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Introduction

Managing recruitments in CHRS Recruiting involves moving an applicant through various steps of the recruitment process from routing the initial application to being interviewed to offering the job. This guide is focused on Staff and MPP recruitments, including recruitments in UPD. It includes the steps to move an applicant from one status to the next, and the steps to take when an applicant is no longer under consideration.

Recruitment Processes

There are four distinct recruitment processes and while many steps are the same, they will vary depending on the type of recruitment. Please refer to Recruitment Process Step Details-Staff and MPP or Recruitment Process Step Details-UPD for more information.

- Applications start in the New Application status and get routed by your Recruiter
- Not every application status will be used in a recruitment
- Application statuses may be skipped if applicable

Who Manages the Recruitment?

It's important to decide who will manage the recruitment, who will move the applications from step to step. Employees in the following roles will have access to manage the recruitment:

- Recruiter: Routes applications from the New Application status
- Search Committee Chair, Department Admin, Resource Manager/Analyst: Route applications through the process

General Information

- For CSUEU recruitments, applicants who are current CSUEU employees at SJSU will be moved from New Application to CSUEU Required Qualification Review by your Recruiter
- CSUEU applicants who meet the required qualifications should be moved to Invite for Interview; those who do not meet the required qualifications should be moved to Application Screening Unsuccessful
- Applications other than those meeting the CSUEU requirement will be moved from New Application to Application Screening by your Recruiter
- At the end of the Application Screening, Interview Evaluation, and Hiring Manager Review processes, contact your Recruiter; see Screening Applications and Evaluating Interviews-Staff MPP UPD for more information
- Once the Hiring Manager review is complete, your Recruiter will manage the remainder of the process in the system
- The Hold status may be used at any time during the process
- Recruitments in UPD follow the same process as all other Staff/MPP recruitments until the background check

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Step-by-Step Process: Moving an Applicant to a New Status

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	
Open Jobs 1. From either the Tiled or List Dashboard, click Jobs in the blue menu bar	
A list of jobs appears 2. Click the hyperlinked number in the Applications column for the job you wish to manage To filter the list of jobs: • Change the Status (A) • Change the Type (B) • Show other search criteria to filter by Req Nbr, Pos Name, and more (C)	

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To change the status of one application, click the current status (A)	**Director of Development Operations - Medders (496902)** **Search** **Results** Select ▾ Submitted Status (A) Applicant Nc Pref Name First name Last name ☐☐☐ Jun 10, 2020 Application Screening 39861 ● Joshua Henry ☐☐☐ Jun 10, 2020 Application Screening 39860 ● Christop Jackson ☐☐☐ Jun 10, 2020 Application Screening 39859 ● Phillipa Soo ☐☐☐ Jun 10, 2020 Application Screening 39858 ● Daveed Diggs ☐☐☐ Jun 10, 2020 Application Screening 39857 ● Callie Fall ☐☐☐ Jun 10, 2020 Application Screening 39856 ● Benji Kidd ☐☐☐ Jun 10, 2020 Application Screening 39855 ● Abby Sheeran
Change the application status of one application 1. Select the appropriate item in the status list (A) 2. Click Next (B)	**Change application status** 🖶 New Application CSUEU Required Qualifications Review Application Screening Application Screening Unsuccessful Invite for Interview (A) Interview Accepted & Release Form Initiated Interview Accepted & Release Form Completed Interview Declined Interview Evaluation Interview Unsuccessful Reference Check Initiated Reference Check Unsuccessful Hiring Manager Review Hiring Manager Review Unsuccessful Hold Recruiter Review Prepare Offer to Extend Background Check Initiated Background Check Pending Background Check Successful Background Check Unsuccessful Offer Extended Offer Accepted Offer Accepted Paperwork Received Offer Declined Offer Rescinded New Employee Orientation (B) Submit Next > Cancel

Confirm the status change

1. Verify the status to which you are moving the application (A)
2. Verify whether or not the applicant will be emailed (B)
3. Review and update the email if applicable (C)
4. Scroll down to continue

Please note, not all statuses have a communication template. Some templates require edits, some do not.

