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## Introduction

All screening of applications and the evaluation of interviews will be done through the CHRS Recruiting system. The processes vary between faculty and staff and may differ depending on the size of the applicant pool and the search committee chair/hiring manager's discretion. This guide will show you how to review and give feedback as a search committee member and as a search committee chair for faculty recruitments. The roles referenced in this guide are:

- Department Chair – "Chair"
- Search Committee Chair – "Search Chair"
- Search Committee Members – "Committee"
- Department/Recruitment Admin – "Admin"

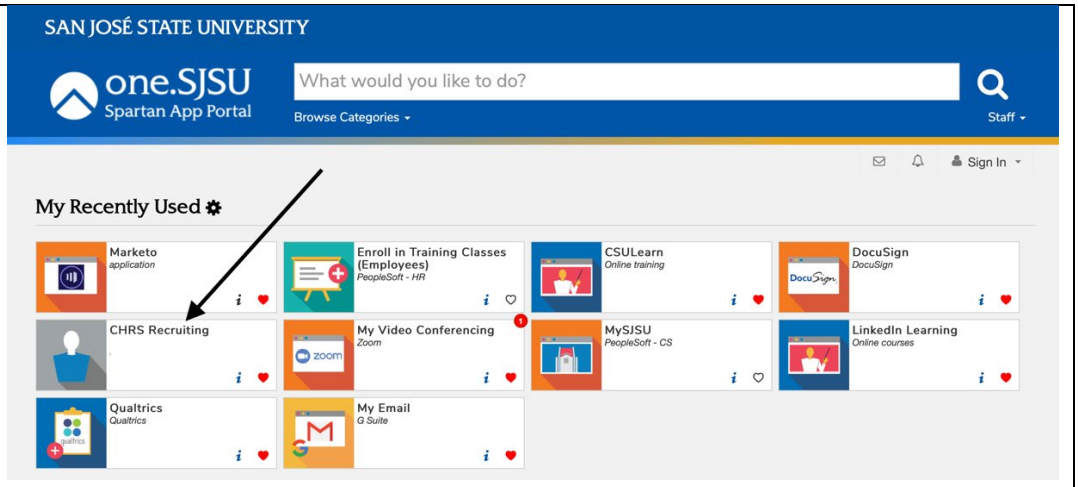
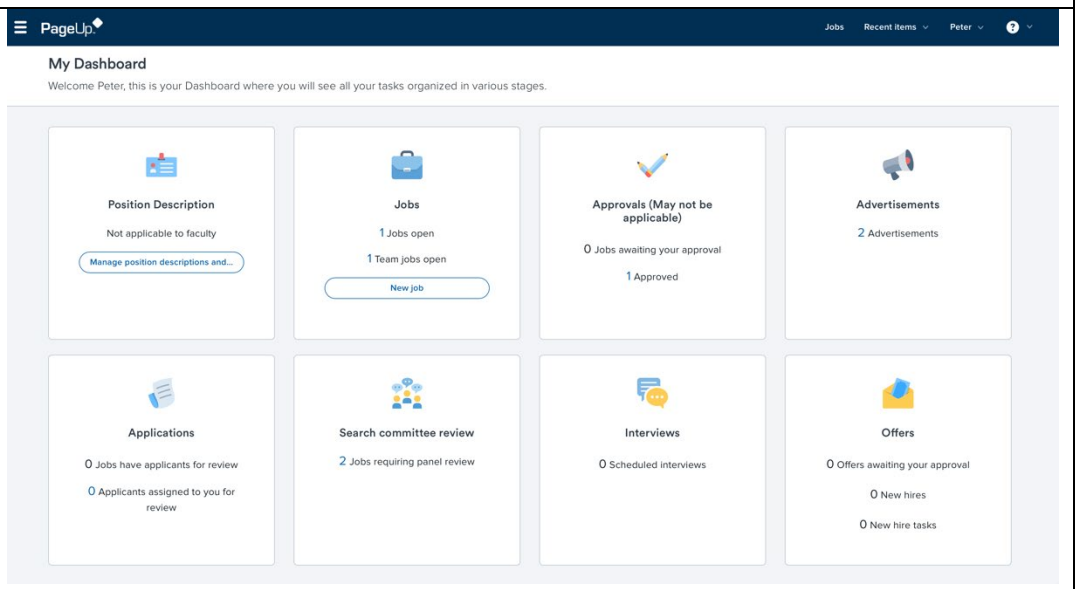
## General Process

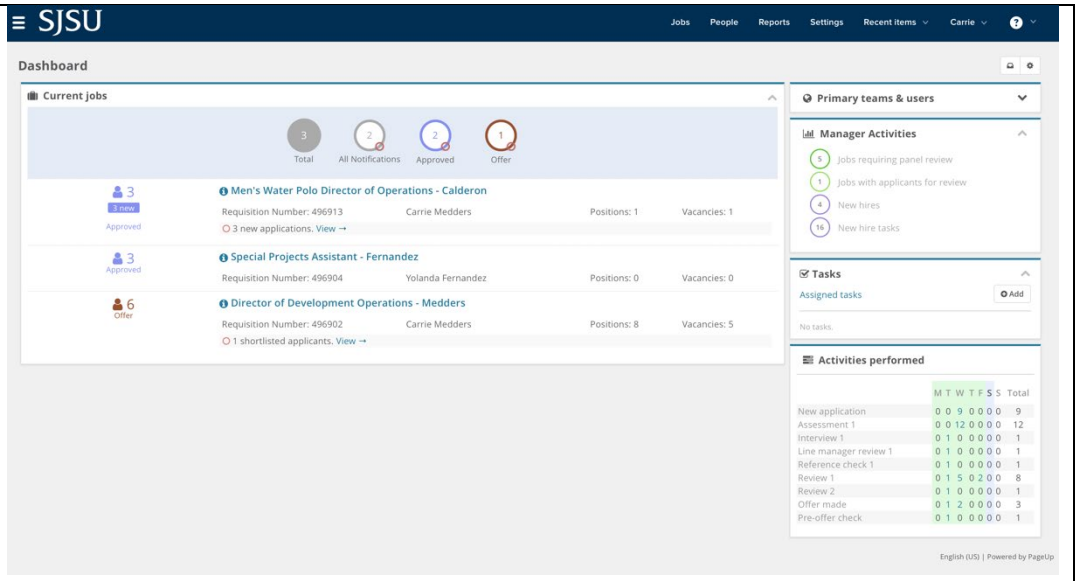
*Please note: Part-time temporary faculty recruitments may not use all steps.*

1. Chair or Admin Routes Applications
    a. The first step in the routing process is to initiate the process to college Letters of Recommendation; the Search Committee Review may begin before the letters are received
2. **Required Qualifications Review begins (if applicable)**
    a. Depending on size of the applicant pool, Search Chair may decide to do a preliminary Required Qualifications review before routing the applications to the Committee
    b. Search Chair and/or Committee screens applications for Required Qualifications
3. After review, Search Chair or Admin moves applicants:
    a. Applicants who do not meet Required Qualifications are moved to Search Committee Review Unsuccessful
    b. All other applicants are moved to Search Committee Review
4. **Search Committee Review begins**
    a. Committee screens applications
    b. Search Chair collaborates with Committee to complete final evaluation
5. After review, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information
6. Search Chair or Admin moves applicants:
    a. Applicants who do not meet Required Qualifications are moved to Search Committee Review Unsuccessful
    b. Applicants who meet Required Qualifications but will not be moved forward to interview are moved to Search Committee Review Unsuccessful
    c. Applicants who may be considered later are not moved
    d. All other applicants are moved to Phone/Video Interview Invite
7. **Phone/Video Interview Evaluation begins**
    a. Committee completes evaluations individually
    b. Search Chair collaborates with Committee to complete final evaluation
8. After phone/video evaluations are complete, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information
9. Search Chair or Admin moves applicants:
    a. Applicants who will not be moved forward to the next step are moved to Phone/Video Interview Unsuccessful
    b. Applicants who may be considered later are not moved
    c. All other applicants are moved to On-Campus Interview Invite
10. **On-Campus Interview Evaluation begins**
    a. Committee completes evaluations individually
    b. Search Chair collaborates with Committee to complete final evaluation
11. After on-campus interview evaluations are complete, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information

