Recruitment Process Guide for Part-Time Lecturers and Academic Student Employees (ISA, TA, GA)

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About this Guide

★ **A red star is used throughout this guide to call out steps that are meant to be completed or reviewed by the Dept. Chair or Dept. Coordinator**. There might be more than one way to complete a step or navigate in the system, so the red star may be repeated. Other steps without the red star show the overview of the recruitment process and reveal what AHRS or the Final Candidate will do at certain parts of the recruitment.

- If you have questions about CHRS Recruiting, please reference the Helpful Tips and Getting Started guide, which can be found on the CHRS Recruiting website.

- Academic recruitments utilize CHRS Recruiting differently than Staff recruitments due to the decentralized nature of the academic hiring process. If you are accustomed to staff recruitments, some screenshots may look different. Be sure to always follow staff guides for staff recruitments and academic guides for academic recruitments.

- This guide covers the Part-Time Faculty and Academic Student Employee recruitment process. All the application statuses that are referred to throughout the guide comprise the overall PTF & ASE recruitment process.

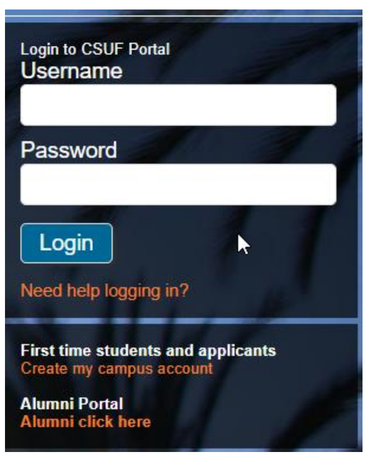
- The screenshots in this guide correspond to a part-time lecturer recruitment. Certain fields would be labeled differently if the recruitment was for an ISA, TA, or GA.

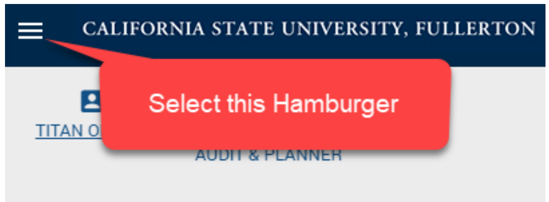
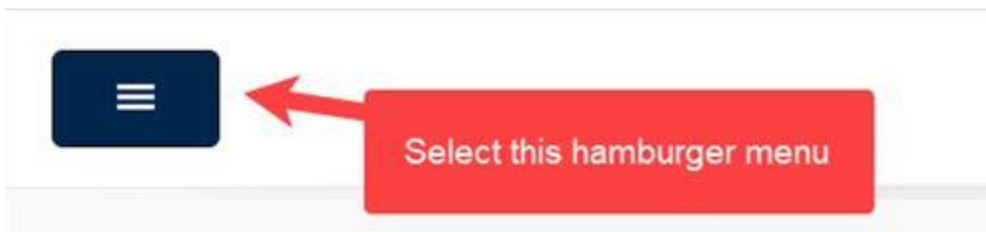
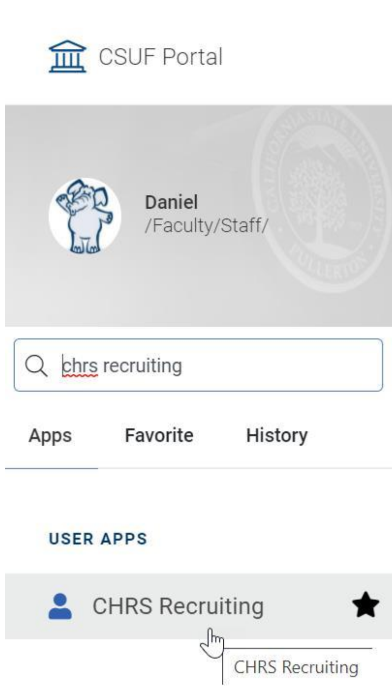
Accessing CHRS Recruiting

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 view. 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.

1. Open a web browser (Google Chrome is recommended) **<u>IMPORTANT: POP-UP Blocker needs to be turned-off.</u>**	
2. Log into the Portal and enter your username and password	

3. Search for the CHRS Recruiting App	**Current Portal (before 10/4/2021):**   **New Portal (as of 10/4/2021):**  

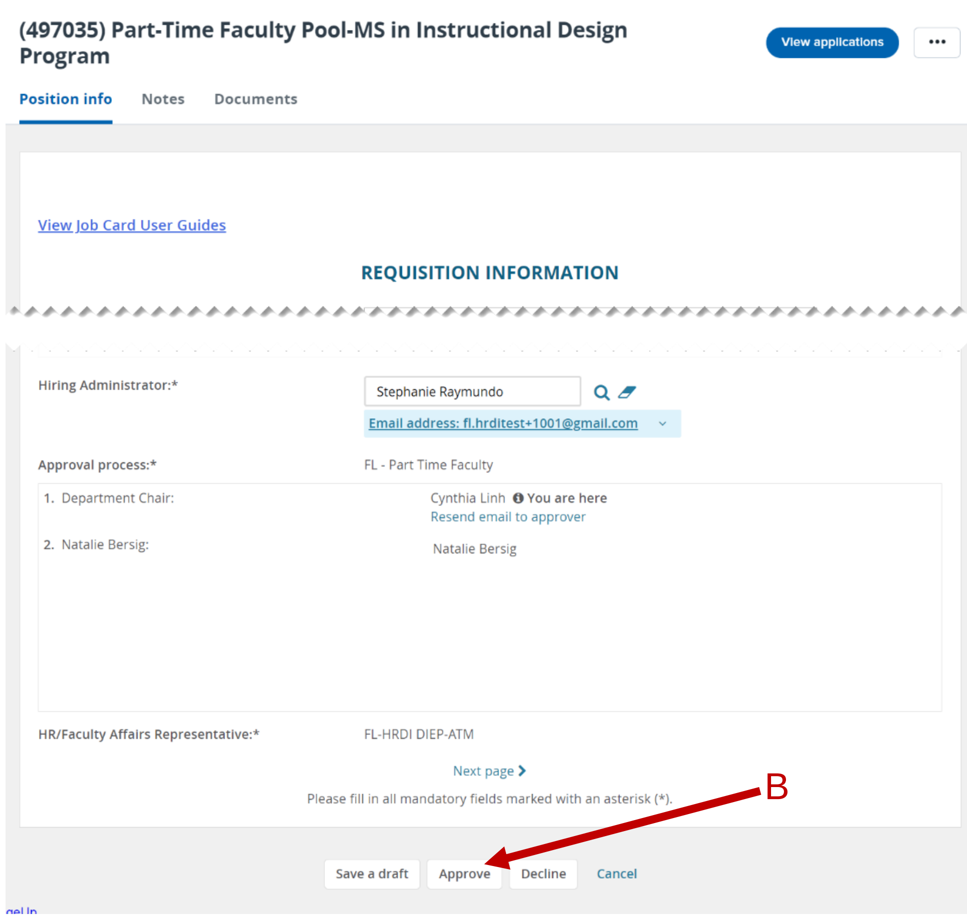
Department Chair and Academic HR Services Approve Job Requisition

Academic HR Services (AHRS) will prepare a Job Requisition to recruit for Part-Time Lecturers, ISA, TA, or GA positions. When the Job Requisition is made, the Department Chair will be asked to approve.

