

Each section is reviewed below.
View the Applicant’s Personal & Profile Information

2. Click View Profile (A) to view the education and experience entered on the application.
3. View the Address, Phone and Email (B) information on the card.
4. View the Original source (C) to determine how the applicant found the job.

View Applications

You may see more than one application for the candidate.

5. Scroll to find the position you wish to review.
7. View Forms (B) – this includes the Reference & Background Check Release form, as well as the CSU Lecturer form.
8. View the Applicant’s Status (C).
9. View the Offer Status (D).

Please note: You will only see applications for jobs in the team(s) for which you have access.
10. Use the Jobs dropdown list to select a specific job or view all at once (A)
11. Use the Item dropdown list to filter the items you wish to see (B)
12. Some items may allow you to edit or delete (C); before you take that step you may wish to check with the CHRS Recruiting team; this should be used sparingly.

Please note: You will only see history for the those jobs in the team(s) for which you have access.

Items in History (B)

- Application submissions
- Assessments
- Assign applications
- Background checks
- Bookings
- Communication
- Documents
- Forms
- Notes
- Notes (user)
- Offers
- Rankings
- Tasks/reminders
### View Scheduled Emails

<table>
<thead>
<tr>
<th>Applications</th>
<th>History</th>
<th>Scheduled emails</th>
<th>CRM</th>
<th>Resume / CV</th>
</tr>
</thead>
</table>

- **Monday, Dec 21, 2020, 1:48pm**
  - **Carrie Medders (Carrie Medders)**

**Communication**
- Assistant Professor - Media Design and Visual Communications (497354)
- Action Required: SJSU Form Request

- **View**
- **Delete**

There are no more items to show.

13. If you schedule an email during the Manage Recruitments process, you will see it here (A).
14. You can view or delete the scheduled email (B).
**Open the Options Menu**

1. From the Applicant Card, find the job you wish to work with
2. Click the three dots on the right side of the job (A)

**The List of Options is displayed**

3. Click Add document (A)
The Upload a new document window pops up

4. Click Upload file (A)
5. Search for the file on your computer and upload
6. Select a Document category (B)
7. Enter a Title, if desired (C)
8. Click Save and add another if you have more documents to upload; otherwise click Save and close
<table>
<thead>
<tr>
<th>Document Categories (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Onboarding</strong></td>
</tr>
<tr>
<td>Award</td>
</tr>
<tr>
<td>Bibliography</td>
</tr>
<tr>
<td>C.V.</td>
</tr>
<tr>
<td>Certification</td>
</tr>
<tr>
<td>Compensation</td>
</tr>
<tr>
<td>Contact Reference</td>
</tr>
<tr>
<td>Cover letter</td>
</tr>
<tr>
<td>Dissertation Abstract</td>
</tr>
<tr>
<td>Diversity Statement</td>
</tr>
<tr>
<td>Essay</td>
</tr>
<tr>
<td>International Financial Statements</td>
</tr>
<tr>
<td>Interview Notes</td>
</tr>
<tr>
<td>Job Market Paper</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
</tr>
<tr>
<td>Licensure</td>
</tr>
<tr>
<td>List of courses taught</td>
</tr>
<tr>
<td>Mail matcher document</td>
</tr>
<tr>
<td>Media File</td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>Misc. Offer Document</td>
</tr>
<tr>
<td>Nomination Letter</td>
</tr>
<tr>
<td>Non-Confidential Letter of Recommendation or Evaluation</td>
</tr>
<tr>
<td>Offer Letter</td>
</tr>
<tr>
<td>Offer Letter - Non Confidential</td>
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<tr>
<td>Other Document</td>
</tr>
<tr>
<td>Other Recruitment Documents</td>
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<tr>
<td>Peer Evaluations</td>
</tr>
<tr>
<td>Personal Statement</td>
</tr>
<tr>
<td>Position Description Offered</td>
</tr>
<tr>
<td>Professional Portfolio</td>
</tr>
<tr>
<td>Proposal</td>
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<tr>
<td>Research Plan</td>
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<td>Resume</td>
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<tr>
<td>Student Evaluations</td>
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<tr>
<td>Summative Assessment</td>
</tr>
<tr>
<td>Supporting Applicant documents</td>
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<tr>
<td>Syllabus</td>
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<tr>
<td>Teaching Certification</td>
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<td>Teaching Portfolio</td>
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<tr>
<td>Teaching Statement</td>
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<tr>
<td>Test results</td>
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<tr>
<td>Transcripts</td>
</tr>
<tr>
<td>Writing Sample</td>
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</tbody>
</table>