Table of Contents

Table of Contents ............................................................................................................................ 1
Introduction.................................................................................................................................... 2
General Process............................................................................................................................... 2
Step-by-Step Process to Screen and Evaluate ...................................................................................... 3
Step-by-Step Process for Search Committee Chair to Review Results .................................................... 10
Run SJ-Staff Recruitment Evaluation Report ...................................................................................... 11
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 staff and MPP recruitments. The roles referenced in this guide are:

- Recruiter
- Search Committee Chair – “Search Chair”
- Search Committee Members – “Committee”
- Department/Recruitment Admin – “Admin”
- Hiring Manager

General Process
1. Recruiter routes applications
2. Application Screening begins (Required & Preferred Qualifications)
   a. Committee screens applications
   b. Search Chair collaborates with Committee to complete final evaluation
3. After review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
4. Admin or Search Chair notifies Recruiter
5. Recruiter removes Required & Preferred Qualification criteria; adds Interview Evaluation criteria
6. Search Chair or Admin moves applicants:
   a. Applicants who do not meet Required Qualifications are moved to Application Screening Unsuccessful
   b. Applicants who meet Required Qualifications but will not be moved forward to interview are moved to Application Screening Unsuccessful
   c. Applicants who may be considered later are moved to Hold
   d. All other applicants are moved to Invite for Interview
7. Interview Evaluation begins
   a. Committee completes evaluations individually
   b. Search Chair collaborates with Committee to complete final evaluation
8. After review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
9. Admin or Search Chair notifies Recruiter
10. Recruiter removes Interview Evaluation criteria; adds Hiring Manager criteria
11. Search Chair or Admin moves applicants:
    a. Applicants who will not be moved forward to the next step are moved to Interview Unsuccessful
    b. Applicants who may be considered later are moved to Hold
    c. All other applicants are moved to Reference Check Initiated
12. Once Reference Checks are complete, Hiring Manager Evaluation begins
13. After Hiring Manager has completed their review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
14. Hiring Manager or Admin notifies Recruiter
15. Search Chair or Admin moves applicants:
    a. Applicants who will not be moved forward to the next step are moved to Hiring Manager Review Unsuccessful
    b. Applicants who may be considered later are moved to Hold
16. Recruiter moves finalist(s) to Prepare Offer to Extend
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.
On the List Dashboard, in the Manager Activities box, click the link for 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 the final 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.*
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

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)

Please note: Applicants are only allowed to upload the following document types:
- Resume
- Cover Letter
- Other document
- Certification
### 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

- **Documents Processed**: 0
- **Warnings**: 0
- **Successful**: 0

Looking for forms...

- **Documents Processed**: 0
- **Warnings**: 0
- **Successful**: 0

Currently processing Callie Fall (Application documents)
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

<table>
<thead>
<tr>
<th>Master’s Degree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Meets none of the requirements</td>
<td></td>
</tr>
<tr>
<td>1 - Meets all requirements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3+ years relevant experience</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Meets none of the requirements</td>
<td></td>
</tr>
<tr>
<td>1 - Meets all requirements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor’s degree or equivalent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Meets none of the requirements</td>
<td></td>
</tr>
<tr>
<td>1 - Meets all requirements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - Exceeds requirements</td>
<td></td>
</tr>
</tbody>
</table>

Once you have reviewed the applications, provide ratings and, if applicable, comments, for each of the screening criteria

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.

