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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 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. 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
5. **Interview Evaluation begins**
   a. Committee completes evaluations individually
   b. Search Chair collaborates with Committee to complete final evaluation
6. After review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
7. 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
8. Once Reference Checks are complete, **Hiring Manager Evaluation begins**
9. After Hiring Manager has completed their review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
10. Hiring Manager or Admin notifies Recruiter
11. 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
12. Recruiter moves finalist(s) to Prepare Offer to Extend
**Step-by-Step Process to Screen and Evaluate**

<table>
<thead>
<tr>
<th>Log into CHRS Recruiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Navigate to one.SJSU</td>
</tr>
<tr>
<td>2. Search for or click the CHRS Recruiting tile</td>
</tr>
<tr>
<td>3. Use your SJSUOne ID and password to log in</td>
</tr>
</tbody>
</table>

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**The Dashboard is displayed**

*Please note, depending on your role the dashboard will look different. Two versions are shown here.*

![Dashboard Image](image-url)
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 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. 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. For Staff & MPP you will evaluate all required qualifications as one group; the same goes for preferred qualifications.

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
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.

Bulk action status: 🟢 5 Applicants ➤ Complete

Documents Processed: 0
Warnings: 0
Successful: 0

Looking for forms...

Bulk action status: 🟢 5 Applicants ➤ Complete

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

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
Provide a summary review and an overall rating

4. Scroll to the bottom of the page, past the interview evaluation items (A) (you will use these later)
5. Enter the Summary comments for the candidate (B)
6. Select the Overall rating for the candidate (C)
7. 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, hiring manager, 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-Staff 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
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

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 – Staff & MPP 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)
Review the email to the candidates

5. SJSU does not use Communication templates (A)
6. Do not change the From or Subject of the email (B)
7. Update the email as needed (C)

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

Please note, if you prefer to end an email from your SJSU email account, simply change the Email Applicants radio button to No.
Complete the move

8. You have the option to add files to the email (A)
9. You have the option to delay sending the email so that it won’t send immediately (B)
10. You may see a note alerting you that candidates will not receive text messages (C)
11. Add Additional users if necessary (D)
12. Add a Note if application (E); only administrators can view the notes
13. Update the job status by selecting the Yes radio button (F)
14. Click Move now (G)

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

15. Select the checkboxes for the remaining candidates (A)
16. 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.

17. Select the Application status (A)
18. Click Next (B)

Review the email

19. SJSU does not use communication templates (A)
20. Do not change the From or Subject (B)
21. Do not change the email text (C)
Complete the move

22. You may choose to delay the sending of the email (A)
23. If moving to an unsuccessful status, select the reason the candidate(s) will not be moving forward (B)
24. If moving to an unsuccessful status, enter a Note with details on why the candidate(s) will not be moving forward (C)
25. Click Move now (D)
Appendix A: Screening Criteria for Staff & MPP
These are the items that may be used for criteria for staff and MPP recruitments. These criteria will be added to the Job Card by the Recruiter.

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Criteria Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJ-1 Staff Application Screening</td>
<td>Required Complete Application</td>
</tr>
<tr>
<td></td>
<td>Required Qualifications</td>
</tr>
<tr>
<td></td>
<td>Preferred Qualifications</td>
</tr>
<tr>
<td></td>
<td>Applicable Licenses/Certificates</td>
</tr>
<tr>
<td>SJ-3 Interview Evaluation/Staff Interview</td>
<td>Relevant Experience</td>
</tr>
<tr>
<td></td>
<td>Professional/Technical Knowledge</td>
</tr>
<tr>
<td></td>
<td>Communication Skills</td>
</tr>
<tr>
<td></td>
<td>Managerial &amp; Supervisory Skills</td>
</tr>
<tr>
<td>SJ-4 Final Evaluation/Hiring Manager</td>
<td>Reference Check</td>
</tr>
<tr>
<td></td>
<td>Overall Evaluation</td>
</tr>
</tbody>
</table>