# Table of Contents

Table of Contents ............................................................................................................................ 1  
Introduction.................................................................................................................................... 2  
General Process............................................................................................................................... 2  
Step-by-Step Process to Screen and Evaluate ...................................................................................... 4  
Step-by-Step Process for Search Committee Chair to Review Results .................................................... 11  
Step-by-Step Process to Add Phone/Video Criteria to Job Card ............................................................. 12  
Step-by-Step Process to Add On-Campus Interview Criteria to Job Card ................................................ 13  
Run SJ-Faculty Recruitment Evaluation Report ................................................................................... 15
Screening Applications and Evaluating Interviews
Faculty Recruitments

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. In addition, it will show you how to remove and add screening criteria for the interview steps. 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 removes Required & Preferred Qualification criteria; adds Phone Interview Evaluation criteria

7. 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

8. Phone/Video Interview Evaluation begins
   a. Committee completes evaluations individually
   b. Search Chair collaborates with Committee to complete final evaluation

9. After phone/video evaluations are complete, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information

10. Search Chair or Admin removes Phone/Video Interview criteria; adds On-Campus Interview Evaluation criteria

11. 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
12. On-Campus Interview Evaluation begins
   a. Committee completes evaluations individually
   b. Search Chair collaborates with Committee to complete final evaluation
13. After on-campus interview evaluations are complete, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information
14. 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

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

The Dashboard is displayed

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.

Search committee review

2 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. The criteria are displayed on the page (D).
5. The rating for each criterion is shown (E), along with a comment section (F).
6. An overall rating is shown (G).
7. Once the evaluation is complete, click Save and next (H).

*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.*
<table>
<thead>
<tr>
<th>C – Bulk compile and send</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click Select all or check the boxes by each applicant for which you wish to compile data</td>
</tr>
<tr>
<td>2. Click the Bulk compile and send button</td>
</tr>
</tbody>
</table>

### Bulk compile and send

#### Application Screening
- Abby Sheeran
  - Jun 10, 2020
- Callie Fall
  - Jun 10, 2020
- Daveed Diggs
  - Jun 10, 2020
- Layla Spartan4
  - Jun 2, 2020
- Matthew Spartan5
  - Jun 2, 2020

## 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)

#### Application details
- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed interview forms
- Completed online reference check form

#### Applicant documents
- Award
- Bibliography
- C.V.
- Certification
- Contact Reference
- Cover letter
- Dissertation Abstract
- Diversity Statement
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

For the Overall Rating, you may also use Meets some.
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.
Step-by-Step Process to Add Phone/Video Criteria to Job Card

**Navigate to the Job Card**

1. From the My search committee jobs page, click Edit job OR search Jobs to find the job you wish to update.

**Enter Phone/Video Evaluation Criteria Manually**

1. Click the New button under Selection Criteria
2. Enter the criteria in the text box (A)
3. Select SJ-3 Phone Interview Evaluation from the dropdown list (B)
4. Click Add (C)

**The Criteria is displayed**

1. Once all criteria are entered, click Submit to save the Job Card.
Step-by-Step Process to Add On-Campus Interview Criteria to Job Card

Navigate to the Job Card

1. From the My search committee jobs page, click Edit job OR search Jobs to find the job you wish to update.

Navigate to the Selection Criteria section to add the On-Campus Interview Criteria

The Phone Interview Evaluation Criteria are displayed

1. Once the Phone Interview has been evaluated and the ratings submitted, remove the criteria from the Selection Criteria by clicking Remove next to each item.
2. Click add to add the On-Campus Interview Evaluation criteria from the Library.
3. You may also add criteria manually if applicable.

A – Add Interview Evaluation from the Library

1. Select SJ-3 Interview Evaluation from the Group list (A)
2. Select SJ-TT/FT Faculty from the list of Levels (B)
3. Click Search (C)
4. Click Add next to all four criterion for TT/FT faculty; add those that are relevant for PT faculty (D)
5. Click Done when you’ve added all criteria (E)
6. Submit the Job Card once the criteria have been added
Run SJ-Faculty Recruitment Evaluation Report

**Navigate to the Job Card**

This step should be completed by the Admin

1. Click Reports (A)

**Select the Report**

2. Click SJ-Faculty Recruitment Evaluation (A)
3. Select Excel (2007+) File from the dropdown list
4. Click Export
5. Download the report