### My search committee jobs

<table>
<thead>
<tr>
<th>Job number</th>
<th>Date added</th>
<th>Status</th>
<th>Title</th>
<th>User</th>
<th>Total applications</th>
<th>Your role</th>
</tr>
</thead>
<tbody>
<tr>
<td>496685</td>
<td>May 30, 2021</td>
<td>Approved</td>
<td>Senior Business Analyst</td>
<td>RG</td>
<td>3</td>
<td>Search Committee Chair</td>
</tr>
<tr>
<td>496688</td>
<td>Jun 1, 2020</td>
<td>Offer</td>
<td>Mathematics Lecturer - Gaussetta</td>
<td>RG</td>
<td>0</td>
<td>Search Committee Member</td>
</tr>
<tr>
<td>496689</td>
<td>Jun 1, 2020</td>
<td>Offer</td>
<td>Applications Programmer Analyst - Human Care</td>
<td>RG</td>
<td>6</td>
<td>Search Committee Member</td>
</tr>
<tr>
<td>496902</td>
<td>Jun 1, 2020</td>
<td>Offer</td>
<td>Director of Development Operations - Medders</td>
<td>CM</td>
<td>13</td>
<td>Search Committee Chair</td>
</tr>
<tr>
<td>496913</td>
<td>Jun 1, 2020</td>
<td>Approved</td>
<td>Meets Water Polo Director of Operations</td>
<td>CM</td>
<td>3</td>
<td>Search Committee Chair</td>
</tr>
<tr>
<td>496977</td>
<td>Jun 9, 2020</td>
<td>Approved</td>
<td>Professor - Thai Nguyen</td>
<td>NN</td>
<td>0</td>
<td>Search Committee Member</td>
</tr>
<tr>
<td>496978</td>
<td>Jun 9, 2020</td>
<td>Approved</td>
<td>Graduate Studies Coordinator</td>
<td>NN</td>
<td>0</td>
<td>Search Committee Member</td>
</tr>
<tr>
<td>496990</td>
<td>Jun 10, 2020</td>
<td>Approved</td>
<td>Pending approval Business Analyst - review</td>
<td>CM</td>
<td>1</td>
<td>Search Committee Member</td>
</tr>
<tr>
<td>497006</td>
<td>Jun 13, 2020</td>
<td>Approved</td>
<td>Assistant Professor - Industrial Design - Bunting</td>
<td>RB</td>
<td>4</td>
<td>Search Committee Member</td>
</tr>
<tr>
<td>497032</td>
<td>Jun 17, 2020</td>
<td>Approved</td>
<td>Assistant Professor - Medders</td>
<td>HL</td>
<td>6</td>
<td>Search Committee Chair</td>
</tr>
<tr>
<td>497053</td>
<td>Jun 21, 2020</td>
<td>Approved</td>
<td>Training Assistant - Screening Class</td>
<td>CM</td>
<td>3</td>
<td>Search Committee Chair</td>
</tr>
</tbody>
</table>

### Development experience in higher education (SJ-Preferred Qualifications)

- **Carrie Medders**
  - "2 - Meets all requirements"

### Master's Degree (SJ-Preferred Qualifications)

- **Carrie Medders**
  - "0 - Meets none of the requirements"

### 3+ years relevant experience (SJ-Required Qualifications)

- **Carrie Medders**
  - "3 - Exceeds requirements"

### Bachelor's degree or equivalent (SJ-Required Qualifications)

- **Carrie Medders**
  - "2 - Meets all requirements"

### Overall

- **Carrie Medders**
  - "3 - Exceeds requirements"
Run SJ-Staff 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-Staff Recruitment Evaluation (A)

Please note, the SJ-Staff Applicant List is available to run during the recruitment. This will be useful when the applicant pool is large, and the committee wants to jot down notes and track the status to which you wish to move applicants.
The report is displayed

The report contains the following information:

- **Job number/Title**: Numerical identifiers associated with specific positions.
- **Department position number**: The number identifying the position within the department.
- **Name**: Applicant’s first and last names.
- **Position**: The type of position being recruited.
- **Required Qualifications**: The necessary qualifications for the position.
- **Preferred Qualifications**: Desired qualifications for the position.
- **Experience in Higher Education**: Relevant experience or training.
- **Experience working with online training systems**: Experience working with online training systems.
- **Bachelor’s Degree in a Relevant Field or Equivalent Experience**: Educational background or equivalent experience.
- **Experience in higher education**: Experience in educational settings.
- **2 - Meets one of 0 requirements**: A rating indicating how well the applicant meets the requirements.

Download the file to Excel

2. Click Export.
3. Download the report.

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*SCREENING APPLICATIONS AND EVALUATING INTERVIEWS
STAFF & MPP RECRUITMENTS
UNIVERSITY PERSONNEL 408-924-2250*