Manage Faculty Recruitments

Presented by
CHRS Recruiting Project Team
University Personnel
General Information

- Cloud-based System
  - Updates pushed automatically from the vendor (PageUp)
  - Some updates pushed by the CO

- Shared System for the CSU
  - At times you will see data from other campuses
  - SJSU data will always be prefaced with SJ

- Pop-up Windows
  - Important to disable pop-up blockers
General Information

- Terminology to Remember
  - Team: PageUp’s term for a department/department ID
  - Card: PageUp’s term for a process: Job Card, Offer Card, etc.

- Not everything is in the system
  - Certain pieces of the recruitment process are managed outside of the system

- It’s new for everyone – we are here to help!
CHRS Recruiting Webpage

- Two ways to find the page on the [UP Website](http://sjsu.edu/up)
  - Quick Links: found on the home page and under Resources
  - Process Toolkit: found in the Recruit section

- Find
  - Documentation
  - Training and Help Information
  - System demos
  - FAQs
Support

• Dedicated support staff in University Personnel
  • Email hr-info-systems@sjsu.edu for system help
  • Email chrs@sjsu.edu for general questions

• Open Labs
  • Tuesdays from 9-11; Thursdays from 2-4
  • Link to information in the Help section of CHRS Recruiting webpage

• User Group (Google Group)
  • Dedicated user group for updates to documentations, reminders on processes, etc.

• Security
  • Granted 1-2 days after training – no need to request access
• Recruitment Process Review
  • Tenured/Tenure-Track/Full-time Temp
  • Part-time Temp
  • Part-time Temp Fast Track
• Letters of Recommendation – 2 Methods to Collect
  • Automated
    • Move application to this step and the system will send emails to the 3 referees the candidate listed on their application
    • The referees will complete a short form in CHRS Recruiting and attach their letter
    • When all 3 letters are received, the Department Admin will receive a notification
  • Manual
    • Move application to this step and collect the letters manually OR use SkillSurvey to collect online references
    • Letters and/or the SkillSurvey report can be attached to the Applicant Card (the applicant does not see these)
Managing the Recruitment

• Route New Applications
  • Department Chair or Department Admin (if I identified as the Recruitment Administrator on the Job Card) will route the applications

• Move Applications
  • Department Chair, Search Committee Chair, Department Admin, Resource Manager/Analyst can move applications; this will typically be done by the Department Admin
  • All process steps won’t be used, but some are required
  • Depending on the type of recruitment, you may skip many steps
Here we go!
Q & A
Thank you for attending today’s training!