Table of Contents

Introduction

All screening of applications and the evaluation of interviews will be done through the CHRS Recruiting system. The processes vary between faculty and staff and may differ depending on the size of the applicant pool and the search committee chair/hiring manager's discretion. This guide will show you how to review and give feedback as a search committee member and as a search committee chair for staff and MPP recruitments. The roles referenced in this guide are:

- Recruiter
- Search Committee Chair – "Search Chair"
- Search Committee Members – "Committee"
- Department/Recruitment Admin – "Admin"
- Hiring Manager

General Process

1. Recruiter routes applications
2. **Application Screening begins** (Required & Preferred Qualifications)
   a. Committee screens applications
   b. Search Chair collaborates with Committee to complete final evaluation
3. After review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
4. Search Chair or Admin moves applicants:
   a. Applicants who do not meet Required Qualifications are moved to Application Screening Unsuccessful
   b. Applicants who meet Required Qualifications but will not be moved forward to interview are moved to Application Screening Unsuccessful
   c. Applicants who may be considered later are moved to Hold
   d. All other applicants are moved to Invite for Interview
5. **Interview Evaluation begins**
   a. Committee completes evaluations individually
   b. Search Chair collaborates with Committee to complete final evaluation
6. After review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
7. Search Chair or Admin moves applicants:
   a. Applicants who will not be moved forward to the next step are moved to Interview Unsuccessful
   b. Applicants who may be considered later are moved to Hold
   c. All other applicants are moved to Reference Check Initiated
8. Once Reference Checks are complete, **Hiring Manager Evaluation begins**
9. After Hiring Manager has completed their review, Admin runs the SJ-Staff Evaluation Report to preserve the screening information
10. Hiring Manager or Admin notifies Recruiter
11. Search Chair or Admin moves applicants:
    a. Applicants who will not be moved forward to the next step are moved to Hiring Manager Review Unsuccessful
    b. Applicants who may be considered later are moved to Hold
12. Recruiter moves finalist(s) to Prepare Offer to Extend