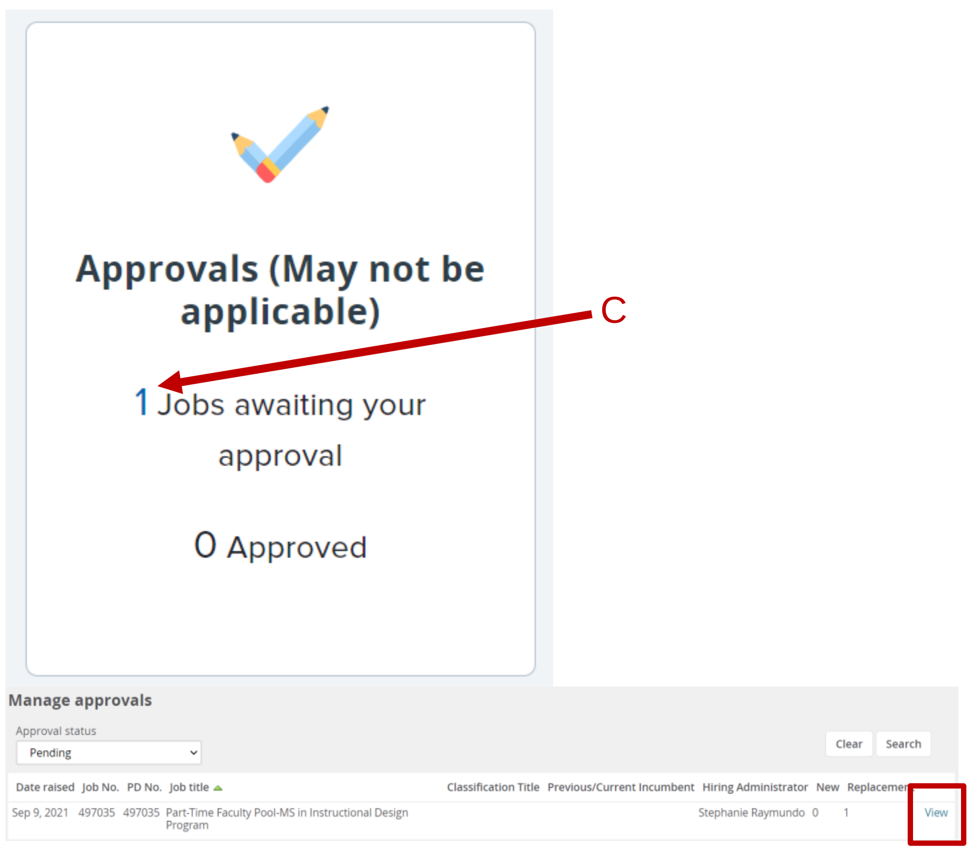
The Department Chair can approve by responding to an automatically generated system email or by navigating to the Job Requisition in CHRS Recruiting and approving in the system. After the Job Requisition is approved by both the Department Chair and AHRS, the requisition will be posted by AHRS and used as a pool to collect applicants.

1. Dept. Chair Approves Job Requisition **<u>There are two ways to approve Job Requisitions</u>:** • **To approve by email**, follow Step 1A • **To approve by navigating in CHRS Recruiting**, follow Step 1B or 1C	
A. When Academic HR Services completes the job requisition, they will route it to the Department Chair for review and approval. The Department Chair will receive an email like the one at right. **To approve by email**, click reply and type the word "Approve." NOTE: Only the single word response of "Approve" will work with this method. Do not write "Approved" or anything else.	[External] Fwd: Job Requisition Approval Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. A requisition for position Part-Time Faculty Pool-MS in Instructional Design Program - Job Number: 497035 has been routed to you for approval. You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter before approving. You can also decline the job if this requisition is not approved. Quick Reference Job Details: Job Title: Part-Time Faculty Pool-MS in Instructional Design Program Job Number: 497035 Classification Title: Lecturer AY Department: VP, Academic Affairs Manager: Stephanie Raymundo, Admin Support Coord 12 Mo Hiring Type: Temporary Position Type: Instructional Faculty - Temporary / Lecturer FTE: Pay Plan: AY Salary Range: 2358-A-Grade-2 A To approve the job requisition via email, please reply to this email with the word "Approve". Please Note: the word "Approve" is the only valid response accepted via the email job approval option. OR To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login: View requisition Regards, Fullerton Recruitment Team

B. The Department Chair can approve the job by navigating to CHRS Recruiting. The easiest way to do this is to click the "View Requisition" link in the email. After logging in, the requisition that requires approval will be opened. Scroll down to review the requisition and and then click the "Approve" button at the bottom.



C. The Department Chair's dashboard will include an "Approvals" tile. Click the number next to "Jobs awaiting Your Approval" to open a list of job requisitions that require approval. Click "View" to open the Job Requisition. Scroll down the Job Requisition to review and then click the "Approve" button at the bottom (reference screenshot 1B).



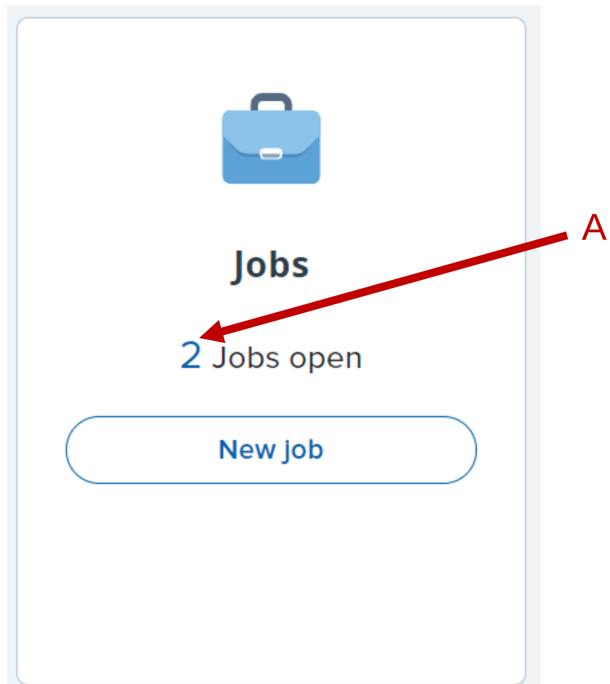
Department Chair Reviews Applicant Pool and Selects a Final Candidate

To find a potential candidate, the Department Chair will navigate to the appropriate Job Requisition in CHRS Recruiting, review the applicant materials, and select a Final Candidate. Once a Final Candidate is selected and accepts a verbal offer from the Department Chair, the Chair will notify their Department Coordinator, who will continue the recruitment process.

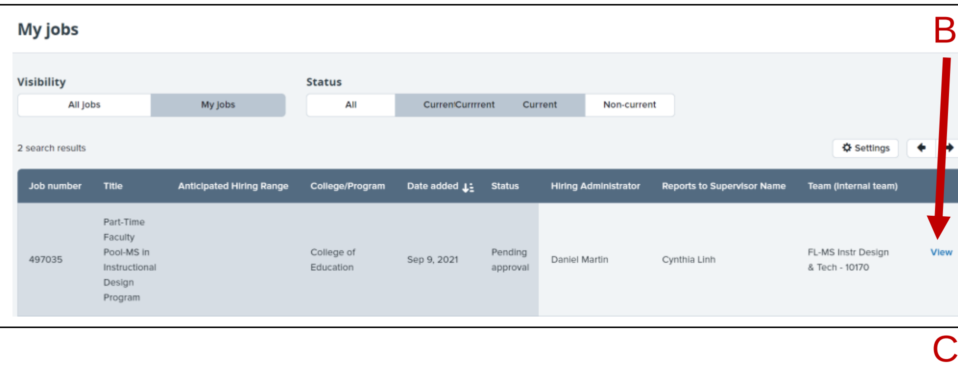
In some instances, Department Chairs may have a Final Candidate in mind for the position who has not yet applied to the Job Requisition. In that case, instruct the Final Candidate to apply for the position through our Careers website. After the Final Candidate applies for the position and accepts a verbal offer from the Chair, the Department Coordinator can move them forward in the recruitment process (see page 19).

1. **Navigate to the Job Requisition:** the Department Chair will locate the Job Requisition that is used for the applicant pool

   D. Log in to CHRS Recruiting and locate the Jobs tile on your dashboard. Click the number where it says "Jobs Open"



   E. Locate the corresponding Job Requisition number, scroll to the right and click "View" to open the Job Requisition

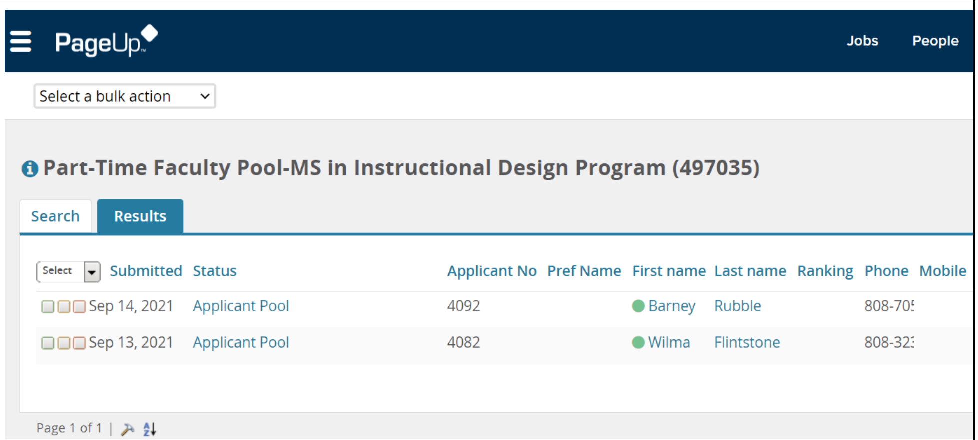


F. Click "View Applications" to continue on to the next step and review the applicant pool, or scroll down and read through the Job Requisition to learn more about the position's description and posting details.

