Screen and Evaluate Staff & MPP Applications

Presented by
CHRS Recruiting Project Team
University Personnel
Today’s Training:

• Zoom Instructions
• General Information
• Support
• Dashboards
• Process Review
• Step-by-Step Guidance to Screen and Evaluate
• Q & A
About Zoom:

• Please stay muted throughout the training; video is optional

• Post questions in chat at any time
About Zoom:

- Use the Reactions in the Toolbar to:
  - Raise your hand for questions
  - Use the green check mark to indicate yes
  - Use the red “x” to indicate no
About Zoom:

- To return to the Zoom meeting from your browser, click the Zoom icon in your toolbar or you Alt-Tab on your keyboard.
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
• Dashboards have two styles
  • Tiles – This style will typically be seen by:
    • Hiring Managers, Department Chairs, Search Committee Chairs, Search Committee Members
  • List – This style will typically be seen by:
    • Recruiters, Business Partners

• You can use the dashboard or the menu on the left to navigate the system

• You may also see links in the top blue bar that can be used to move to specific sections of the system
My Dashboard
Welcome Peter, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
Not applicable to faculty
Manage position descriptions and...

Jobs
1 Jobs open
1 Team jobs open
New job

Approvals (May not be applicable)
0 Jobs awaiting your approval
1 Approved

Advertisements
2 Advertisements

Applications
0 Jobs have applicants for review
0 Applicants assigned to you for review

Search committee review
2 Jobs requiring panel review

Interviews
0 Scheduled interviews

Offers
0 Offers awaiting your approval
0 New hires
0 New hire tasks
# Current Jobs

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<th>Role</th>
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<th>Status</th>
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<td>Pending approval</td>
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### Manager Activities

- **Jobs requiring panel review**: 6
- **New hires**: 4
- **New hire tasks**: 16

### Tasks

- **Assigned tasks**: No tasks.

### Activities performed

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Who is involved in this process?

• Department Admin
• Department Chair or Hiring Manager
• Search Committee Chair
• Search Committee Members
Staff & MPP – Application Screening

1. University Personnel Recruiter routes applications
2. Application screening begins (Required & Preferred Qualifications)
3. Screening complete – run recruitment report
   • Typically handled by Department Admin
4. Move applicants to new status
   • Typically handled by Department Admin
Staff & MPP – Interview Evaluation

1. Interview Evaluation begins
2. Evaluation complete – run recruitment report
   • Typically handled by Department Admin
3. Move applicants to new status
   • Typically handled by Department Admin
Staff & MPP – Final Interview/Hiring Manager

1. Once Reference Checks are complete, the Final Interview/Hiring Manager Evaluation begins

2. Hiring Manager completes evaluation – run recruitment report
   • Typically handled by Department Admin

3. Move other applicants to new status
   • Typically handled by Department Admin
Here we go!
Thank you for attending today’s training!