Step-by-Step Process to Screen and Evaluate

Log into CHRS Recruiting 1. Navigate to one.SJSU 2. Search for or click the CHRS Recruiting tile 3. User your SJSUOne ID and password to log in	
The Dashboard is displayed *Please note, depending on your role the dashboard will look different. Two versions are shown here.*	
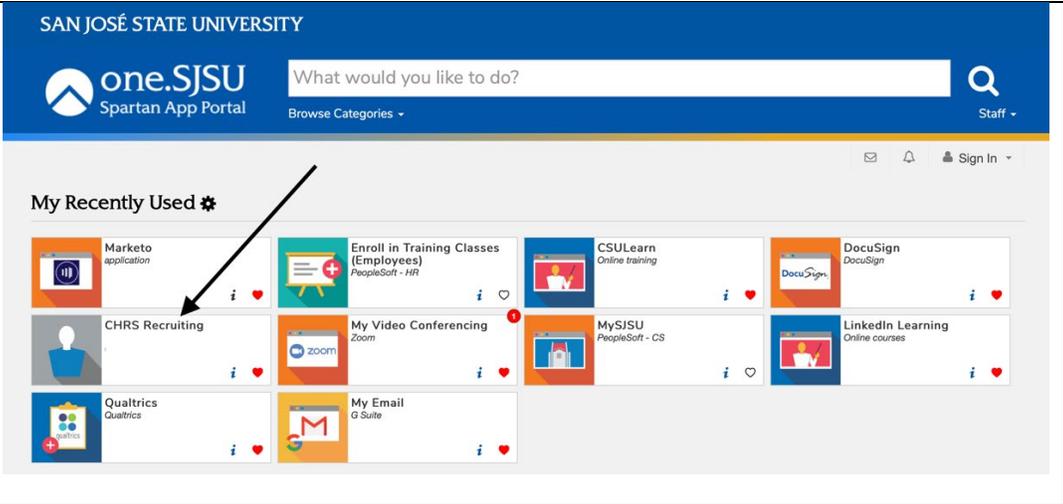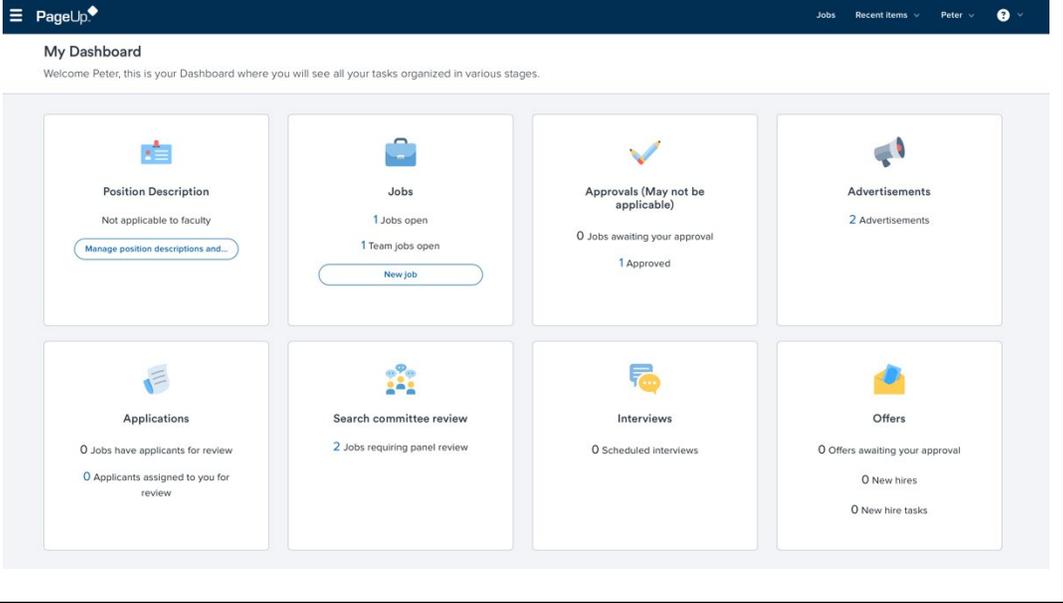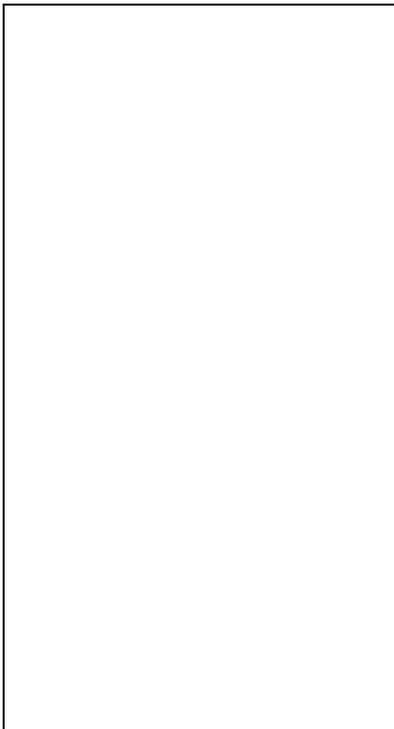
On the Tiled Dashboard, in the Search Committee Review tile, click the number of Jobs requiring panel review

SJSU | UNIVERSITY PERSONNEL

On the List Dashboard, in the Manager Activities box, click the link for Jobs requiring panel review	
The list of jobs requiring panel review displays 1. Confirm your role on the recruitment (A) 2. Click View Applicants (B) to complete your screening 3. Search Chairs should click View Responses (C) prior to submitting the final review 4. Depending on your access, you may be able to View or Edit the Job (D) *Please note, Search Chairs should collaborate with the Committee before submitting the final review.*	

SJSU | UNIVERSITY PERSONNEL

View Applicants

1. A list of applicants is seen on the left side (A)
2. Icons to the left of the name can be used to view the applicant's information (B)
3. Use Bulk compile and send (C) to generate one PDF of data for all applicants
4. Use Bulk move (D) to bulk move candidates from one status to another
5. The criteria are displayed on the page (E)
6. The rating for each criterion is shown (F), along with a comment section (G)

Please note, each criterion has its own rating (outcome) and comment box. For Staff & MPP you will evaluate all required qualifications as one group; the same goes for preferred qualifications.