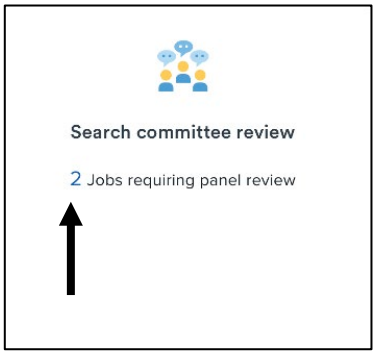
12. After on-campus interviews, Search Chair or Admin moves applicants:
    a. Applicants who will not be moved forward to the next step are moved by Search Chair or Admin to On-Campus Interview Unsuccessful
    b. Applicants who may be considered later are not moved
    c. Finalist(s) are moved to Prepare Offer

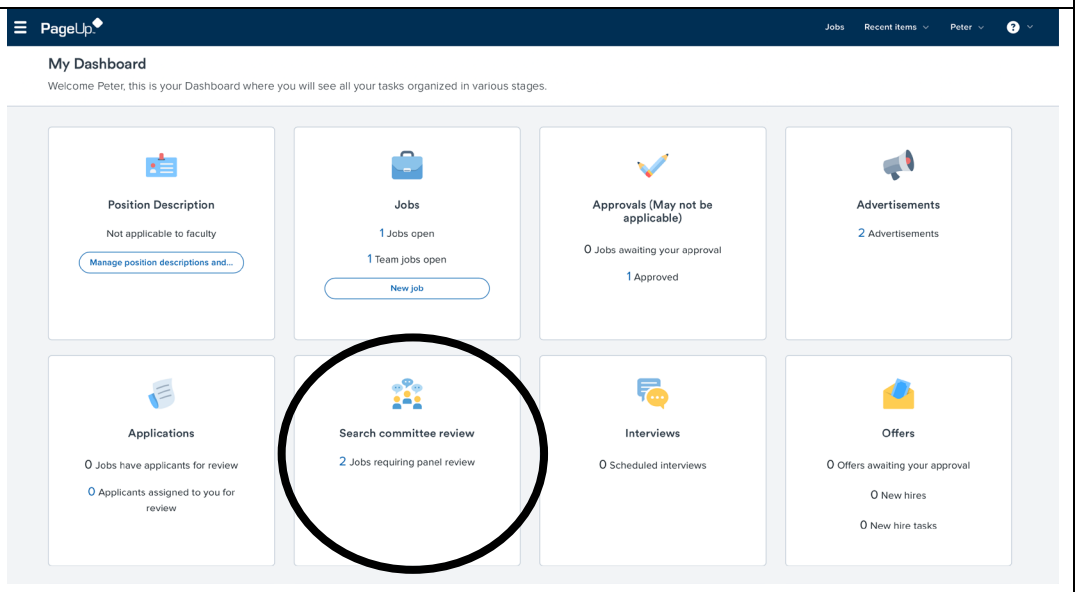
## Step-by-Step Process to Screen and Evaluate

| | |
|---|---|
| **Log into CHRS Recruiting**<br>1. Navigate to one.SJSU<br>2. Search for or click the CHRS Recruiting tile<br>3. User your SJSUOne ID and password to log in |  |
| **The Dashboard is displayed**<br><br>*Please note, depending on your role the dashboard will look different. Two versions are shown here.* |  |

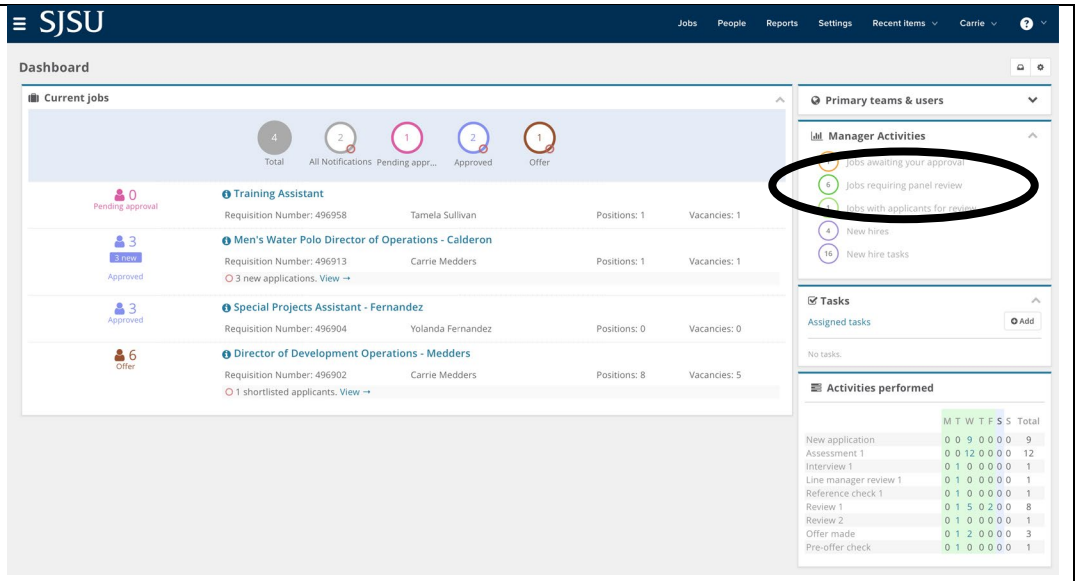



**On the Tiled Dashboard, in the Search Committee Review tile, click the number of jobs requiring panel review**



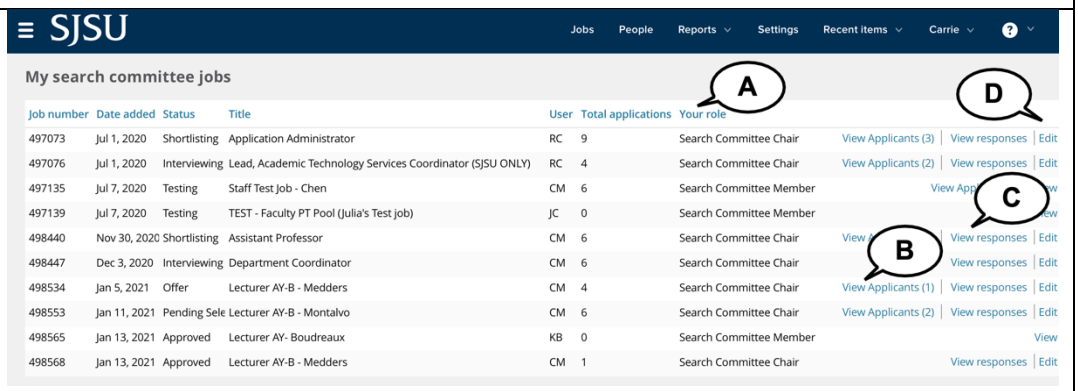
**On the List Dashboard, in the Manager Activities box, click the link for the jobs requiring panel review**




**The list of jobs requiring panel review displays**

1. Confirm your role on the recruitment (A)
2. Click View Applicants (B) to complete your screening
3. Search Chairs should click View Responses (C) prior to submitting their own review
4. Depending on your access, you may be able to View or Edit the Job (D)

*Please note, Search Chairs should collaborate with the Committee before submitting the final review.*

