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Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.

SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.

<table>
<thead>
<tr>
<th>1. Open a web browser (Google Chrome is recommended)</th>
<th>![Chrome Icon]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT:</strong> POP-UP Blocker needs to be turned-off</td>
<td></td>
</tr>
<tr>
<td>2. Log into the Portal and enter your username and password</td>
<td>![Login Screen]</td>
</tr>
</tbody>
</table>
3. Search for the CHRS Recruiting App

**Current Portal (before 10/4/2021):**

Select this Hamburger

**New Portal (as of 10/4/2021):**

Select this hamburger menu
Applicant Review

The applicant review is where a Hiring Manager or Department Representative will review the applicant’s resume and application information. The first disposition in a recruitment where department users will be able to view candidates is the “Closing Notice Preview.” This preview is intended for the department to determine if the posting should be closed as it was scheduled, or if an extension of the posting is required.

4. My Dashboard

A. From the Application tile on the dashboard, select the “Jobs have applicants for review” link

-Or-

B. Select “Shortlisted applicants” from the Main Menu
5. **View Listing of Applicants**

Select the position to review the applicants by clicking “View shortlisted applicants” link.

<table>
<thead>
<tr>
<th>Date added</th>
<th>Status</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 29, 2020</td>
<td>Offer</td>
<td>Christopher Reyes</td>
</tr>
<tr>
<td>Jan 29, 2020</td>
<td>Offer</td>
<td>Christopher Reyes</td>
</tr>
</tbody>
</table>

6. **View Profile/Resume**

To view a candidate’s resume or application information, click on the applicant name or “View” link.

7. **View Resume**

The candidate’s profile is pictured here. To view their resume select the “Resume/CV” button and then select “Download (Filename)”
8. **Request for HR Review**

The department has the option to disposition candidates to “Request for an HR Review,” to designate candidates of interest. No other action is needed on other candidates.

<table>
<thead>
<tr>
<th>Applicant name</th>
<th>Date submitted</th>
<th>Current application status</th>
<th>Overall Rating</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuffy One</td>
<td>Feb 7, 2020</td>
<td>Closing Notice (Dept. Preview)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuffy Two</td>
<td>Feb 7, 2020</td>
<td>Closing Notice (Dept. Preview)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Costner</td>
<td>(555) 555-5555</td>
<td>Feb 7, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuffy Three</td>
<td>Feb 7, 2020</td>
<td>Closing Notice (Dept. Preview)</td>
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</tr>
</tbody>
</table>

9. **Limited functionality**

Some recruitment steps will only be accessible to HR Representatives.

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<tr>
<td>Tuffy One</td>
<td>Feb 7, 2020</td>
<td>Request for HR Review</td>
<td>Request for HR Review</td>
<td>X View</td>
</tr>
<tr>
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<td>Request for HR Review</td>
<td>Request for HR Review</td>
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<td>X View</td>
</tr>
</tbody>
</table>
Interviews

Once you have selected a candidate for either phone/video interview or on-campus interview, you must keep the process step consistent by extending the same selection to all candidates of a given position. If there are any inconsistencies, the recruiter will notify you.

1. Selection Criteria

   Outcome

   After viewing an applicant, you can choose to disposition them to a new status. You may move them into:

   - “Invite for Phone/Video Interview”
   - “Invite for On-Campus Interview”

   **NOTE:** If you are choosing to NOT move the candidate forward, keep them in the “Department Hiring Pool” status until the position is filled. When filled, HRDI will notify departments to move all remaining candidates into the “Not Selected” disposition.
Candidates may be in the “Required to Interview” status. These are candidates that are required to be interviewed according to their Collective Bargaining Agreement (CBA).

Once an interview is confirmed or declined, disposition the candidate accordingly.

**NOTE:** Departments have the option to skip the Phone/Video Interview if their area does not conduct them.

Upon completion of the On-Campus Interview, departments are required to disposition the applicant into the appropriate status.

**NOTE:** To initiate a reference check for a selected candidate, select “Dept Requesting Reference Check.” Disposition second or third choices into the “Alternate Choice” status.
Tracking the Candidate

After completing the interview process, you may request a reference check for a candidate. The recruiter will initiate a background clearance check to begin the pre-employment process.

1. After completing the interview process, you may request a reference check for a candidate. The recruiter will initiate a background clearance check to begin the pre-employment process. **Next Steps**

Upon completion of the request, departments will be able to track the status of candidates throughout the remainder of the under “Current application status.” This tracking includes Pre-Employment (OnBoarding).
When a reference check is unsuccessful, the recruiter will be in discussion with the department.

If a reference check is successful, the recruiter will proceed to the disposition “Create Recommendation for Approval.” This will initiate the offer card for the department to complete. Please see CHRS user guide, “Approval Processes” for more information on this process.

After the offer card is approved, a verbal conditional offer is made by the recruiter. They will use this disposition after the offer has been extended.

Offers needing revision will be identified as “Offer Revised.”
If the candidate declines the offer, the current application status will be “Verbal Conditional Offer Declined.” The recruiter will contact the department on next steps.

If the candidate accepts the offer, the current application status will be “Background Initiation/In Progress.”

If the background check is unsuccessful, or the candidate does not meet the conditional offer criteria, the application status will be “Offer Rescinded.”

If the background check is successful, the application status will be “Online Offer Extended.”

If the online offer is accepted by the candidate, the application status will be “Offer Accepted (SYS)” or “Offer Accepted (SYS)”
If the online offer is not accepted by the candidate, the application status will be "Online Offer Declined."

"HR Sign-In Packet" will signify that the new hire documents have been shared with the new hire.

"Offer Finalized" will signify that the position is finalized.

"Pre-employment (Onboarding)" will signify that the recruiter has provided the onboarding information including a complimentary parking code, pick-up location, and other new hire information.
After the Confirmed Hire

Once the hire is confirmed, all other applicants must then be dispositioned accordingly by the hiring department. This step ensures that all candidates receive appropriate communication regarding their application.

1. **Dispositioning candidates after a selection is made**

   For the candidates that remain in the “Department Hiring Pool” status, choose “Department Not Selected.”
   - A “Select a reason” dropdown menu will appear. Select “Other candidates more suitable”
   - For other dispositions such as “Phone Interview” or “On-Campus Interview,” select the reason they were not to move forward accordingly (i.e. No show, Position Cancelled, Other candidates more suitable, etc.)

   ![Dispositioning candidates after a selection is made](image)

   **NOTE:** Once put into a disposition, the applicant will receive an automated email notification of the decision. If these email notifications were selected in error, please contact your recruiter immediately.