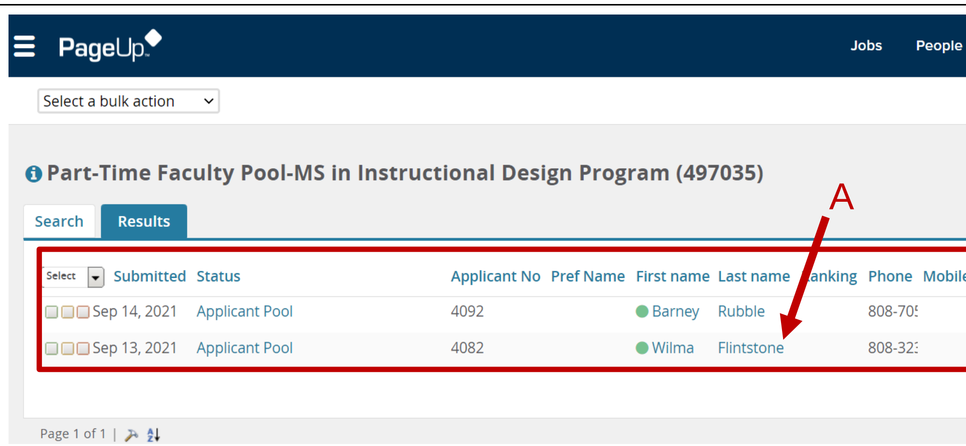
2. Department Chair will review the applicant pool

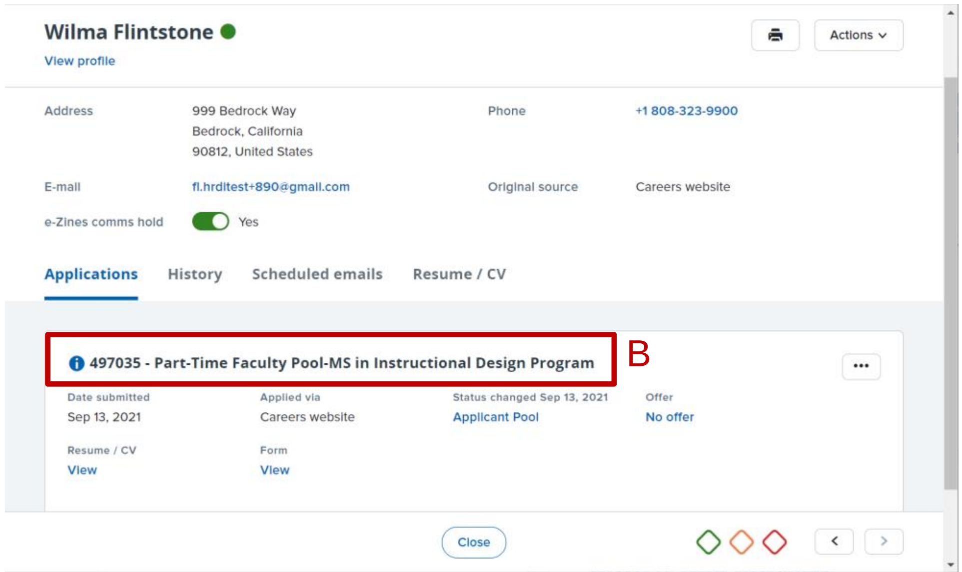
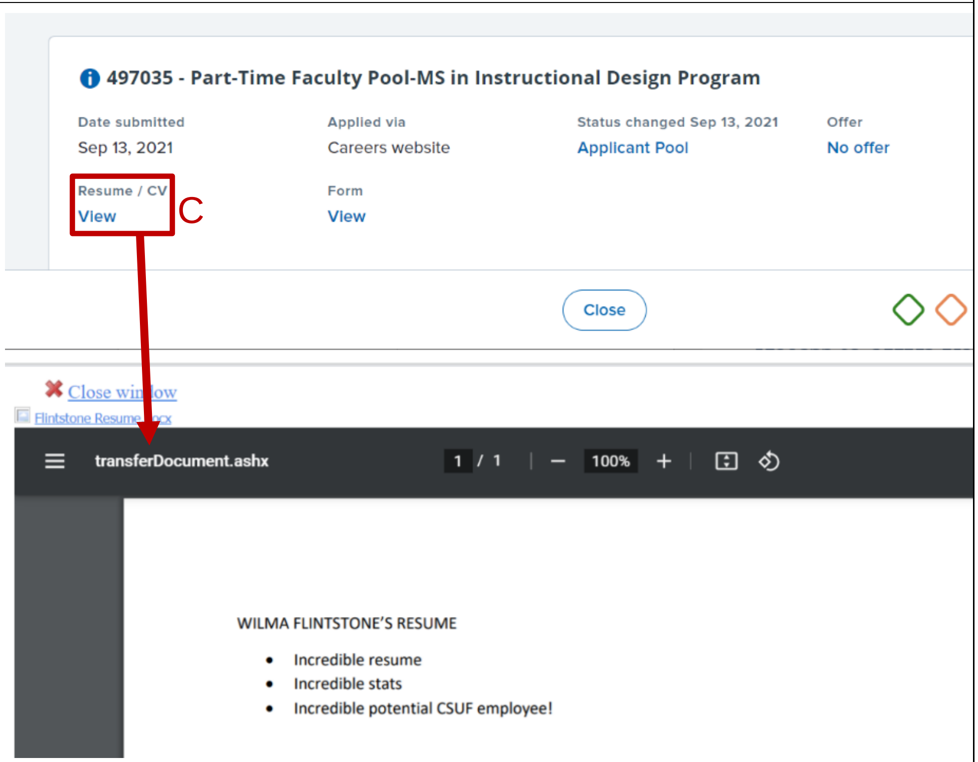
<u>**There are two ways to review applicants**</u>**:**

- To review individual applicants one at a time, follow Steps 2A through 2E.
- To review multiple applicants, follow Steps 2F through 2M.

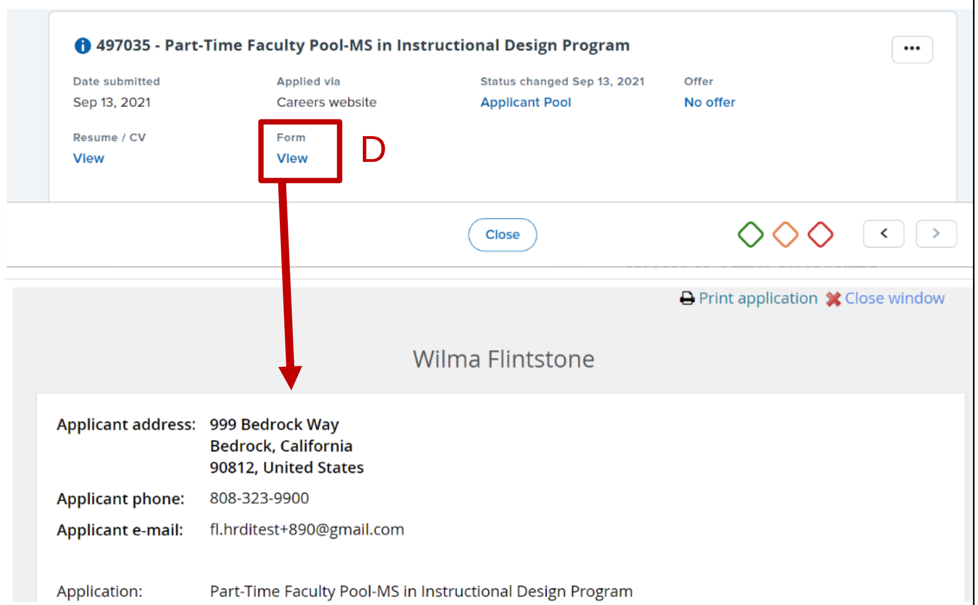


A. The applicant pool is accessed on this Manage Applications page. To review an individual applicant, click on their first or last name to access their Applicant Profile.

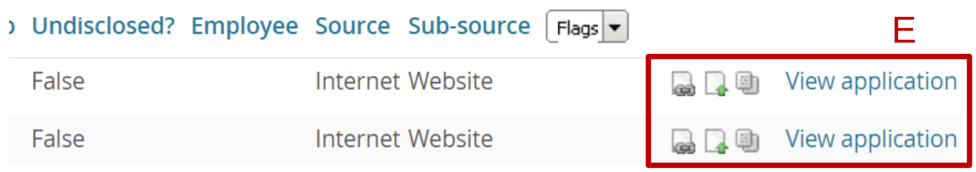


B. The Applicant Profile contains the applicant's contact information and lists each position they have applied for. Locate the corresponding Job Requisition listed under the Applications heading on their Applicant Profile.	
C. Under the appropriate Job Requisition title, click "View" below the Resume/CV heading. This opens a new window, allowing access to view and/or download the Applicant's resume/CV.	