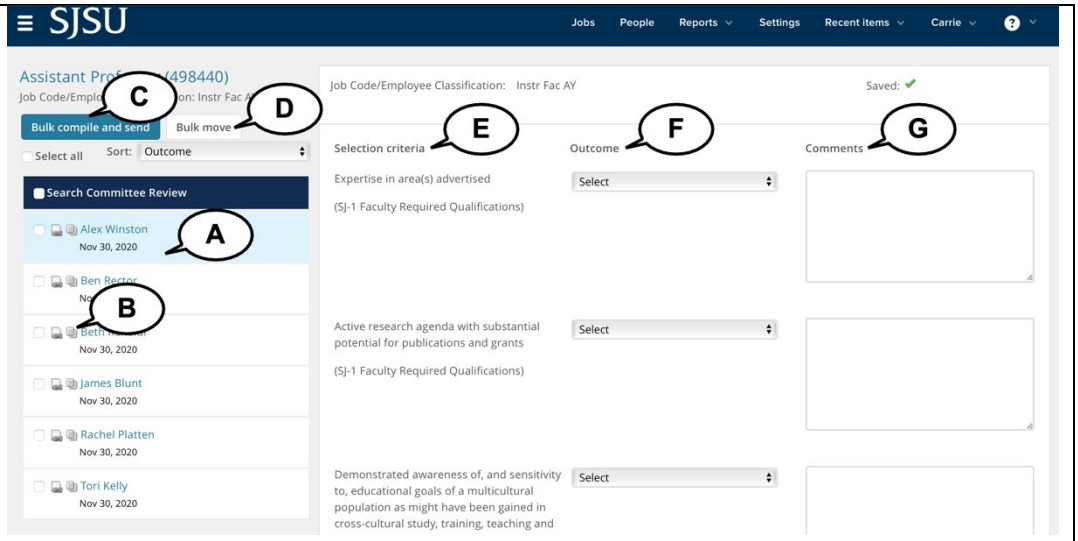


**View Applicants**

1. A list of applicants is seen on the left side (A)
2. Icons to the left of the name can be used to view the applicant's information (B)
3. Use Bulk compile and send (C) to generate one PDF of data for all applicants
4. Use Bulk move (D) to bulk move candidates from one status to another
5. The criteria are displayed on the page (E)
6. The rating for each criterion is shown (F), along with a comment section (G)

*Please note, each criterion has its own rating (outcome) and comment box.*

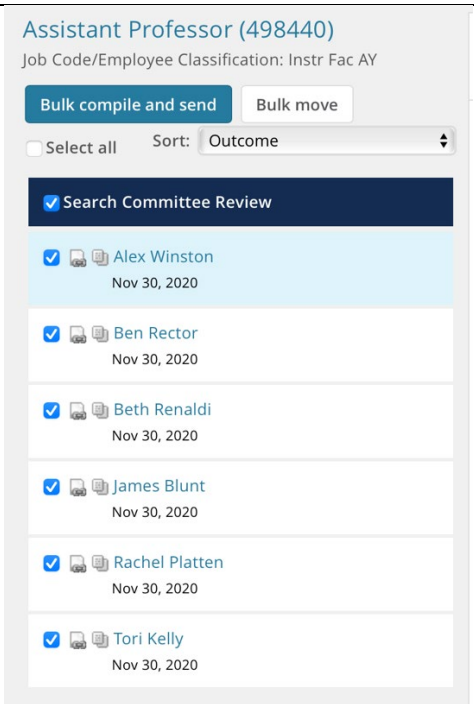
*Please note, the rating (outcome) descriptions are plural even though you are only reviewing one criterion at a time. These are system-delivered values and cannot be changed.*



**C – Bulk compile and send**

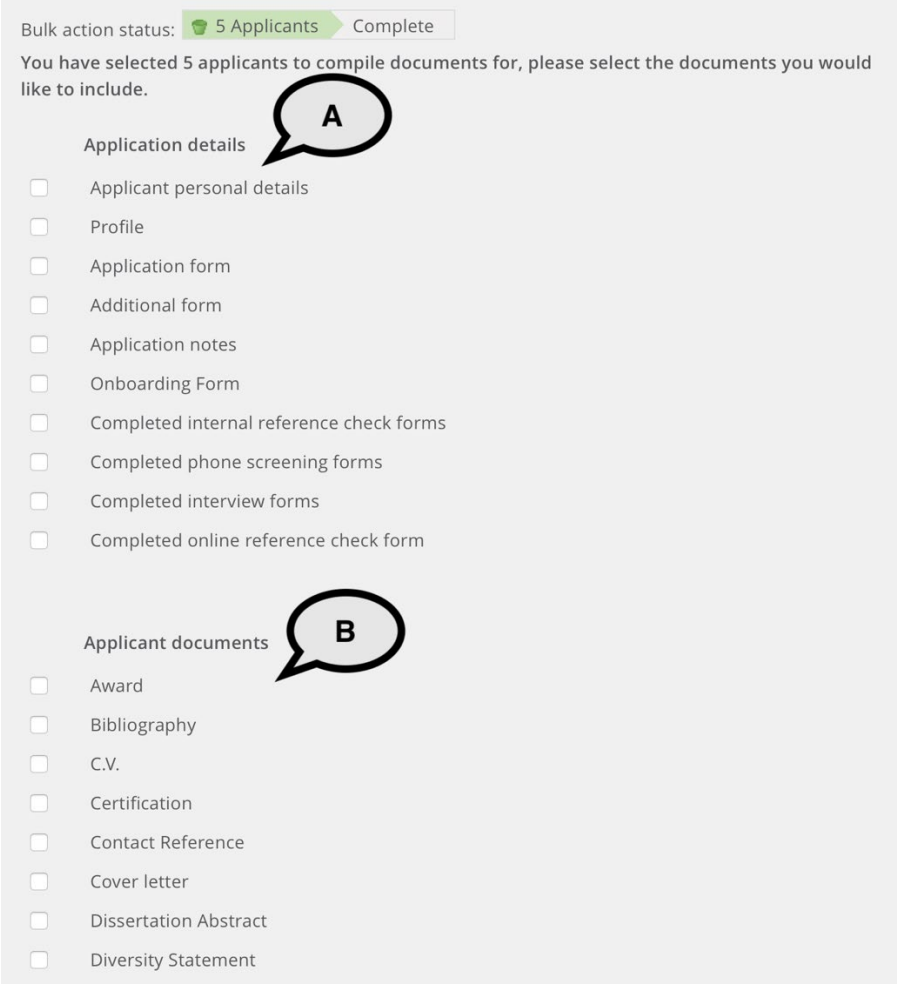
1. Click Select all or check the boxes by each applicant for which you wish to compile data
2. Click the Bulk compile and send button

*Please note, due to file size, the recommended maximum number of applicants to bulk compile and send should be no greater than 30.*



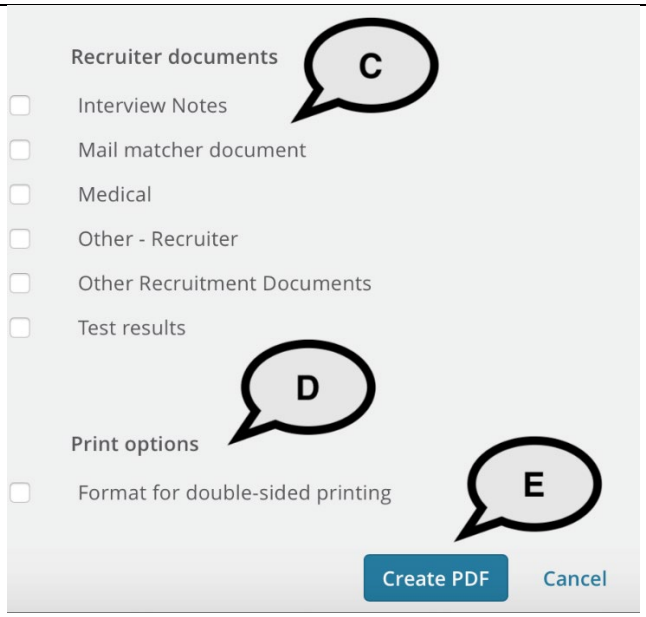

**Select the data you wish to compile**

1. Check items from the application (A); typical items include personal details, profile, app form, additional form, app notes
2. Check documents the applicant may have attached (B)