Confirm status change   🖨

You are about to move **Joshua Henry** to a different status:

From status: Application Screening   **A**

To status: Invite for Interview

Communication template: -- No template --   ⬍

E-mail: Applicant: ● Yes ○ No   **B**

From:*   sjsu.hrtest@gmail.com

Subject:*   SJSU Interview Invitation

Message: Merge fields

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Dear Joshua Henry,

I would like to invite you to attend an interview for the position of Director of Development Operations - Medders - Job #496902. 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

Continuing confirming the status change 5. Attach files to the email communication, if applicable (A) 6. You may choose to delay your email or send it immediately (B) 7. If there are additional users you wish to notify, select them here (C) 8. Notes may be entered if needed (D) 9. If prompted to change the job status, select Yes (E) 10. Click Move Now to change the status (F)	

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C – Add Additional Users 1. Check the boxes of those you wish to notify 2. Enter your email 3. Enter the email subject 4. Type the email text	**Additional users from Job:** ◉Yes ○No Additional users from Job ☐ Department Admin ☐ Hiring Manager ☐ HR Representative ☐ Reports to Supervisor Name ☐ Search Committee Chair ☐ Search Committee Member Additional users from Offer ☐ Department Admin ☐ Originator ☐ Reports To Other additional users [_____] 🔍✐ E-mail from:* [_____] E-mail subject:* [_____] E-mail body:* Merge fields [**B** *I* U S ≡▾ ☰▾ ⇤ ⇥ Formats▾ A▾ A▾ ⚯ ▦▾ Ⅰₓ <> ⓘ] [ ]
Once you click Move Now you are returned to the list of applications • The recently changed status is now bold and in italics • Refreshing the page will move it back to its regular font	ⓘ **Director of Development Operations - Medders (496902)** [Search] [**Results**] [Select ▾] **Submitted Status** Applicant Nc Pref Name First name Last name ☐☐☐ Jun 10, 2020 *Invite for Interview* 39861 ●Joshua Henry ⓘ **Director of Development Operations - Medders (496902)** [Search] [**Results**] [Select ▾] **Submitted Status** Applicant Nc Pref Name First name Last name ☐☐☐ Jun 10, 2020 Invite for Interview 39861 ●Joshua Henry

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Step-by-Step Process: Bulk Move Multiple Applications

Select the applications to move 1. Check the left box (green) of the applications you wish to move (A) 2. Select a bulk action (B)	New applicant | Search by answers to questions | Merge applicants ✓ Select a bulk action Bulk apply Bulk categorize Bulk assign Bulk communicate Bulk compile and send Bulk document merge Bulk export Bulk invite to apply **Bulk move** Bulk move and send Bulk reference check Bulk send Bulk task/reminder ⓘ **Director of Development Operations - Medd** Search Results Select ▾ Submitted Status **B** **A** Invite for Interview 39861 enry ☑️ Jun 10, 2020 Application Screening 39860 ckson ☑️ Jun 10, 2020 Application Screening 39859 ● Phillipa Soo Jun 10, 2020 Application Screening 39858 ● Daveed Diggs Jun 10, 2020 Application Screening 39857 ● Callie Fall Jun 10, 2020 Application Screening 39856 ● Benji Kidd Jun 10, 2020 Application Screening 39855 ● Abby Sheeran
Select the Application status 3. The Bulk action status will tell you how many applications you are moving (A) 4. Selection the Application status (B) 5. Click Next (C)	Bulk action status: 🗑 2 Applicants Complete **A** **You have requested to move 2 applicants.** Select a status to move these applicants to: **B** Application status: Select ▾ **C** Next > Cancel

B – Select the application status 1. Select the application status (A)	Application status **✓ Select** New Application CSUEU Required Qualifications Review Application Screening Application Screening Unsuccessful **Invite for Interview** Interview Accepted & Release Form Initiated Interview Accepted & Release Form Completed Interview Declined Interview Evaluation Interview Unsuccessful Reference Check Initiated Reference Check Unsuccessful Hiring Manager Review Hiring Manager Review Unsuccessful Hold Recruiter Review Prepare Offer to Extend Background Check Initiated Background Check Pending Background Check Successful Background Check Unsuccessful Offer Extended Offer Accepted Offer Accepted Paperwork Received Offer Declined Offer Rescinded New Employee Orientation Job Closing Communication Submitted Removed Applicant Withdrawn Incomplete Ineligible Recruitment Cancelled