Please note, the rating (outcome) descriptions are plural even though you are only reviewing one criterion at a time. These are system-delivered values and cannot be changed.

Department Coordinator (498447)
Job Code/Empl... ...ation: Admin Su... ...oord 12 Mo

Bulk compile and send   Bulk move

Select all   Sort: Outcome

Application Screening

Alex Winston
Dec 3, 2020

Ben Rector

Be... ...ldi
Dec 3, 2020

James Blunt
Dec 3, 2020

Rachel Platten
Dec 3, 2020

Tori Kelly
Dec 3, 2020

Job Code/Employee Classification: Admin Support Coord 12 Mo   Saved: ✔

Selection criteria   Outcome   Comments

Application is complete; all required
documents included   Select

(SJ-1 Staff Application Screening)

Preferred Qualifications   Select

(SJ-1 Staff Application Screening)

Required Qualifications   Select

(SJ-1 Staff Application Screening)

C – Bulk compile and send
 	
1. Click Select all or check the boxes by each applicant for which you wish to compile data
2. Click the Bulk compile and send button
	Bulk compile and send
	
	☑ Select all Sort: Outcome ⬍
	
	☑ **Application Screening**
	
	☑ 🖼 📄 Abby Sheeran
	        Jun 10, 2020
	
	☑ 🖼 📄 Callie Fall
	        Jun 10, 2020
	
	☑ 🖼 📄 Daveed Diggs
	        Jun 10, 2020
	
	☑ 🖼 📄 Layla Spartan4
	        Jun 2, 2020
	
	☑ 🖼 📄 Matthew Spartan5
	        Jun 2, 2020

Select the data you wish to compile
 	
1. Check items from the application (A); typical items include personal details, profile, app form, additional form, app notes
2. Check documents the applicant may have attached (B)
 	
Please note: Applicants are only allowed to upload the following document types:
• *Resume*
• *Cover Letter*
• *Other document*
• *Certification*
	Bulk action status: 🏆 5 Applicants ⟩ Complete
	
	You have selected 5 applicants to compile documents for, please select the documents you would like to include.
	
	    Application details **A**
	
	☐ Applicant personal details
	☐ Profile
	☐ Application form
	☐ Additional form
	☐ Application notes
	☐ Onboarding Form
	☐ Completed internal reference check forms
	☐ Completed phone screening forms
	☐ Completed interview forms
	☐ Completed online reference check form
	
	    Applicant documents **B**
	☐ Award
	☐ Bibliography
	☐ C.V.
	☐ Certification
	☐ Contact Reference
	☐ Cover letter
	☐ Dissertation Abstract
	☐ Diversity Statement

Continue selecting items to include in the bulk file 3. Select nothing from the Recruiter Documents (C) 4. Check the print double-sided option if applicable (D) 5. Click Create PDF	Recruiter documents **C** ☐ Interview Notes ☐ Mail matcher document ☐ Medical ☐ Other - Recruiter ☐ Other Recruitment Documents ☐ Test results **D** Print options ☐ Format for double-sided printing **E** **Create PDF** Cancel
The bulk compile process begins The action status shows the various steps of the process and how many documents are posted	Bulk action status: 🗑 5 Applicants Complete 0 0 0 Documents Warnings Successful Processed Looking for forms… Bulk action status: 🗑 5 Applicants Complete 0 0 0 Documents Warnings Successful Processed Currently processing Callie Fall (Application documents)