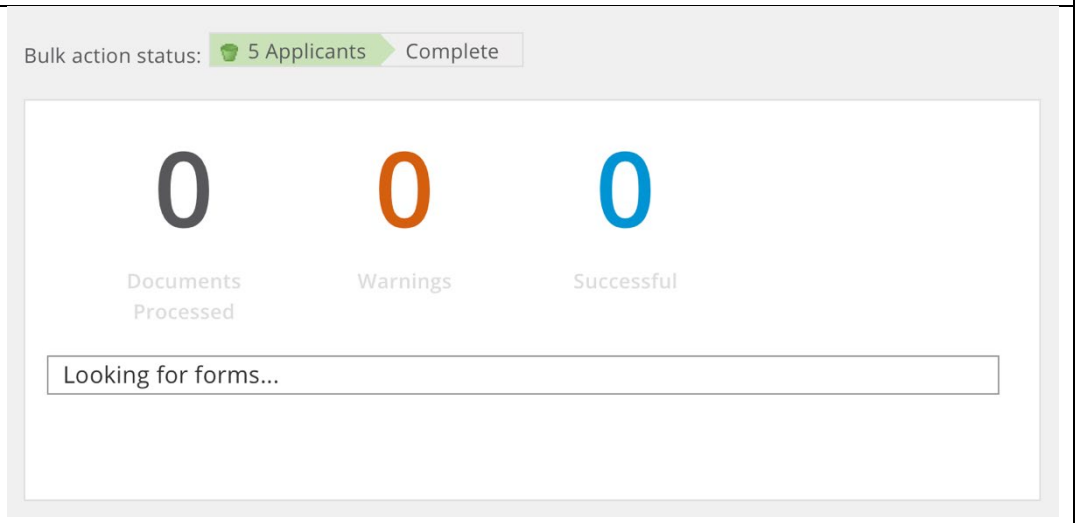
**Continue selecting items to include in the bulk file**

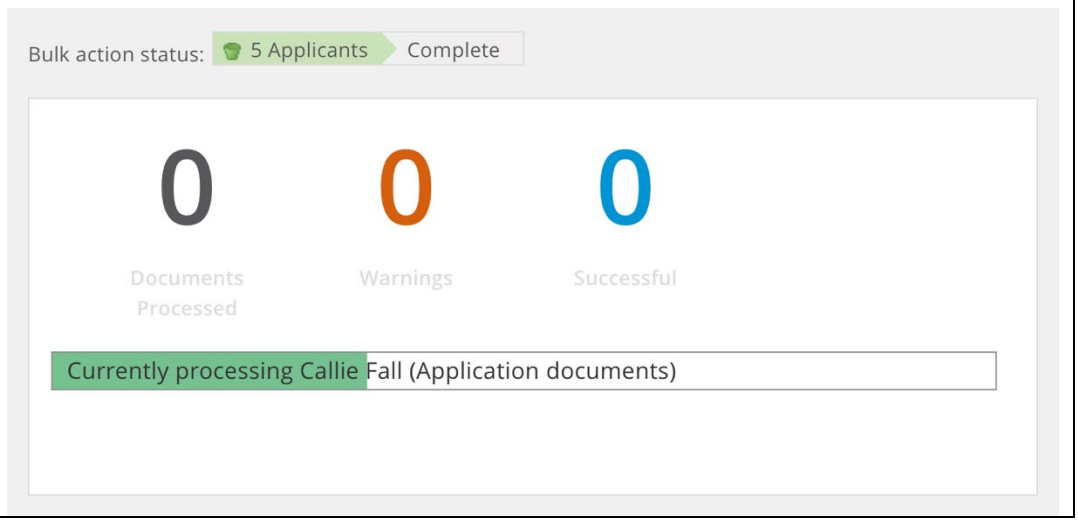
3. Select nothing from the Recruiter Documents (C)
4. Check the print double-sided option if applicable (D)
5. Click Create PDF




**The bulk compile process begins**

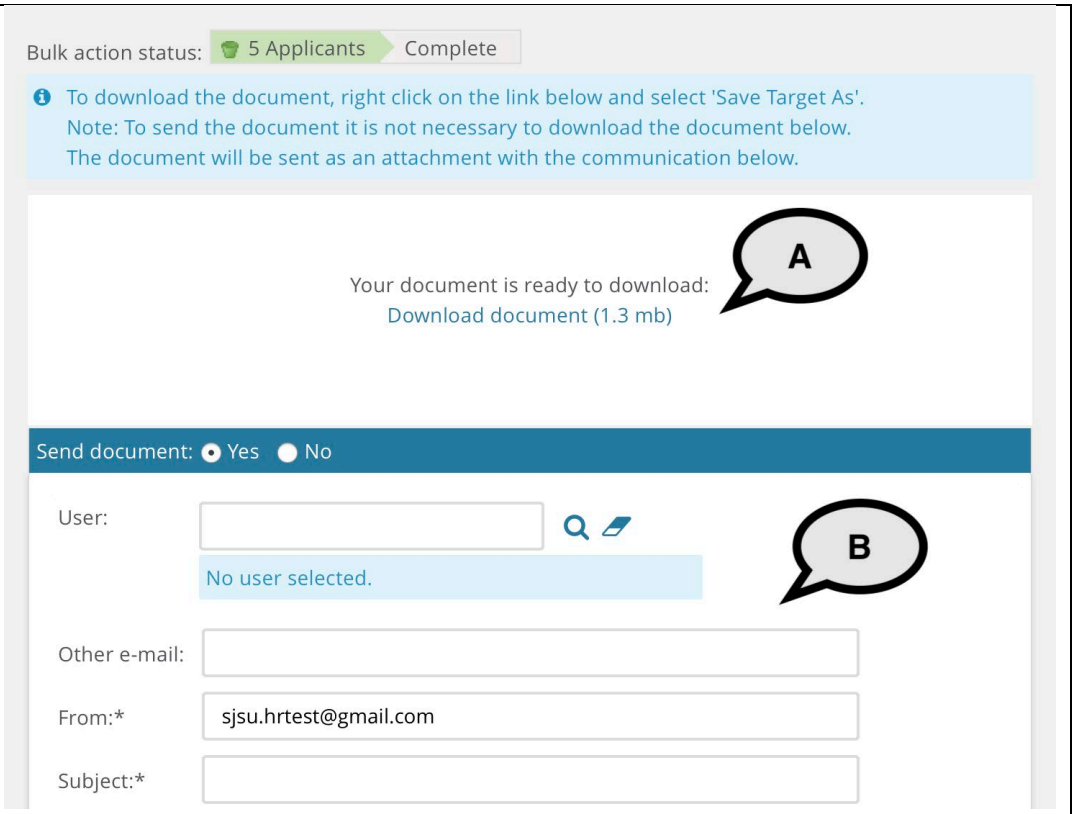
The action status shows the various steps of the process and how many documents are posted



**When complete, the document will be available for download**

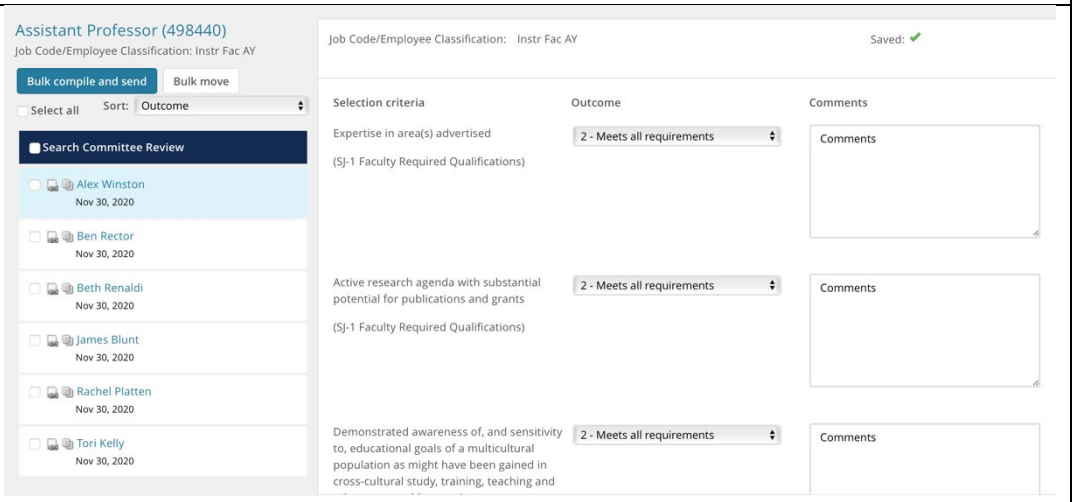
1. Click the hyperlink to download the document, or right click to save it (A)
2. The Send document section (B) opens so that you have the ability to forward the compiled file to others however, this is not recommended due to the file size; change the radio button to No
3. Click Okay to close the screen




