

CHRS

Recruiting
Built in PageUp



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](https://sjsu.edu/up) (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

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Here we go!

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Q & A

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***Thank you for attending
today's training!***