SJSU | UNIVERSITY PERSONNEL

When complete, the document will be available for download 1. Click the hyperlink to download the document, or right click to save it (A) 2. The Send document section (B) opens so that you have the ability to forward the compiled file to others however, this is not recommended due to the file size; change the radio button to No 3. Click Okay to close the screen	Bulk action status: 🏆 5 Applicants Complete ℹ️ To download the document, right click on the link below and select 'Save Target As'. Note: To send the document it is not necessary to download the document below. The document will be sent as an attachment with the communication below. Your document is ready to download: **A** Download document (1.3 mb) Send document: ● Yes ○ No User: [ ] 🔍 ✏️ **B** No user selected. Other e-mail: [ ] From:* sjsu.hrtest@gmail.com Subject:* [ ]
Once you have reviewed the applications, provide ratings and, if applicable, comments, for each of the screening criteria *Please note, for Required and Preferred Qualifications, only the following outcomes should be used:* • *Meets none* • *Meets all* • *Exceeds*	Department Coordinator (498447) Job Code/Employee Classification: Admin Support Coord 12 Mo Job Code/Employee Classification: Admin Support Coord 12 Mo Saved: ✔ [Bulk compile and send] [Bulk move] ☐ Select all Sort: Outcome **Application Screening** ☐ 🖼️ 📄 Alex Winston — Dec 3, 2020 ☐ 🖼️ 📄 Ben Rector — Dec 3, 2020 ☐ 🖼️ 📄 Beth Renaldi — Dec 3, 2020 ☐ 🖼️ 📄 James Blunt — Dec 3, 2020 ☐ 🖼️ 📄 Rachel Platten — Dec 3, 2020 ☐ 🖼️ 📄 Tori Kelly — Dec 3, 2020 Selection criteria / Outcome / Comments Application is complete; all required documents included (SJ-1 Staff Application Screening) — 2 - Meets all requirements — comments Preferred Qualifications (SJ-1 Staff Application Screening) — 2 - Meets all requirements — comments Required Qualifications (SJ-1 Staff Application Screening) — 2 - Meets all requirements — comments

Provide a summary review and an overall rating

4. Scroll to the bottom of the page, past the interview evaluation items (A) (you will use these later)
5. Enter the Summary comments for the candidate (B)
6. Select the Overall rating for the candidate (C)
7. Click Save and next (D) to evaluate the next candidate; when the last evaluation is complete you may click Close

Please note, these same steps should be followed to enter evaluations for the interview and the final, hiring manager, interview.

Department Coordinator (498447)
Job Code/Employee Classification: Admin Support Coord 12 Mo

Bulk compile and send   Bulk move

Select all   Sort: Outcome

Application Screening

Alex Winston
Dec 3, 2020

Ben Rector
Dec 3, 2020

Beth Renaldi
Dec 3, 2020

James Blunt
Dec 3, 2020

Rachel Platten
Dec 3, 2020

Tori Kelly
Dec 3, 2020

Job Code/Employee Classification: Admin Support Coord 12 Mo   Saved: ✔

(A)

Overall Evaluation   Select

(SJ-4 Final Evaluation)

Summary

Applicant should be moved to interview   (B)

(C)

Overall Rating: 2 - Meets all requirements   (D)

Save and next   Close

SJSU | UNIVERSITY PERSONNEL

All candidates reviewed

When all candidates have been reviewed, the page will look something like this.

Department Coordinator (498447)

Job Code/Employee Classification: Admin Support Coord 12 Mo

Bulk compile and send   Bulk move

☐ Select all   Sort: | Outcome ⬍ |

☐ **Application Screening**

☐ 🗐 **Tori Kelly**   Reviewed
    Dec 3, 2020   3 - Exceeds requirements

☐ 🗐 **Beth Renaldi**   Reviewed
    Dec 3, 2020   3 - Exceeds requirements

☐ 🗐 **Rachel Platten**   Reviewed
    Dec 3, 2020   2 - Meets all requirements

☐ 🗐 **Alex Winston**   Reviewed
    Dec 3, 2020   2 - Meets all requirements

☐ 🗐 **James Blunt**   Reviewed
    Dec 3, 2020   0 - Meets none of the requirements

☐ 🗐 **Ben Rector**   Reviewed
    Dec 3, 2020   0 - Meets none of the requirements