**Once you have reviewed the applications, provide ratings and, if applicable, comments, for each of the screening criteria; you may also add comments for the Overall Rating if applicable**

*Please note, for Required and Preferred Qualifications, only the following outcomes should be used:*

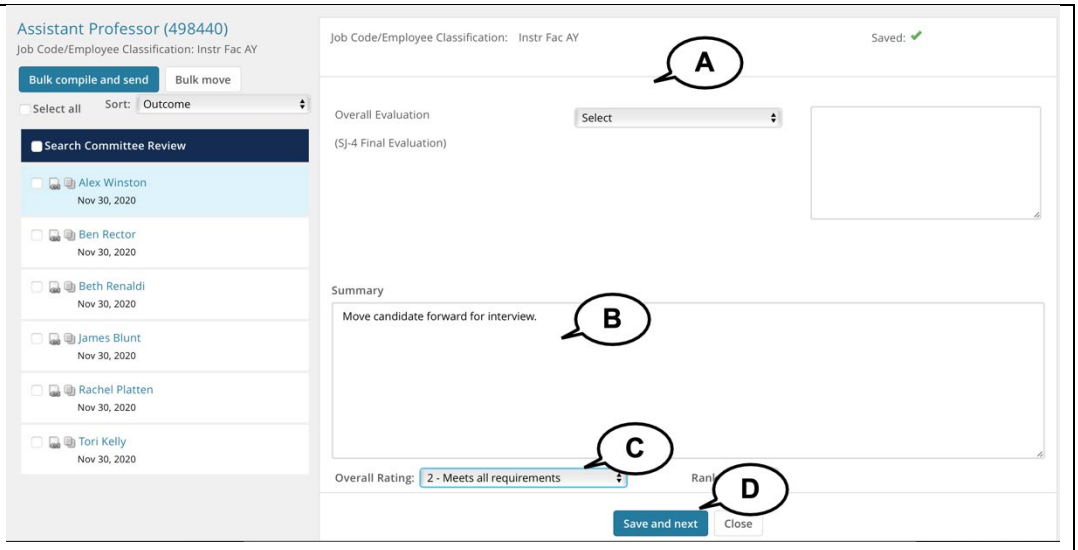
- *Meets none*
- *Meets all*
- *Exceeds*



**Provide a summary review and an overall rating**

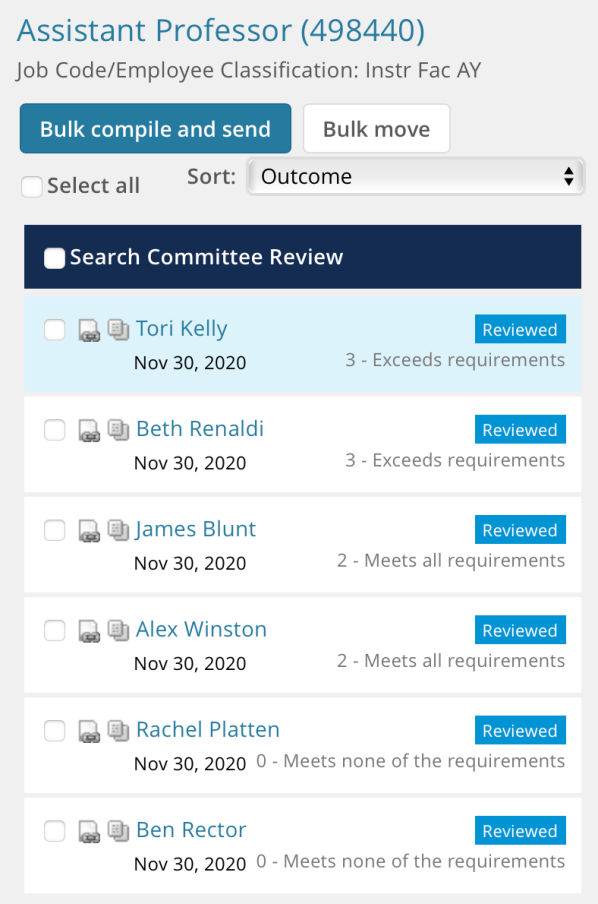
1. Scroll to the bottom of the page, past the interview evaluation items (A) (you will use these later)
2. Enter the Summary comments for the candidate (B)
3. Select the Overall rating for the candidate (C)
4. Click Save and next (D) to evaluate the next candidate; when the last evaluation is complete you may click Close

*Please note, these same steps should be followed to enter evaluations for the interview and the final interview.*



**All candidates reviewed**

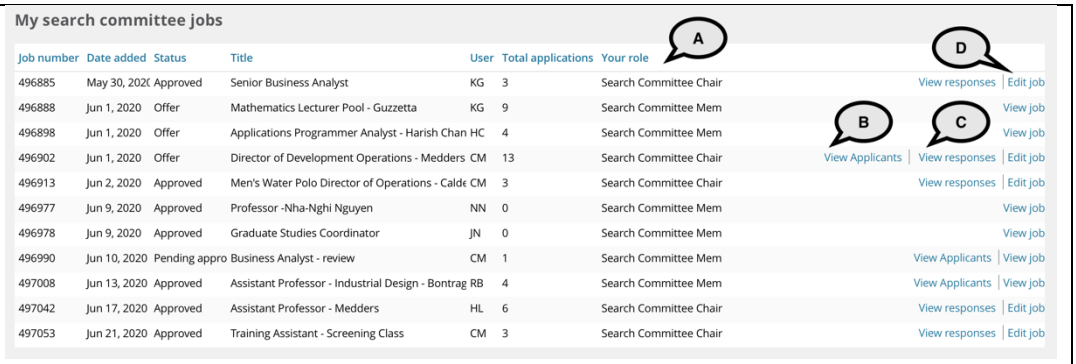
When all candidates have been reviewed, the page will look something like this.



# Step-by-Step Process for Search Committee Chair to Review Results

**From the main list of jobs, Search Chairs will have the ability to View Responses (C) once all feedback has been entered**

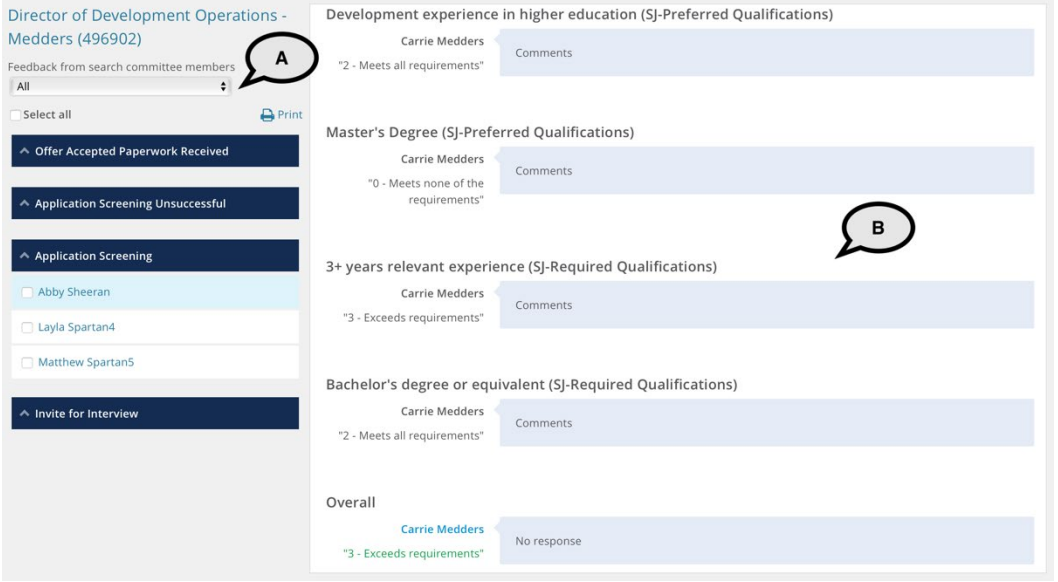
*Please note, the Search Chair should review the responses prior to entering their own feedback. Their feedback should take all other feedback into account.*




**The responses are displayed by reviewer (search committee member) and by type of review; to see all types at once, change the drop down to All (A)**