D. Under the appropriate Job Requisition title, click "View" below the Form heading. This opens a new window, allowing access to view and/or print or download the Applicant's application form.

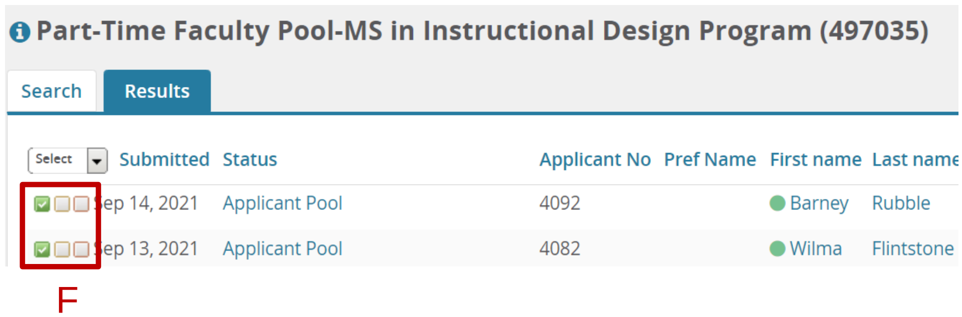


E. There is another option to review an individual applicant's information from the Manage Applications page. Scroll to the right and use the icons for quick access. From left to right, click the first icon to View Resume, the second to Download Resume, and the third to View Answers to the application form. Clicking "View Application" opens the Applicant Profile.

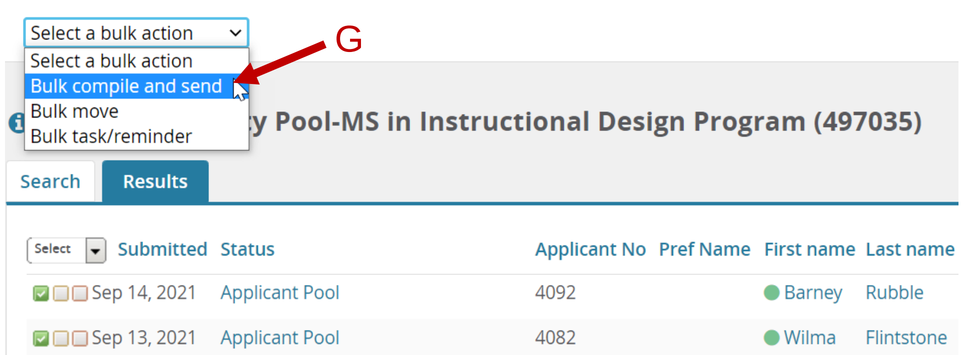


F. Department Chairs have an option to review multiple applicants' application forms and resume/CV's at once. Navigate to the Manage Applications page and click the checkboxes next to the applicants you would like to review.

NOTE: If too many applicants are checked, it might generate a file that is too large for CHRS Recruiting to process. Reviewing about 20 applicants at a time typically works best. Ultimately, whether or not the document is successfully generated will depend on how many Applicant Documents (resumes/CV's, cover letters, diversity statements, etc.) are included.



G. Use the dropdown menu to select "Bulk compile and send"



H. Under the Application Details heading, be sure only the "Applicant personal details" and "Application form" boxes are checked. Do not check any more boxes under the Application Details heading (if you select more, the document won't be generated).

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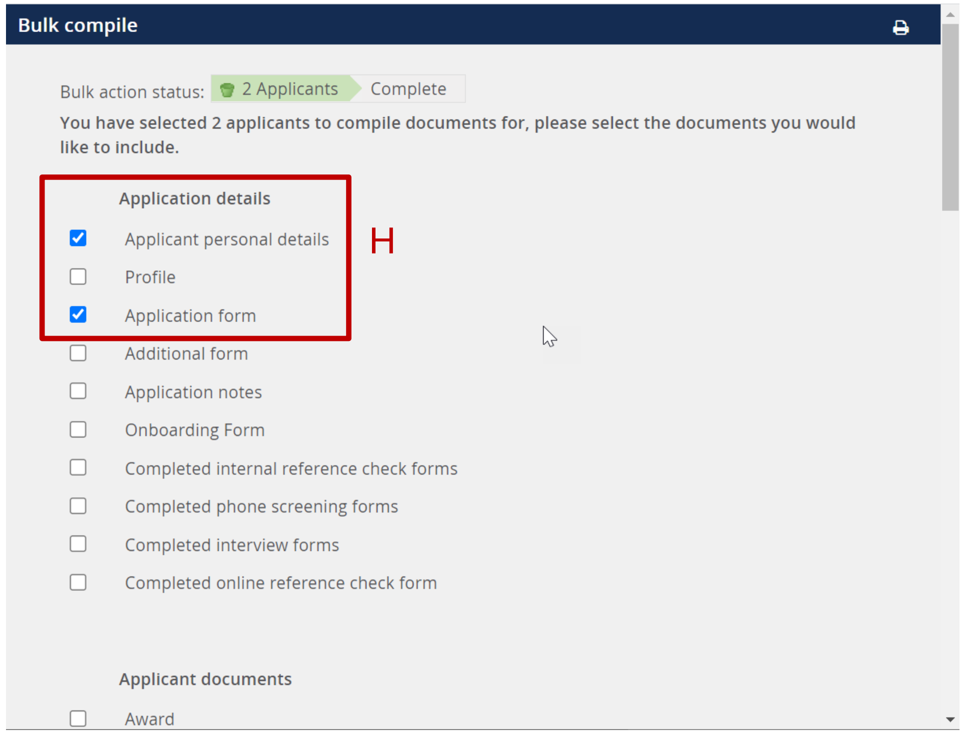

I. Scroll down to the Applicant Documents heading. Be sure the appropriate Applicant Documents boxes are checked. (Typically, most applications ask for CV, Cover Letter, Resume, and Diversity Statement.)

