

# CHRS

Recruiting  
Built in PageUp



# Screen and Evaluate Staff & MPP Applications

*Presented by  
CHRS Recruiting Project Team  
University Personnel*



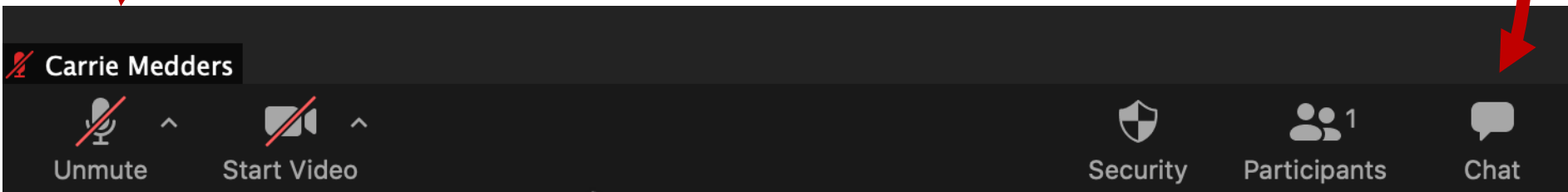
## Today's Training:

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



### About Zoom:

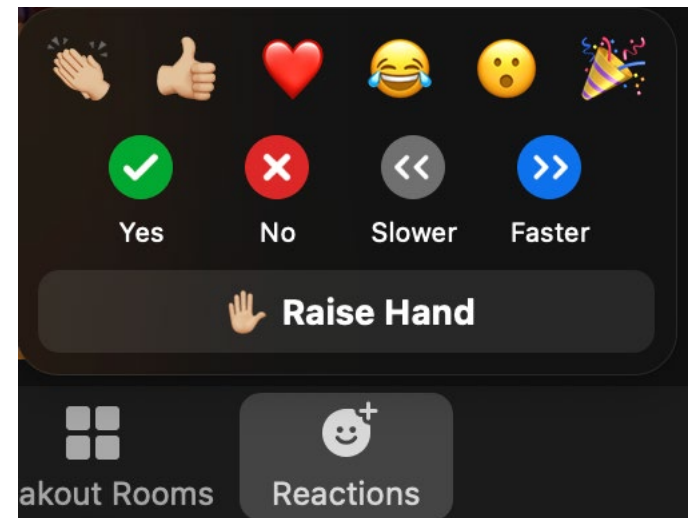
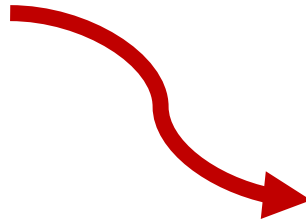
- Please stay muted throughout the training; video is optional
- Post questions in chat at any time





### 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

The screenshot shows the SJSU CHRS Recruiting interface. The top navigation bar includes links for Jobs, People, Reports, Settings, Recent Items, and a user profile. Below the navigation bar, there are filters for Status (All), Types (All), and CSU Working Title (%Business Analyst). A table of job postings is displayed with columns for Job No., Date created, User, Title, Campus, Department, Status, Applications, Site, Opening date, Closing date, Hiring manager, and Posted. The table contains four rows of job listings. At the bottom of the interface, a red arrow points from the Zoom icon in the macOS dock to the Zoom icon in the application toolbar.

Job No.	Date created	User	Title	Campus	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Posted
496885	May 30, 2020	RC	Senior Business Analyst	San Jose	University Personnel - 1	Approv	3		Jun 2, 2020		Kenneth Guzzetti	✓
496897	Jun 1, 2020	RC	Senior Business Analyst-Calderon	San Jose	University Personnel - 1	Intervie	2	Human Res	Jun 2, 2020		Rosalina Caldero	✓
496903	Jun 1, 2020	AD	Business Analyst - Guzzetta	San Jose	University Personnel - 1	Approv	2	Human Res	Jun 2, 2020		Ana Dean	✓
496910	Jun 1, 2020	TD	Academic Advising Business Analyst - Dietze	San Jose	ES Tech Impl & Comm	Approv	3	ES Ops and	Jun 2, 2020		Elizabeth Grace	✓



## 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](mailto:hr-info-systems@sjsu.edu) for system help
  - Email [chrs@sjsu.edu](mailto: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

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## 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

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SJSU

Jobs People Reports Settings Recent items Carrie ?

### Dashboard

#### Current jobs



0  
Pending approval

#### Training Assistant

Requisition Number: 496958      Tamela Sullivan      Positions: 1      Vacancies: 1

3 new  
Approved

#### Men's Water Polo Director of Operations - Calderon

Requisition Number: 496913      Carrie Medders      Positions: 1      Vacancies: 1

3 new applications. [View](#)

3  
Approved

#### Special Projects Assistant - Fernandez

Requisition Number: 496904      Yolanda Fernandez      Positions: 0      Vacancies: 0

6  
Offer

#### Director of Development Operations - Medders

Requisition Number: 496902      Carrie Medders      Positions: 8      Vacancies: 5

1 shortlisted applicants. [View](#)

#### Primary teams & users

#### Manager Activities

- 1 Pending year approval
- 6 Jobs requiring panel review
- 1 New hire tasks
- 4 New hires
- 16 New hire tasks

#### Tasks

Assigned tasks

Add

No tasks.

#### Activities performed

	M	T	W	T	F	S	S	Total
New application	0	0	9	0	0	0	0	9
Assessment 1	0	0	12	0	0	0	0	12
Interview 1	0	1	0	0	0	0	0	1
Line manager review 1	0	1	0	0	0	0	0	1
Reference check 1	0	1	0	0	0	0	0	1
Review 1	0	1	5	0	2	0	0	8
Review 2	0	1	0	0	0	0	0	1
Offer made	0	1	2	0	0	0	0	3
Pre-offer check	0	1	0	0	0	0	0	1



## 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



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**Here we go!**

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# Q & A

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