Manage Staff & MPP 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 (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
  • Staff & MPP
  • UPD
Managing the Recruitment

• Route New Applications
  • University Personnel Recruiter will route the applications

• Move Applications
  • Hiring Manager/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
Here we go!
Q & A
Thank you for attending today’s training!