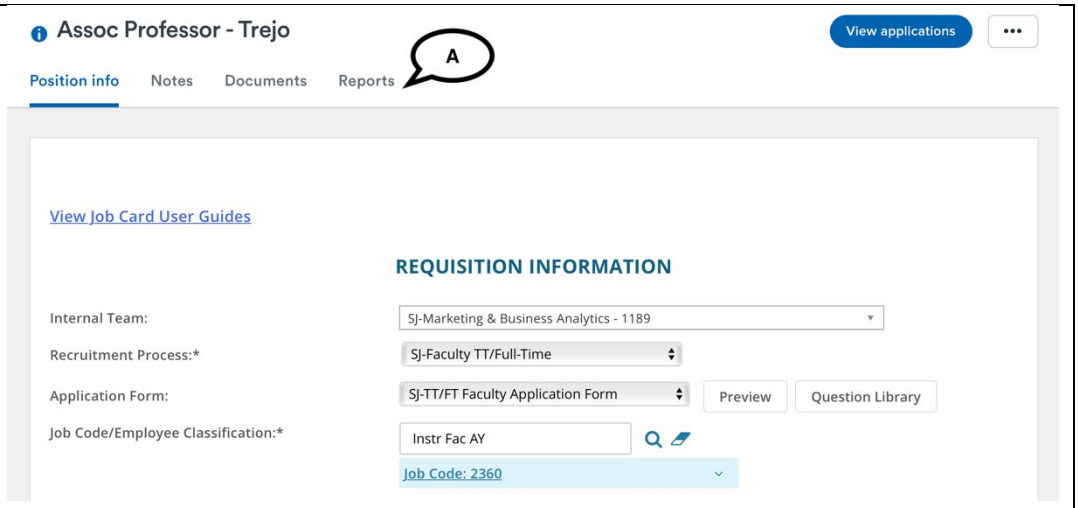
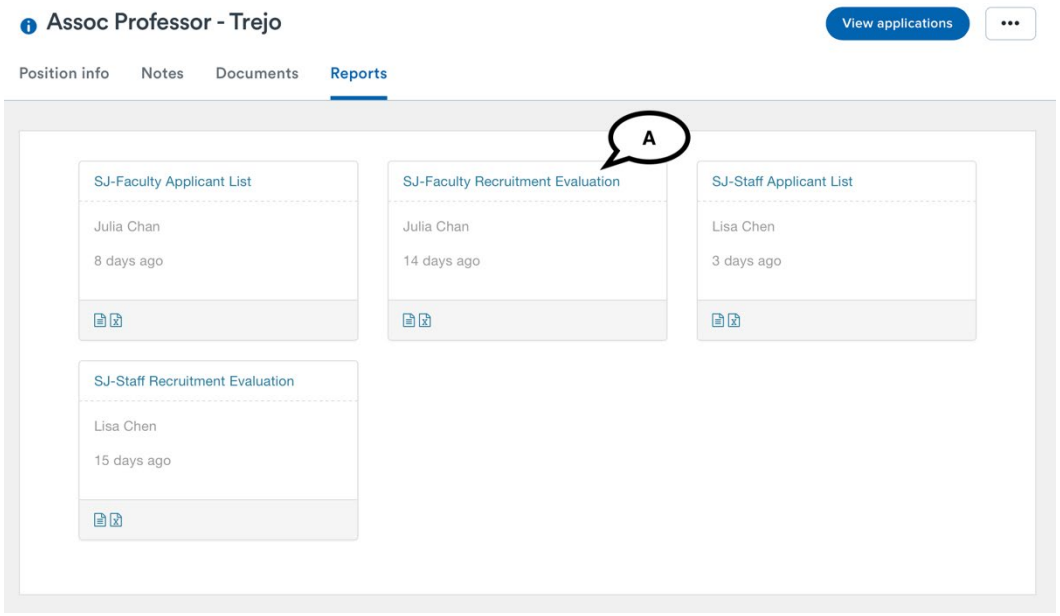
**To enter your own feedback as the Search Chair, navigate back to the jobs page and click View Applications**

*Please note, it is recommended that the Search Chair's feedback be completed as a group to ensure collaboration. The Search Chair's feedback is the final evaluation that will be reviewed by your recruiter.*

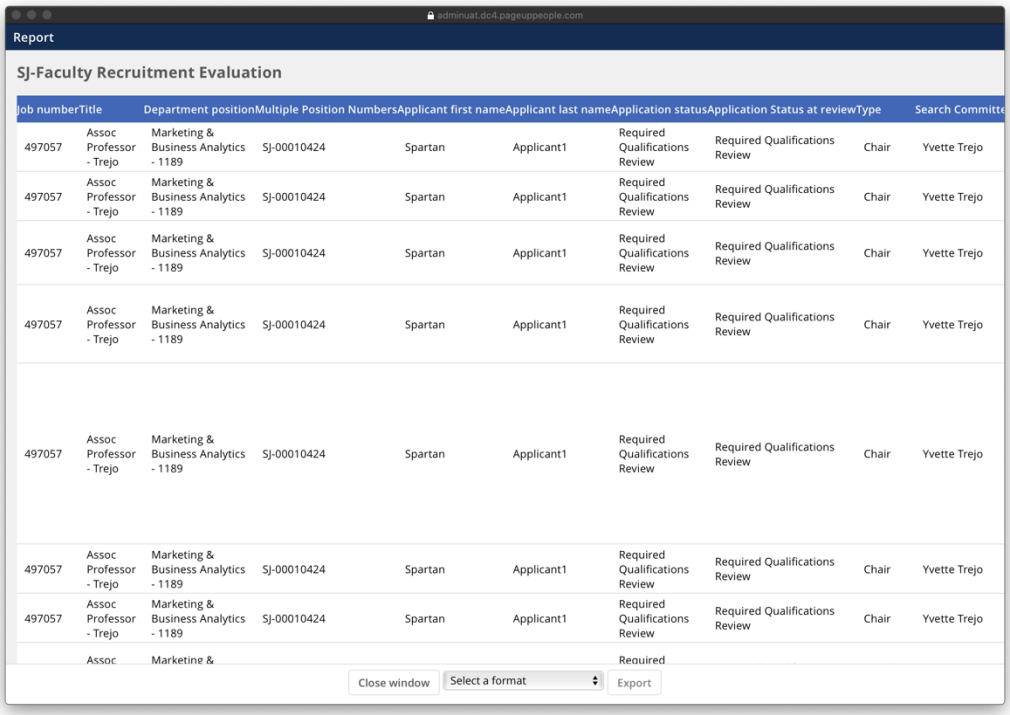


## Run SJ-Faculty Recruitment Evaluation Report

The Admin will have access to run this report, as will the College Resource Manager or Analyst.

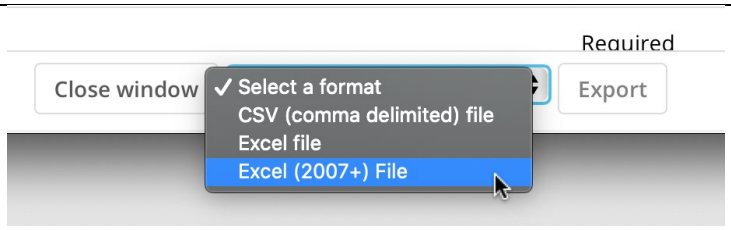
| | |
|---|---|
| **Navigate to the Job Card**<br><br>This step should be completed by the Admin<br><br>1. Click Reports (A) |  |
| **Select the Report**<br><br>2. Click SJ-Faculty Recruitment Evaluation (A) |  |