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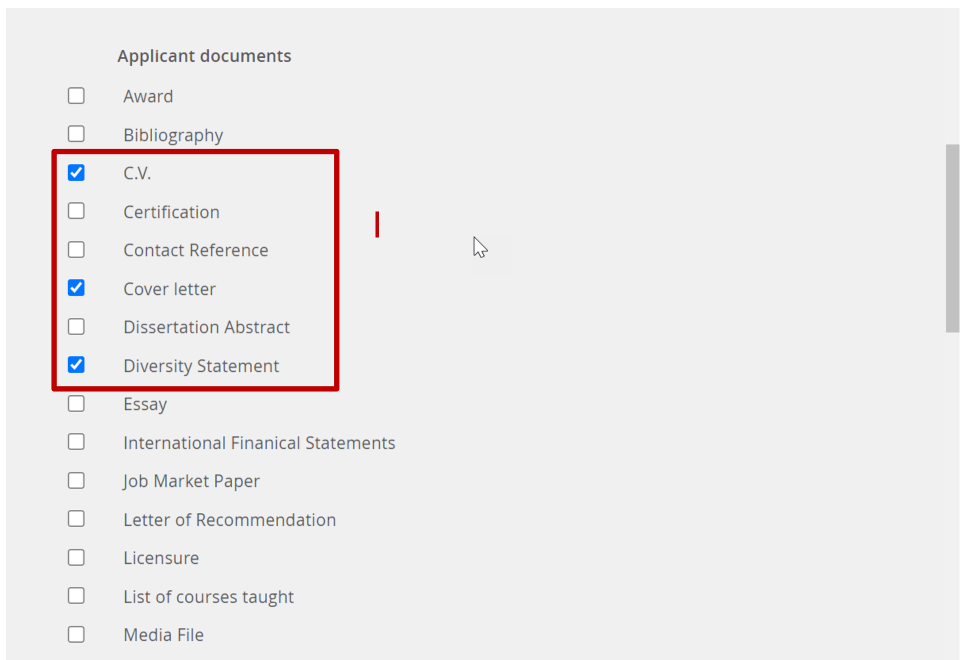
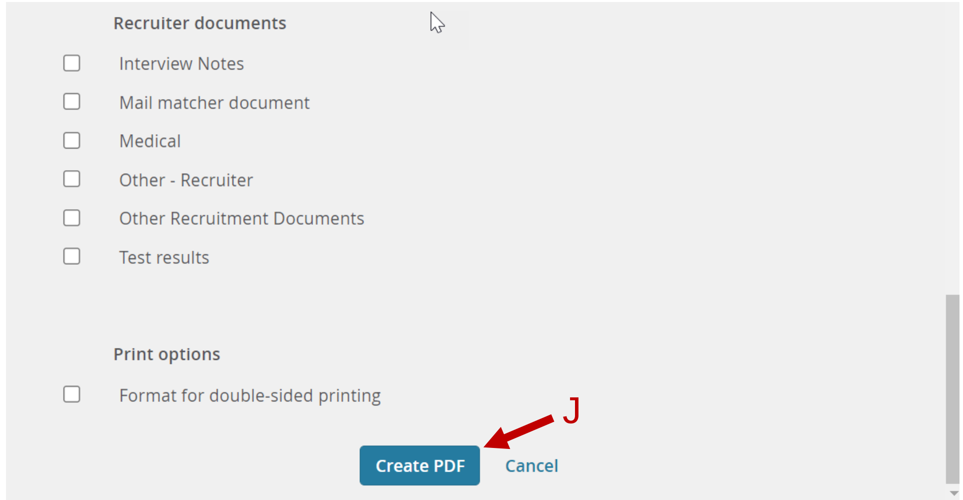
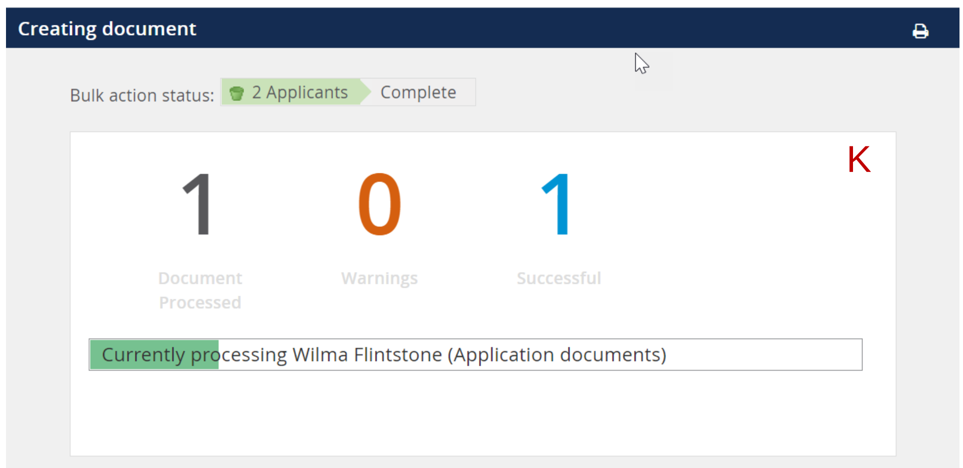
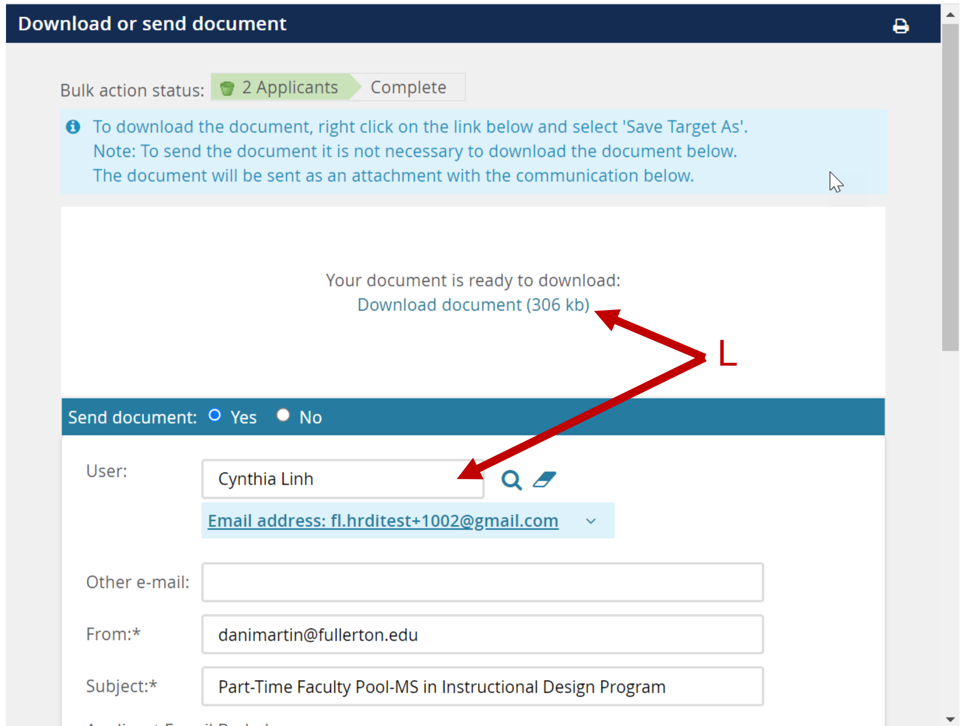


J. Leave all selections unchecked in the Recruiter Documents section and click "Create PDF" ★	
K. CHRS Recruiting will prepare a downloadable PDF document that contains all documents that were selected in the checkboxes in Steps 2H to 2J. ★	

L. When the document is ready, you are given the option to download the document or send it to a user by typing their email in to the User field (or using the Magnifying Glass icon to locate the appropriate user), then scrolling down and clicking the “Okay” button. Please note, If the document is 10MB or larger, it may not be received if sent via email because the file is too large.

NOTE: The PDF only contains files the applicant has uploaded. For example, if an applicant did not upload a cover letter when applying to the position, then that applicant’s cover letter would not be included in the document.



M. Open the document. The first page will look similar to the example at right. Scroll down to review the multiple applicants’ application forms and other applicant documents.


PageUp People Applicant Bulk Compile

M

Date created: 15 Sep 2021, 1:42 pm - Pacific Standard Time

The following document types are provided for each applicant (where available):
C.V., Cover letter, Diversity Statement, Resume

The following applicants are included in this document:
Wilma Flintstone
Barney Rubble*

Job Details:

Requisition Number: 497035
CSU Working Title: Part-Time Faculty Pool-MS in Instructional Design Program
Campus: Fullerton
Division: VP, Academic Affairs

Number of Applicants: 2

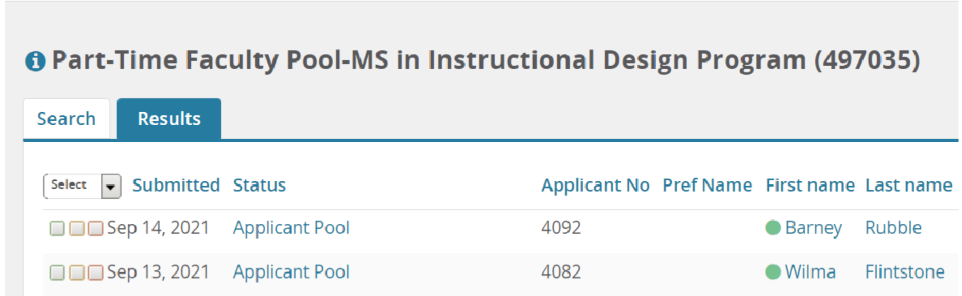
* Applicant has no documents.

3. Changing an applicant's Application Status (if needed)

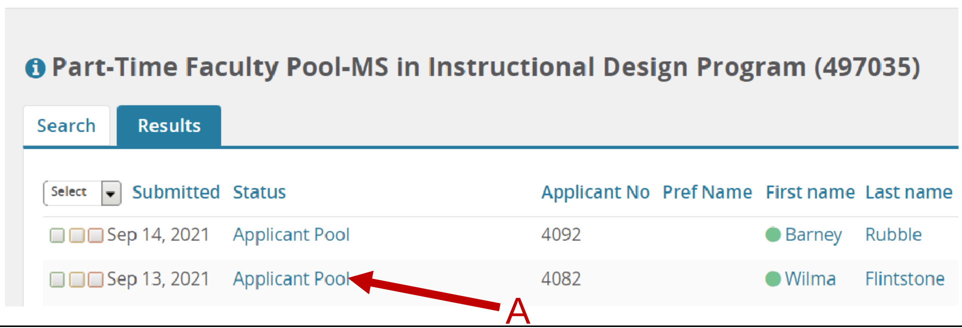
The Department Chair can move the applicant into 2 application statuses from the Manage Applications page.