SJSU | UNIVERSITY PERSONNEL

Step-by-Step Process for Search Committee Chair to Review Results

From the main list of jobs, Search Chairs will have the ability to View Responses (C) once all feedback has been entered *Please note, the Search Chair should review the responses prior to entering their own feedback. Their feedback should take all other feedback into account.*	**My search committee jobs** | Job number	Date added	Status	Title	User	Total applications	Your role		
---	---	---	---	---	---	---	---	---
496885	May 30, 2020	Approved	Senior Business Analyst	KG	3	Search Committee Chair	View responses	Edit job
496888	Jun 1, 2020	Offer	Mathematics Lecturer Pool - Guzzetta	KG	9	Search Committee Mem		View job
496898	Jun 1, 2020	Offer	Applications Programmer Analyst - Harish Chan	HC	4	Search Committee Mem		View job
496902	Jun 1, 2020	Offer	Director of Development Operations - Medders	CM	13	Search Committee Chair	View Applicants | View responses	Edit job
496913	Jun 2, 2020	Approved	Men's Water Polo Director of Operations - Calde	CM	3	Search Committee Chair	View responses	Edit job
496977	Jun 9, 2020	Approved	Professor -Nha-Nghi Nguyen	NN	0	Search Committee Mem		View job
496978	Jun 9, 2020	Approved	Graduate Studies Coordinator	JN	0	Search Committee Mem		View job
496990	Jun 10, 2020	Pending appro	Business Analyst - review	CM	1	Search Committee Mem	View Applicants | View job
497008	Jun 13, 2020	Approved	Assistant Professor - Industrial Design - Bontrag	RB	4	Search Committee Mem	View Applicants | View job
497042	Jun 17, 2020	Approved	Assistant Professor - Medders	HL	6	Search Committee Chair	View responses	Edit job
497053	Jun 21, 2020	Approved	Training Assistant - Screening Class	CM	3	Search Committee Chair	View responses	Edit job	
The responses are displayed by reviewer (search committee member) and by type of review; to see all types at once, change the drop down to All (A) **To enter your own feedback as the Search Chair, navigate back to the jobs page and click View Applications** *Please note, it is recommended that the Search Chair's feedback be completed as a group to ensure collaboration. The Search Chair's feedback is the final evaluation that will be reviewed by your recruiter.*	Director of Development Operations - Medders (496902) Feedback from search committee members All ▼ ☐ Select all 🖨 Print ∧ Offer Accepted Paperwork Received ∧ Application Screening Unsuccessful ∧ Application Screening ☐ Abby Sheeran ☐ Layla Spartan4 ☐ Matthew Spartan5 ∧ Invite for Interview **Development experience in higher education (SJ-Preferred Qualifications)** Carrie Medders "2 - Meets all requirements" Comments **Master's Degree (SJ-Preferred Qualifications)** Carrie Medders "0 - Meets none of the requirements" Comments **3+ years relevant experience (SJ-Required Qualifications)** Carrie Medders "3 - Exceeds requirements" Comments **Bachelor's degree or equivalent (SJ-Required Qualifications)** Carrie Medders "2 - Meets all requirements" Comments **Overall** Carrie Medders "3 - Exceeds requirements" No response

SJSU | UNIVERSITY PERSONNEL

Run SJ-Staff Recruitment Evaluation Report

The Admin will have access to run this report, as will the College Resource Manager or Analyst.

Navigate to the Job Card This step should be completed by the Admin 1. Click Reports (A)	**Training Assistant** Position info Notes Documents Reports A View Job Card User Guides **REQUISITION INFORMATION** Internal Team: SJ-University Personnel - 1237 Recruitment Process:* SJ-Staff/MPP Application Form: SJ-Staff/MPP Application Form Preview Question Library Job Code/Employee Classification:* Admin Analyst/Spclst 12 Mo Job Code: 1038
Select the Report 2. Click SJ-Staff Recruitment Evaluation (A) *Please note, the SJ-Staff Applicant List is available to run during the recruitment. This will be useful when the applicant pool is large, and the committee wants to jot down notes and track the status to which you wish to move applicants.*	**Training Assistant** Position info Notes Documents **Reports** SJ-Faculty Applicant List SJ-Faculty Recruitment Evaluation SJ-Staff Applicant List Julia Chan Julia Chan Lisa Chen 8 days ago 14 days ago 3 days ago SJ-Staff Recruitment Evaluation A Lisa Chen 15 days ago