**The report is displayed**




**Download the file to Excel**

3. Select Excel (2007+) File from the dropdown list
4. Click Export
5. Download the report



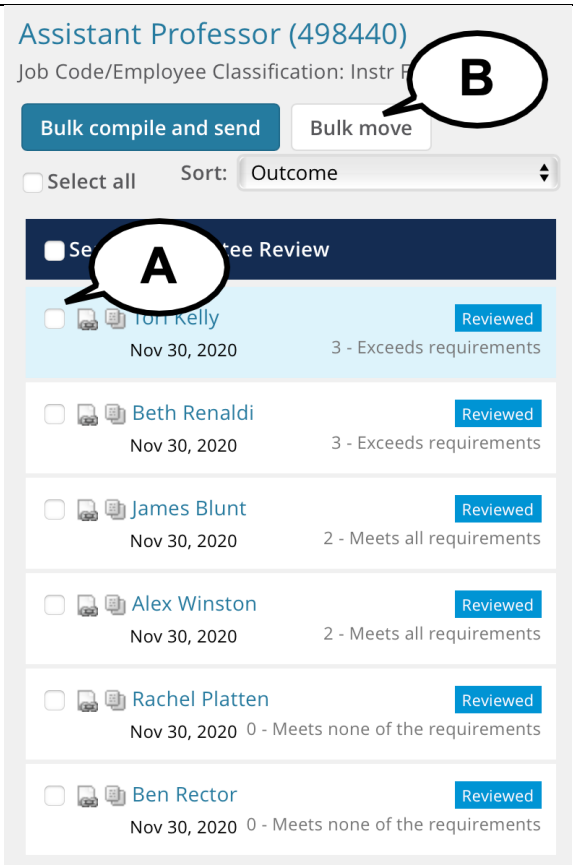
## Bulk Move Candidates

This process can be completed by the Search Chair from the screening page. The Admin can also move the candidate from the Manage Applications page. This section shows how to Bulk Move from the screening page. Refer to the Manage Recruitments – Faculty user guide for steps on moving the candidates from the Manage Applications page.

**Bulk move candidates**

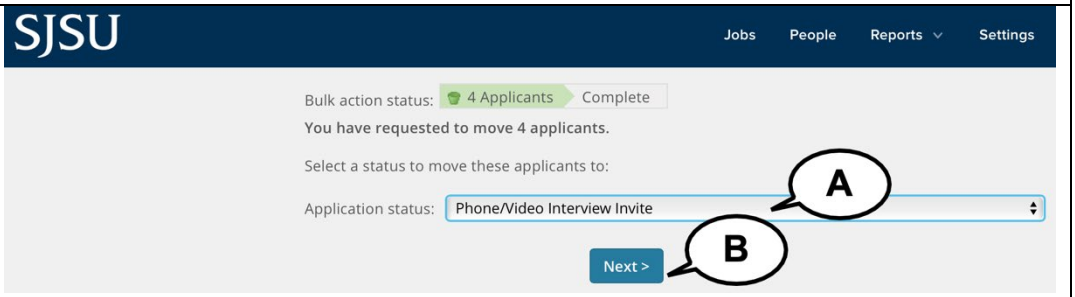
1. Select the candidates you wish to move (A)
2. Click Bulk move (B)

*Please note, when you bulk move, you must be moving the candidates to the same status with the same reasons.*



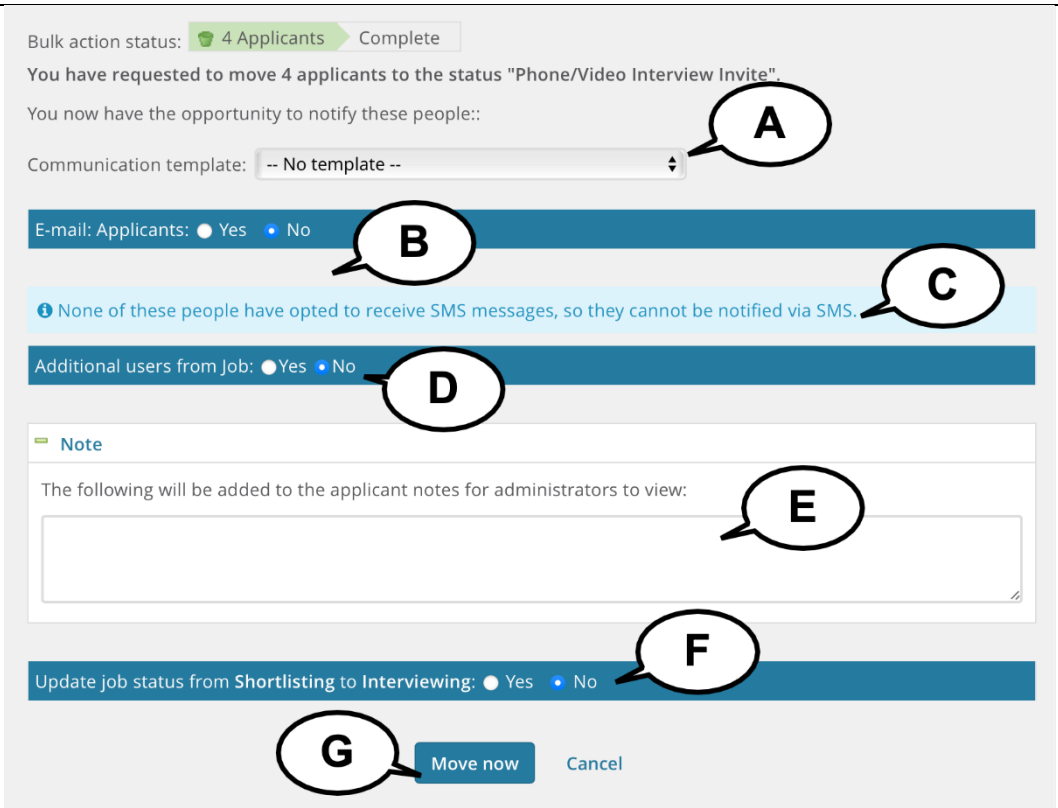

**Select the new Application status**

3. Select the status to which you wish to move the selected candidates (A)
4. Click Next (B)



**Move the candidates**

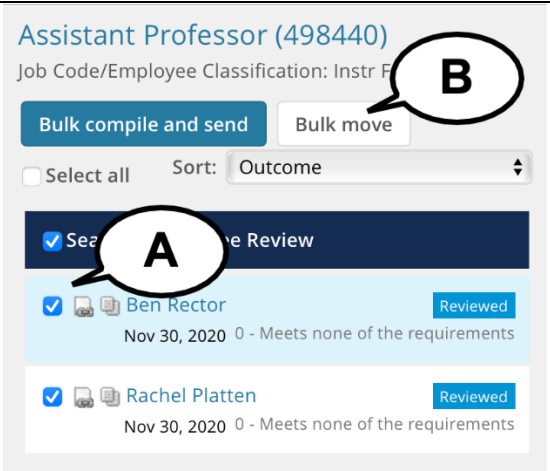
5. SJSU does not use Communication templates (A)
6. There is no email set, as it was determined that for faculty recruitments, emails would be sent outside of the system (B)
7. You may see this message (C); it can be ignored
8. There is no email to Additional users (D)
9. You may enter a Note if applicable; only administrators can see these (E)
10. Update the job status any time you see it (do NOT take this action on lecturer recruitments) (F)
11. Click Move now (G)




**You are returned to the screening page; move the remaining candidates**

12. Select the checkboxes for the remaining candidates (A)
13. Click Bulk move (B)

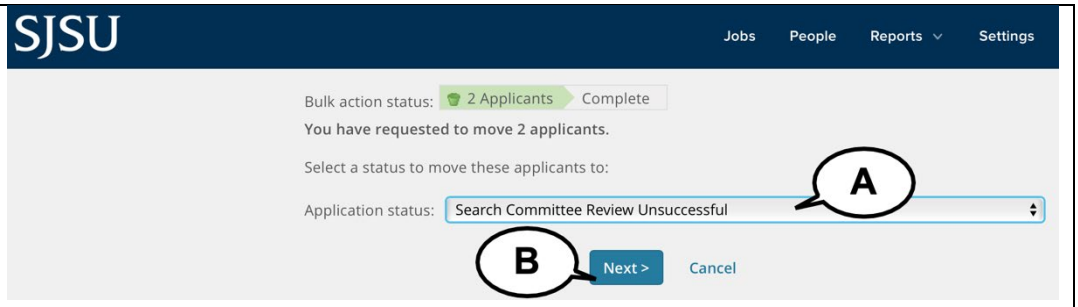
*Please note, when moving candidates to an unsuccessful status, the reason for them being unsuccessful must be the same. Otherwise, you will need to move them individually.*



**Select the Application status**

In this example we are moving the two candidates to an unsuccessful status.