<u>There are two ways to move applicants into new application statuses</u>:

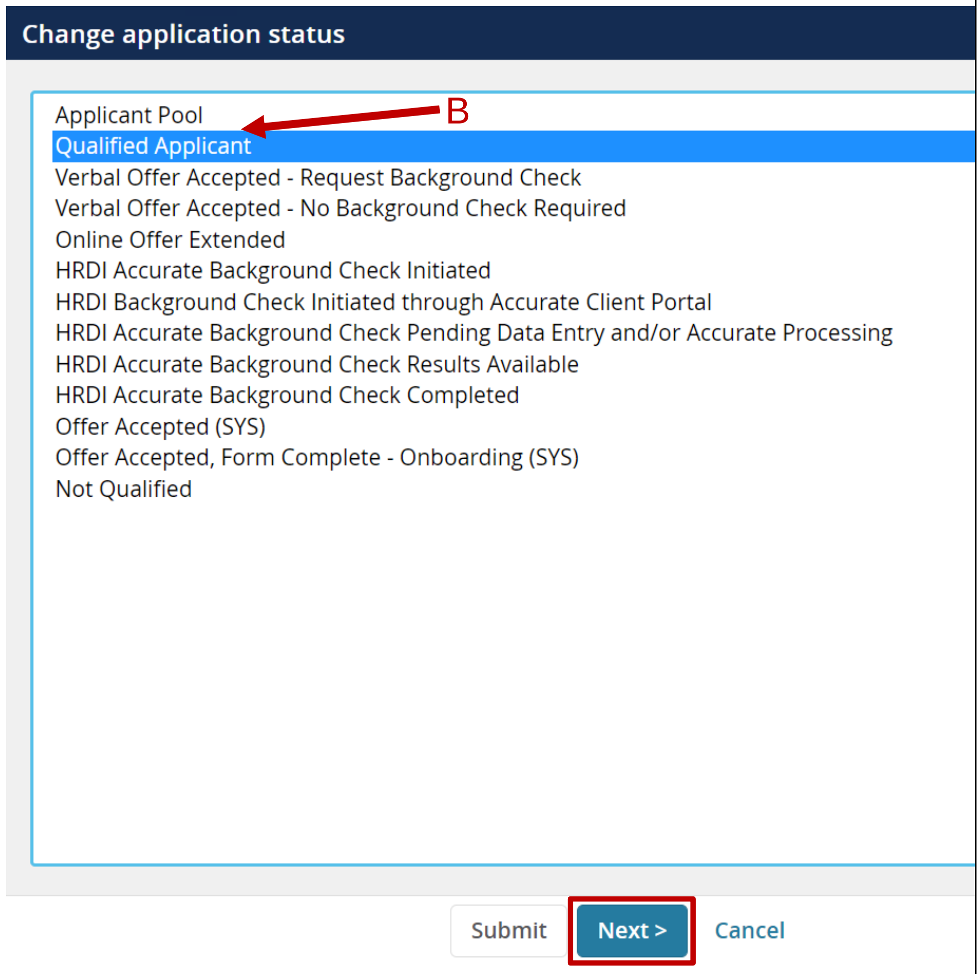
- To move individual applicants one at a time, follow Steps 3A through 3D.
- To move multiple applicants at once, follow Steps 3E through 3I.



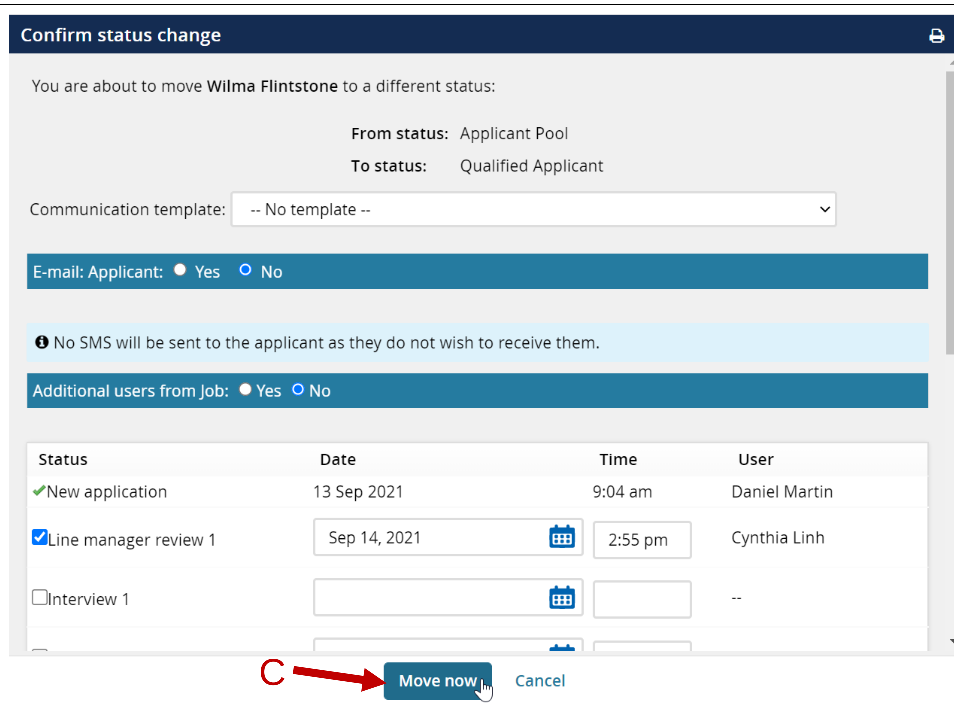
A. **To move an individual applicant's status**, click their application status on the Manage Applications page



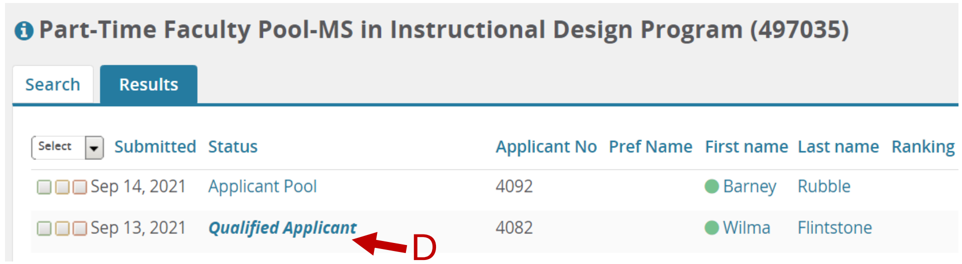
B. Choose either "Qualified Applicant" or "Not Qualified" and then click the "Next" button. The status "Qualified Applicant" can be used to bookmark eligible candidates for future consideration, whereas "Not Qualified" is used for applicants who should no longer be considered. In these instructions, we will move forward with the status "Qualified Applicant."



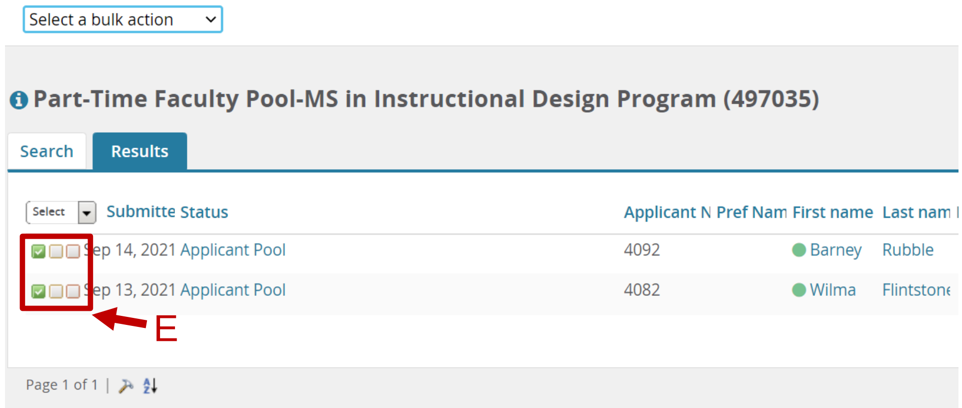
C. Click the "Move Now" button to update the Application Status



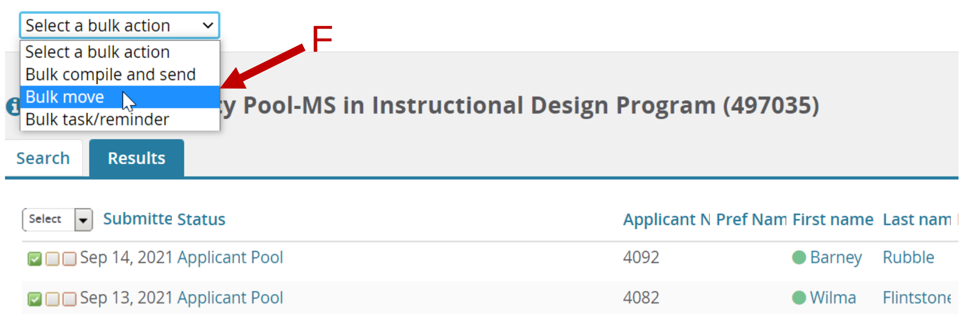
D. Changes to the applicant's application status will be reflected on the Manage Applications page.