The report is displayed	
Download the file to Excel 3. Select Excel (2007+) File from the dropdown list 4. Click Export 5. Download the report	
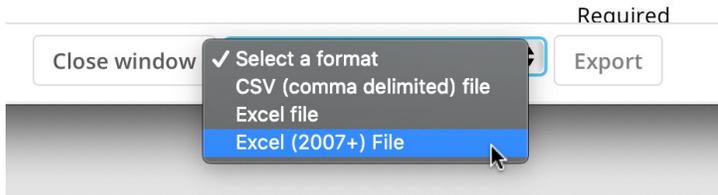
Bulk Move Candidates

This process can be completed by the Search Chair from the screening page. The Admin can also move the candidate from the Manage Applications page. This section shows how to Bulk Move from the screening page. Refer to the Manage Recruitments – Staff & MPP user guide for steps on moving the candidates from the Manage Applications page.

Bulk move candidates 1. Select the candidates you wish to move (A) 2. Click Bulk move (B) *Please note, when you bulk move, you must be moving the candidates to the same status with the same reasons.*	
Select the new Application status 3. Select the status to which you wish to move the selected candidates (A) 4. Click Next (B)	

Review the email to the candidates

5. SJSU does not use Communication templates (A)
6. Do not change the From or Subject of the email (B)
7. Update the email as needed (C)

Please note, items in curly brackets {} are merge fields – the candidate data will be filled in when the email is sent.

Please note, if you prefer to end an email from your SJSU email account, simply change the Email Applicants radio button to No.

Bulk action status: 🛑 4 Applicants — Complete

You have requested to move 4 applicants to the status "Invite for Interview".

You now have the opportunity to notify these people::

Communication template: -- No template -- ▲▼   **A**

E-mail: Applicants: ● Yes ○ No

From:*   noreply@calstate.edu   **B**

Subject:*   SJSU Interview Invitation

Message: Merge fields

B *I* U S | ≡▼ ≔▼ ⮕ ⮒ | Formats ▼ A ▼ A ▼ | ⬲ ⊞▼ T̲ₓ <>   ⓘ

SJSU SAN JOSÉ STATE
UNIVERSITY

Dear {FIRSTNAME} {LASTNAME},

I would like to invite you to attend an interview for the position of Department Coordinator - Job #498447. You will have an interview team. The interview will last about 45 minutes.

Please let me know which of the following options you prefer. I will send you a calendar invitation once I receive your reply.

[date1/time1]
[date2/time2]   **C**

If the date or time of the interview is inconvenient, please contact me by phone XXX-XXX-XXXX or email (email) to arrange another appointment.

Sincerely,
Carrie Medders, Senior Director, Technology and Training
San José State University

SJSU | UNIVERSITY PERSONNEL

Complete the move

8. You have the option to add files to the email (A)
9. You have the option to delay sending the email so that it won't send immediately (B)
10. You may see a note alerting you that candidates will not receive text messages (C)
11. Add Additional users if necessary (D)
12. Add a Note if application (E); only administrators can view the notes
13. Update the job status by selecting the Yes radio button (F)
14. Click Move now (G)

Drag & Drop files here
A
Or click to browse from local drive.

1000MB file size limit

Delay e-mail by:* No delay ▾ **B**

C
ⓘ None of these people have opted to receive SMS messages, so they cannot be notified via SMS.

Additional users from Job: ○ Yes ● No **D**

▬ Note

The following will be added to the applicant notes for administrators to view: **E**

F
Update job status from **Shortlisting** to **Interviewing**: ● Yes   ○ No

G Move now   Cancel

You are returned to the screening page; move the remaining candidates

15. Select the checkboxes for the remaining candidates (A)
16. Click Bulk move (B)

Please note, when moving candidates to an unsuccessful status, the reason for them being unsuccessful must be the same. Otherwise, you will need to move them individually.

ⓘ You have just moved 4 applicants to the status 'Invite for Interview'.

