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.

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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
- Search Committee Chair, Department Admin, Resource Manager/Analyst: Route applications through the process

General Information
- At the Interview Evaluation Summary status, the Screening Criteria must be added on the Job card; they may not be added prior to these statuses; see Screening Applications and Evaluating Interviews-Faculty for more information
- 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

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)

### Change the application status of one application

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

*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.*

*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.*
**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. You may choose to change the job status but can leave the default (E)
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

Additional users from Job:
- Department Admin
- HR Representative
- Search Committee Chair
- Hiring Manager
- Reports to Supervisor Name
- Search Committee Member

Additional users from Offer:
- Department Admin
- Reports To
- Originator

Other additional users:

E-mail from:

E-mail subject:

E-mail body:

Merge fields
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

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SJSU SAN JOSÉ STATE UNIVERSITY

Dear Joshua Henry,

I would like to invite you to attend an interview for the position of Director of Development Operations - Medders - Job #496902. You will have an interview team. The interview will last about 45 minutes.

Please let me know which of the following options you prefer. I will send you a calendar invitation once I receive your reply.

[date1/time1]
[date2/time2]

If the date or time of the interview is inconvenient, please contact me by phone XXX-XXX-XXXX or email (email) to arrange another appointment.

Sincerely,
Carrie Medders, Senior Director, Technology and Training
San José State University
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. You may choose to change the job status but can leave the default (E)
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.

 Associate Professor (496970)

Search Results

Select Submitted Status Applicant Nc Pref Name First name Last name
Jun 10, 2020 Search Committee Chair Review 39870 Donald Webber, Jr

Associate Professor (496970)

Search Results

Select Submitted Status Applicant Nc Pref Name First name Last name
Jun 10, 2020 Search Committee Chair Review 39870 Donald Webber, Jr
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).

<table>
<thead>
<tr>
<th>Search</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Submitted Status</td>
</tr>
<tr>
<td>☑ ☑ ☑</td>
<td>Letter of Recommendation Successful</td>
</tr>
<tr>
<td>☑ ☑ Jun 17, 2020</td>
<td>Letter of Recommendation Successful</td>
</tr>
<tr>
<td>☑ ☑ Jun 17, 2020</td>
<td>Letter of Recommendation Successful</td>
</tr>
<tr>
<td>☑ ☑ Jun 18, 2020</td>
<td>Letter of Recommendation Successful</td>
</tr>
<tr>
<td>☑ ☑ Jun 21, 2020</td>
<td>Letter of Recommendation Successful</td>
</tr>
<tr>
<td>☑ ☑ Jun 21, 2020</td>
<td>Letter of Recommendation Successful</td>
</tr>
</tbody>
</table>
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
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. 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

- Select
  - 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

= Note

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.