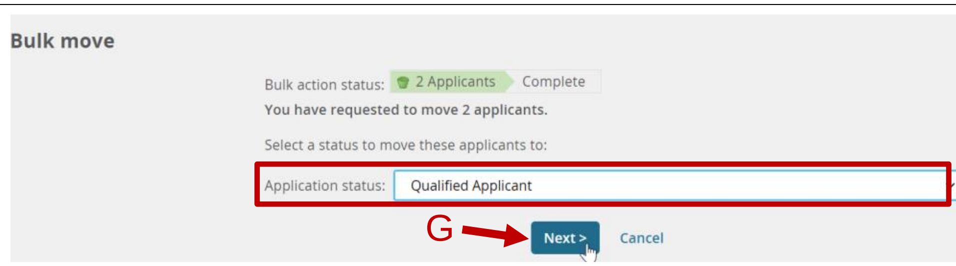
E. **To move multiple applicants' status**, use the checkboxes. Select checkboxes next to each applicant you want to disposition.



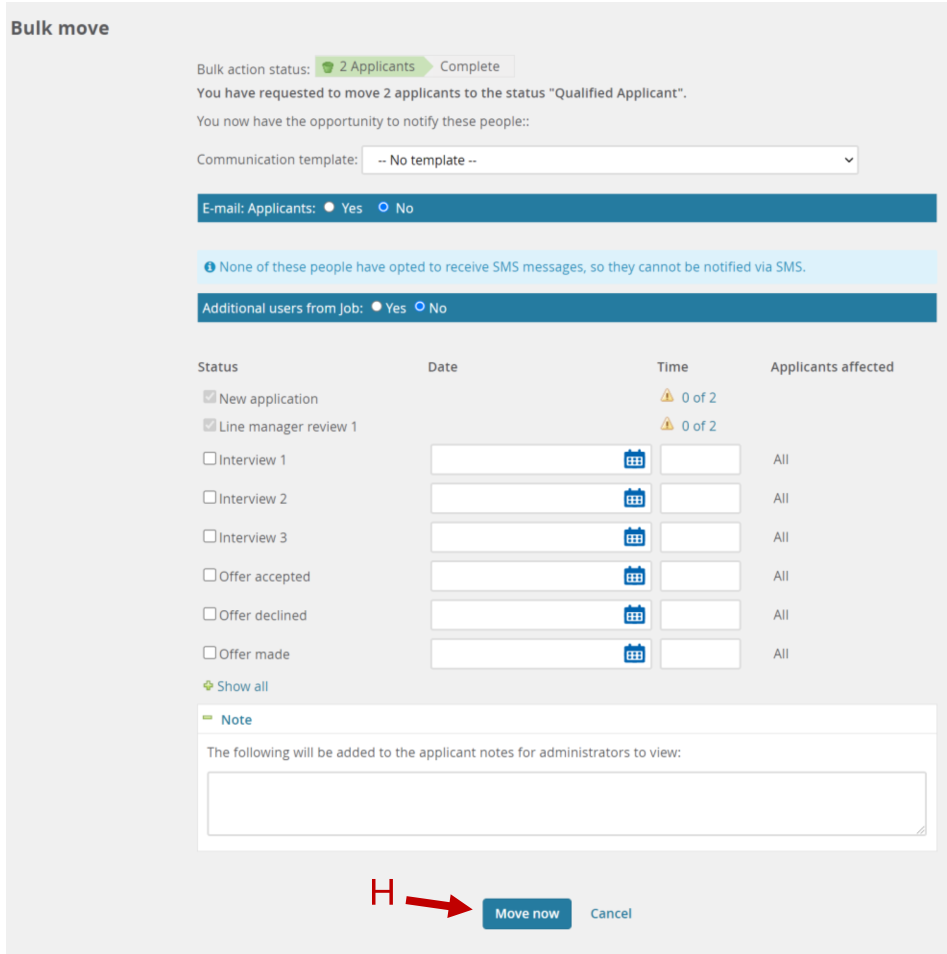
F. Use the dropdown menu to select "Bulk move"



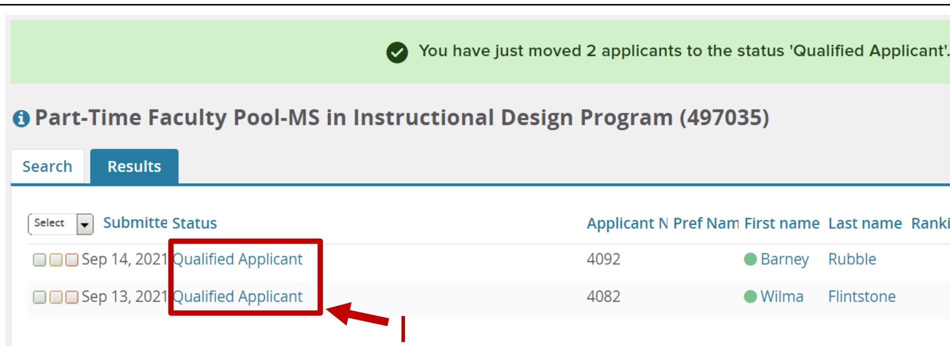
G. Use the dropdown menu to select either "Qualified Applicant" or "Not Qualified" application status and then click the "Next" button. The status "Qualified Applicant" can be used to bookmark eligible candidates for future consideration, whereas "Not Qualified" is used for applicants who should no longer be considered. In these instructions, we will move forward with the "Qualified Applicant" status.



H. Scroll down and click the "Move Now" button



I. Changes to the applicants' application statuses will be reflected on the Manage Applications page.



4. After the Dept. Chair selects a Final Candidate and they accept the verbal offer, the Chair notifies the Department Coordinator This will happen OUTSIDE the CHRS Recruiting system. The Dept. Coordinator should be provided with the following information: • Final Candidate Name • Job Requisition Number The Dept. Coordinator will now continue the recruitment process for Final Candidate Wilma Flintstone. ★	No screenshot – Dept. Chair notifies Dept. Coordinator outside CHRS Recruiting.

Dept. Coordinator Moves Final Candidate Forward & Requests Background Check (if applicable)

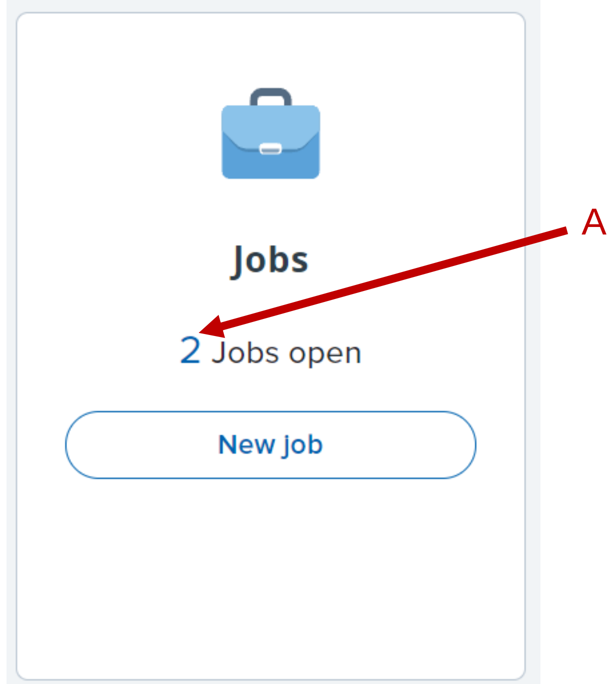
The Department Coordinator is notified by the Department Chair that the Final Candidate has been accepted the verbal offer. It is time for the Department Coordinator to move the Final Candidate forward in the recruitment process. This is done by moving the Final Candidate to the next appropriate application status, which is determined on whether or not a background check is required.

If the position requires a background check, the Department Coordinator should follow Steps 5A to 6E.