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Confirm the change • The steps are identical to confirming an individual change. • When you return to the application list, all applications you moved will be updated.	**ⓘ Director of Development Operations - Medders (496902)** Search Results Select ▼ Submitted Status Applicant Nc Pref Name First name Last name ☐☐☐ Jun 10, 2020 Invite for Interview 39861 ● Joshua Henry ☐☐☐ Jun 10, 2020 Invite for Interview 39860 ● Christop Jackson ☐☐☐ Jun 10, 2020 Invite for Interview 39859 ● Phillipa Soo ☐☐☐ Jun 10, 2020 Application Screening 39858 ● Daveed Diggs ☐☐☐ Jun 10, 2020 Application Screening 39857 ● Callie Fall ☐☐☐ Jun 10, 2020 Application Screening 39856 ● Benji Kidd ☐☐☐ Jun 10, 2020 Application Screening 39855 ● Abby Sheeran
Bulk move multiple applications If you wish to move multiple applications to different statuses, following the process below: 1. Check the first box (green) to move multiple applications to a new status at the same time 2. To move additional applications to another status at the same time, check the middle box (orange) 3. To move a third set of applications to another status at the same time, check the third box (red)	Search Results Select ▼ **Submitted Status** ▽ ☑☐☐ Jun 24, 2020 Application Screening ☑☐☐ Jun 24, 2020 Application Screening ☐☑☐ Jul 4, 2020 Application Screening ☐☑☐ Jul 4, 2020 Application Screening ☐☐☑ Jul 4, 2020 Application Screening ☐☐☑ Jul 4, 2020 Application Screening

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Step-by-Step Process: Moving an Applicant Out of Consideration

Move an applicant to an unsuccessful status 1. Select the Unsuccessful item in the status list (A) 2. Click Next (B)	**Change application status** 🖨 New Application CSUEU Required Qualifications Review Application Screening **A** Application Screening Unsuccessful Invite for Interview Interview Accepted & Release Form Initiated Interview Accepted & Release Form Completed Interview Declined Interview Evaluation Interview Unsuccessful Reference Check Initiated Reference Check Unsuccessful Hiring Manager Review Hiring Manager Review Unsuccessful Hold Recruiter Review Prepare Offer to Extend Background Check Initiated Background Check Pending Background Check Successful Background Check Unsuccessful Offer Extended Offer Accepted Offer Accepted Paperwork Received Offer Declined Offer Rescinded New Employee Orientation **B** Submit Next > Cancel

Confirm the status change 3. Verify the status to which you are moving the application (A) 4. Review the email communication (B); it is recommended that you don't change any language for the unsuccessful statuses 5. Scroll down to continue	**Confirm status change** You are about to move **Benji Kidd** to a different status: **From status:** Application Screening (A) **To status:** Application Screening Unsuccessful Communication template: -- No template -- E-mail: Applicant: ● Yes ○ No From:* up-donotreply@sjsu.edu Subject:* SJSU Application Status Update Message: Merge fields **SJSU** SAN JOSÉ STATE UNIVERSITY (B) Dear Benji Kidd, Thank you for taking the time to submit your application for the position of Director of Development Operations - Medders/Job # 496902 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

Continuing confirming the status change

6. Determine if you wish to delay sending the email (A)
7. Determine if other users need to be notified of this change (B)
8. Select the reason the applicant is unsuccessful (C)
9. In the notes section provide additional information about the unsuccessful status (D)
10. If prompted to change the job status, select Yes
11. Click Move Now (E)

Please note, any information you enter in the Note field must be fact-based and not personal. This information can be subpoenaed during an investigation.

Drag & Drop files here

Or click to browse from local drive.

1000MB file size limit

A

Delay e-mail by:*   No delay ⬍

ℹ No SMS will be sent to the applicant as t... ...t wish to receive them.

B

Additional users from Job: ⚪Yes ⚫No

C

➖ Application Screening Unsuccessful reason

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

Does not meet minimum qualifications ⬍

➖ Note

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

Applicant does not have the required education or experience.

D

E

Move now   Cancel

C – Select the reason why the applicant was unsuccessful at this step	✓ Select Accepted another offer Not aligned with career goals Personal reasons Company benefits unsatisfactory Remuneration unsatisfactory Roster unsatisfactory Travel requirements unsatisfactory Unable to relocate Staying with current employer Continuing study Ineligible **Does not meet qualifications** Did not fit with company culture Other candidates more suitable Does not fit job requirements Background / Reference check requirements not met Medical / Police check requirements not met Visa requirements not met Position filled Other
D – Add Notes	▬ Note The following will be added to the applicant notes for administrators to view: Applicant does not meet any of the preferred qualifications for this position and did not demonstrate that they could do the work.