Department Coordinator (498447)
Job Code/Employee Classification: Admin Support Coord
12 Mo

Bulk compile and send   Bulk move **B**

☐ Select all   Sort: Outcome ▾

☐ App **A** ning

☑ 🖨 📄 Ben Rector   Reviewed
Dec 3, 2020   0 - Meets none of the requirements

☑ 🖨 📄 James Blunt   Reviewed
Dec 3, 2020   0 - Meets none of the requirements

Select the Application status In this example we are moving the two candidates to an unsuccessful status. 17. Select the Application status (A) 18. Click Next (B)	**SJSU** Jobs People Reports ∨ Settings Bulk action status: 🏆 2 Applicants ⟩ Complete You have requested to move 2 applicants. Select a status to move these applicants to: Application status: [Application Screening Unsuccessful ⬍] **(A)** **(B)** [Next >] Cancel
Review the email 19. SJSU does not use communication templates (A) 20. Do not change the From or Subject (B) 21. Do not change the email text (C)	Bulk action status: 🏆 2 Applicants ⟩ Complete You have requested to move 2 applicants to the status "Application Screening Unsuccessful". You now have the opportunity to notify these people:: Communication template: [-- No template -- ⬍] **(A)** **E-mail: Applicants:** ● Yes ○ No From:* [noreply@calstate.edu] **(B)** Subject:* [SJSU Application Status Update] Message: Merge fields B *I* U S ≡▾ ☰▾ ⇤ ⇥ Formats▾ A▾ A▾ ⚲ ▦▾ Ⲧ ⟨⟩ ⓘ **SJSU** SAN JOSÉ STATE UNIVERSITY **(C)** Dear {FIRSTNAME} {LASTNAME}, Thank you for taking the time to submit your application for the position of Department Coordinator/Job # 498447 at San José State University. After careful consideration we have determined that your application will not be moved forward in the recruitment process. Again, thank you for considering San José State University as a prospective employer. We wish you every success in your career. Sincerely, San José State University
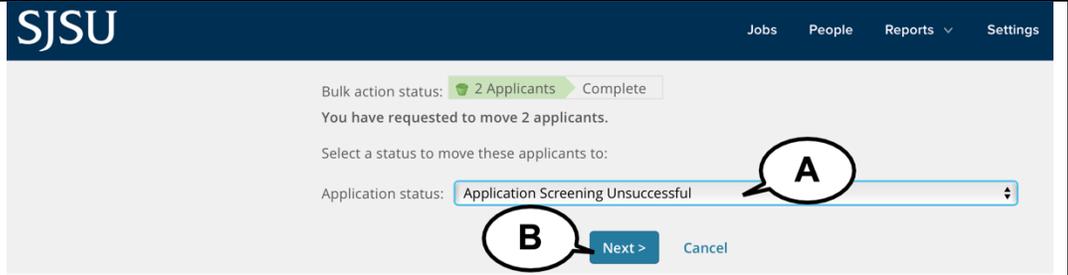
SJSU | UNIVERSITY PERSONNEL

UNIVERSITY PERSONNEL 408-924-2250

Complete the move

22. You may choose to delay the sending of the email (A)
23. If moving to an unsuccessful status, select the reason the candidate(s) will not be moving forward (B)
24. If moving to an unsuccessful status, enter a Note with details on why the candidate(s) will not be moving forward (C)
25. Click Move now (D)

Drag & Drop files here

Or click to browse from local drive.

1000MB file size limit

A

Delay e-mail by:* No delay ▾

ⓘ None of these people have opted to receive SMS messages, so they cannot be notified via SMS.

Additional users from Job: ○ Yes ● No

Application Screening Unsuccessful reason

Please indicate the reason for selecting the application screening unsuccessful status:*

Does not meet minimum qualifications ▾

B

Note

The following will be added to the applicant notes for administrators to view:

Candidates did not possess the required years of experience.

C

D

Move now   Cancel

Appendix A: Screening Criteria for Staff & MPP

These are the items that may be used for criteria for staff and MPP recruitments. These criteria will be added to the Job Card by the Recruiter.

Criteria Type	Criteria Value
SJ-1 Staff Application Screening	Required Complete Application
	Required Qualifications
	Preferred Qualifications
	Applicable Licenses/Certificates
SJ-3 Interview Evaluation/Staff Interview	Relevant Experience
	Professional/Technical Knowledge
	Communication Skills
	Managerial & Supervisory Skills
SJ-4 Final Evaluation/Hiring Manager	Reference Check
	Overall Evaluation