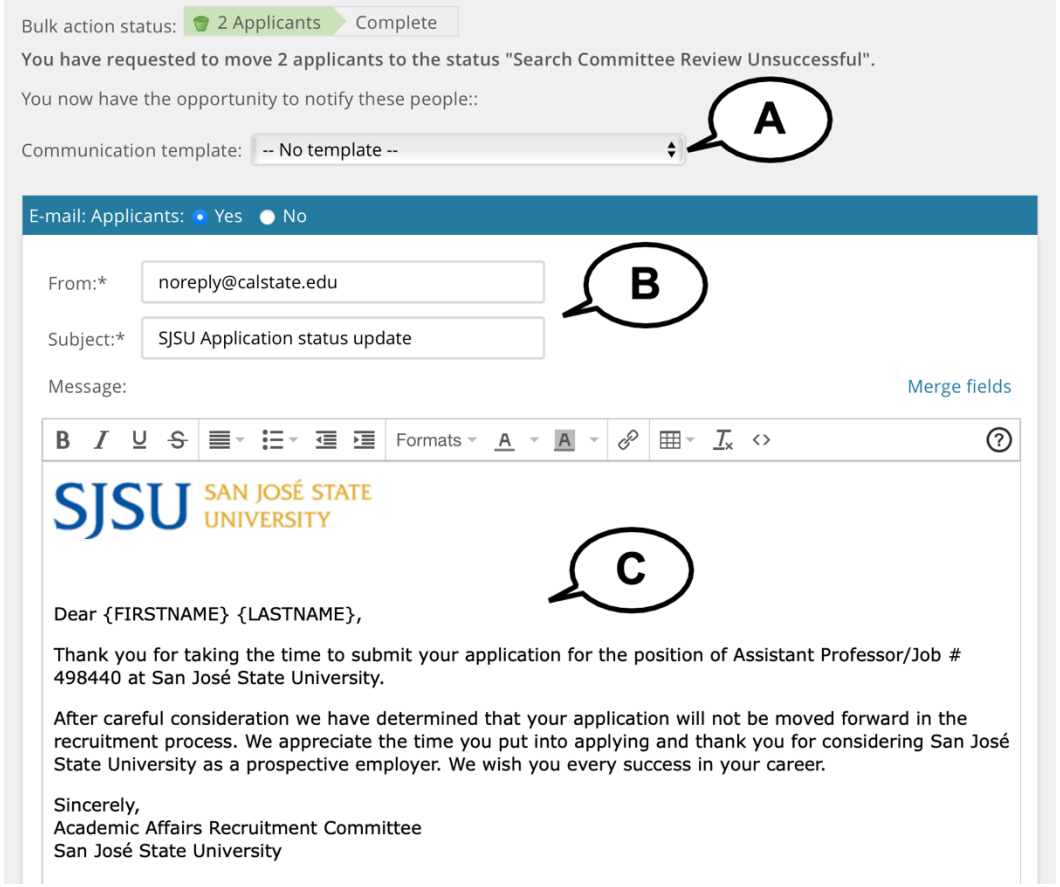
14. Select the Application status (A)
15. Click Next (B)




**Review the email**

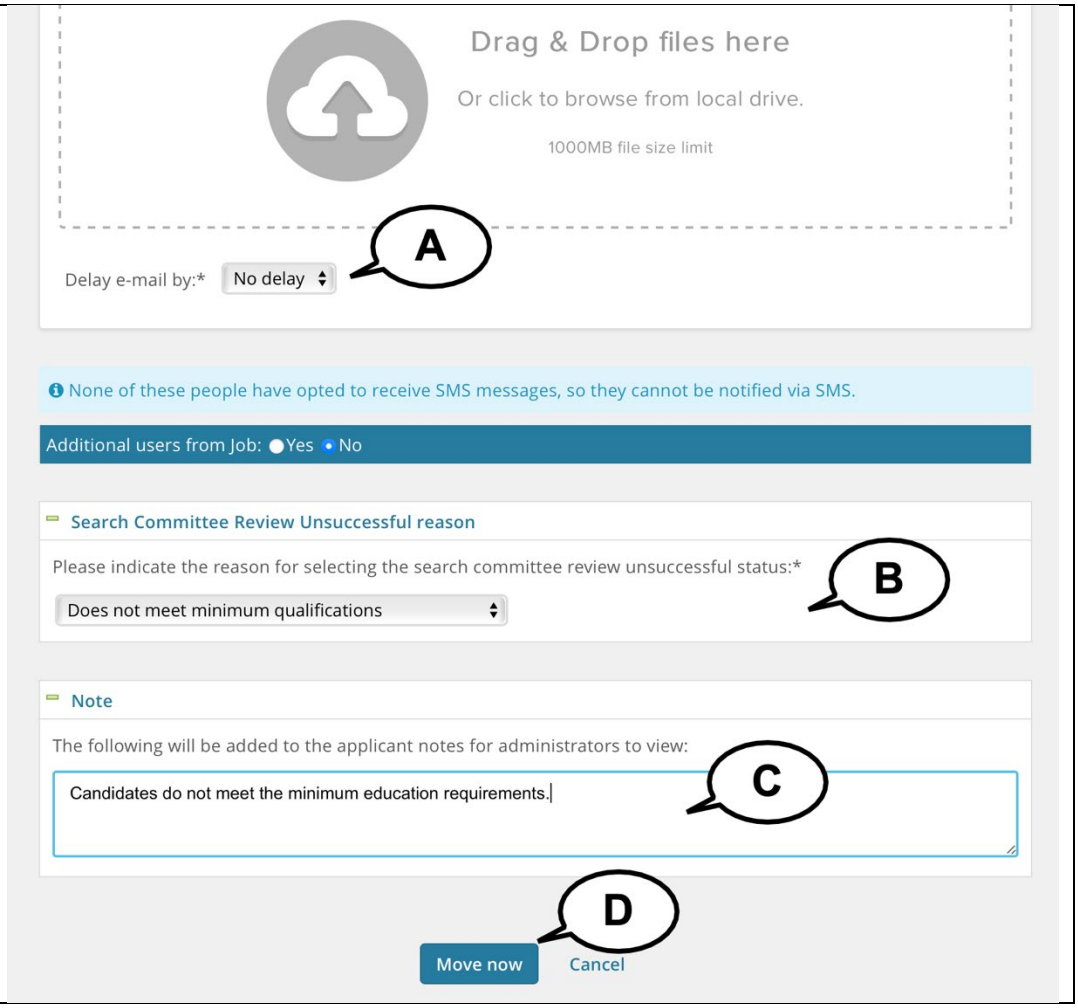
16. SJSU does not use communication templates (A)
17. Do not change the From or Subject (B)
18. Do not change the email text (C)

*Please note, items in curly brackets {} are merge fields – the candidate data will be filled in when the email is sent.*



**Complete the move**

19. You may choose to delay the sending of the email (A)
20. If moving to an unsuccessful status, select the reason the candidate(s) will not be moving forward (B)
21. If moving to an unsuccessful status, enter a Note with details on why the candidate(s) will not be moving forward (C)
22. Click Move now (D)



## Appendix A: Screening Criteria for Faculty

These are the items that may be used for criteria for faculty recruitments. These criteria will be added to the Job Card by person who creates it.

| Criteria Type | Criteria Value |
|---|---|
| SJ-1 Faculty Required Qualifications | Required Complete Application |
| SJ-1 Faculty Required Education | Bachelor's Degree |
| | Master's Degree |
| | Terminal Degree (Master's) |
| | Terminal Degree (Doctoral) |
| | Applicable Licenses/Certificates |
| SJ-1 Faculty Required Experience | Expertise in area(s) advertised |
| | Active research agenda with substantial potential for publications and grants |
| | Demonstrated awareness of, and sensitivity to, educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experiences |
| SJ-3 Interview Evaluation/Faculty Interview | Teaching |
| | Research & Scholarship |
| | Service |
| | Attaining Promotion & Tenure at SJSU or Meeting Expectations of the Rank |
| | Demonstrated awareness of, and sensitivity to, educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experiences |
| SJ-4 Final Evaluation/Faculty | Overall Evaluation |