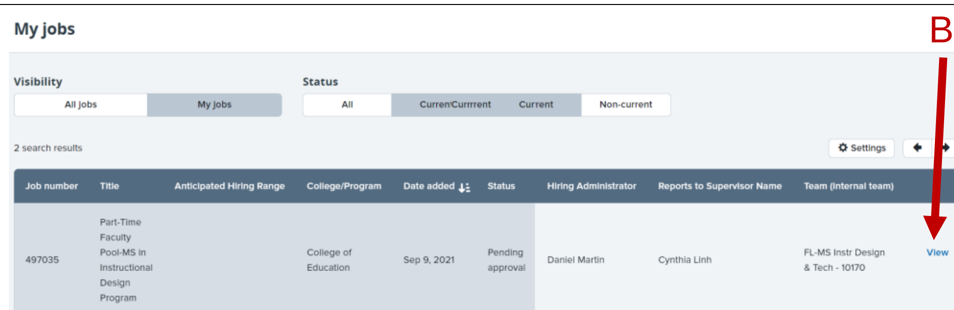
If the position does not require a background check, the Department Coordinator should follow Steps 5A to 5C, then Steps 6F to 6J.

5. **Navigate to the Job Requisition:** the Department Coordinator will locate the Job Requisition that is used for the applicant pool

A. Log in to CHRS Recruiting and locate the Jobs tile on your dashboard. Click the number where it says "Jobs Open"



B. Locate the corresponding Job Requisition number, scroll to the right and click "View" to open the Job Requisition



C. Click "View Applications" to continue on to the next step and review the applicant pool, or scroll down and read through the Job Requisition to learn more about the position's description and posting details.

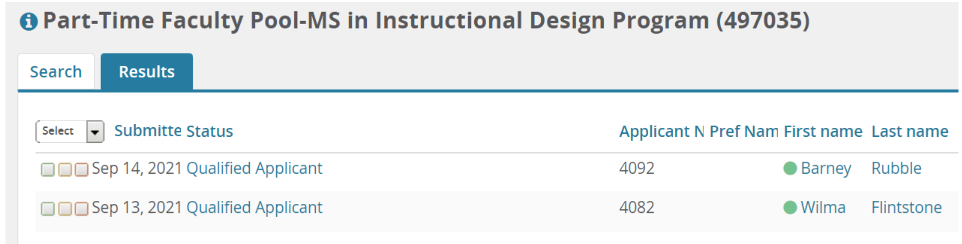
6. The Department Coordinator moves the Final Candidate into the appropriate status, based on whether the Final Candidate requires a background check or not. If you are unsure if a background check is needed, reference the advertisement text section of the Job Requisition. If a background check is needed, it will be specified there.

If a background check is needed, follow Steps 6A to 6E.

If a background check is not required, follow Steps 6F to 6J.

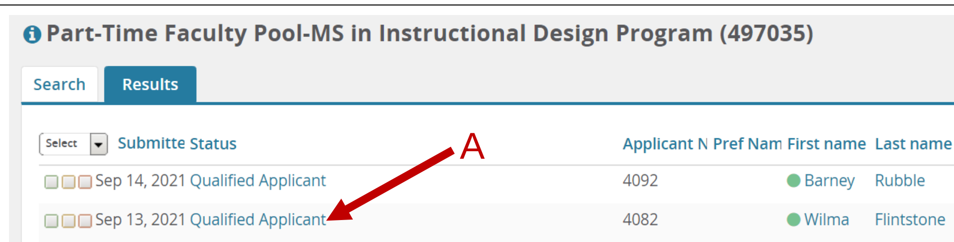
Note: there are two ways to move applicants into new application statuses:

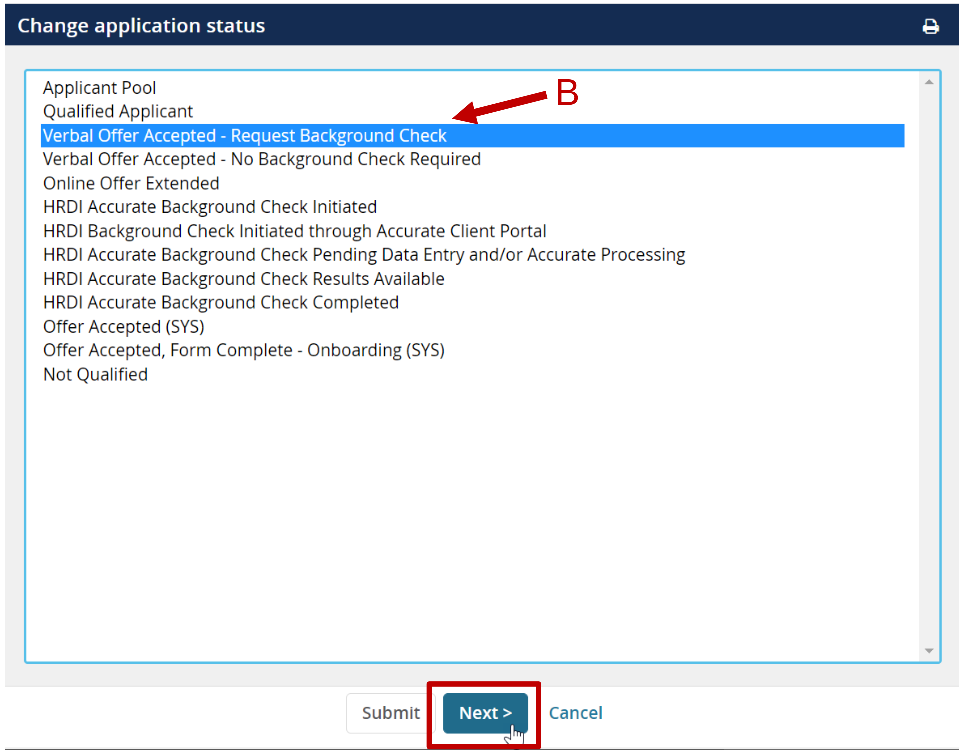
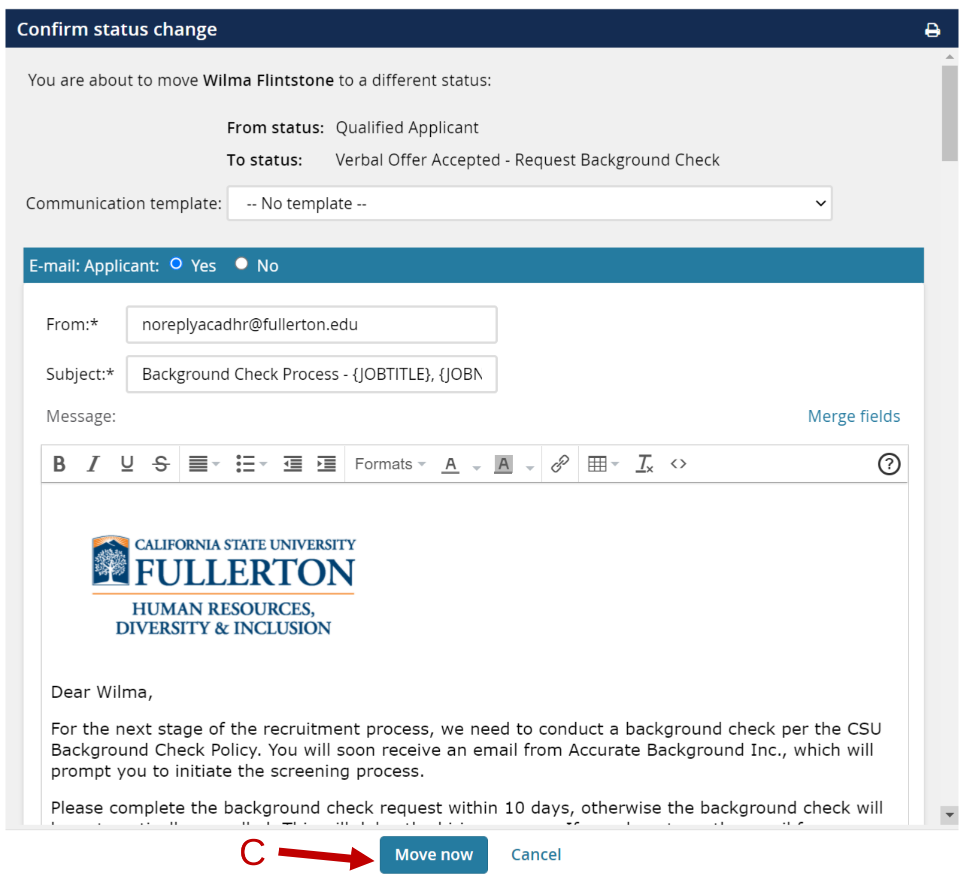
- **To move individual applicants** one at a time, follow Steps 6A through 6C.
- **To move multiple applicants** at once, reference earlier Steps 3E through 3I, but be sure to move the Final Candidate to the appropriate background check status.



If a Background Check is Required:

A. Click the Final Candidate's status on the Manage Applications page

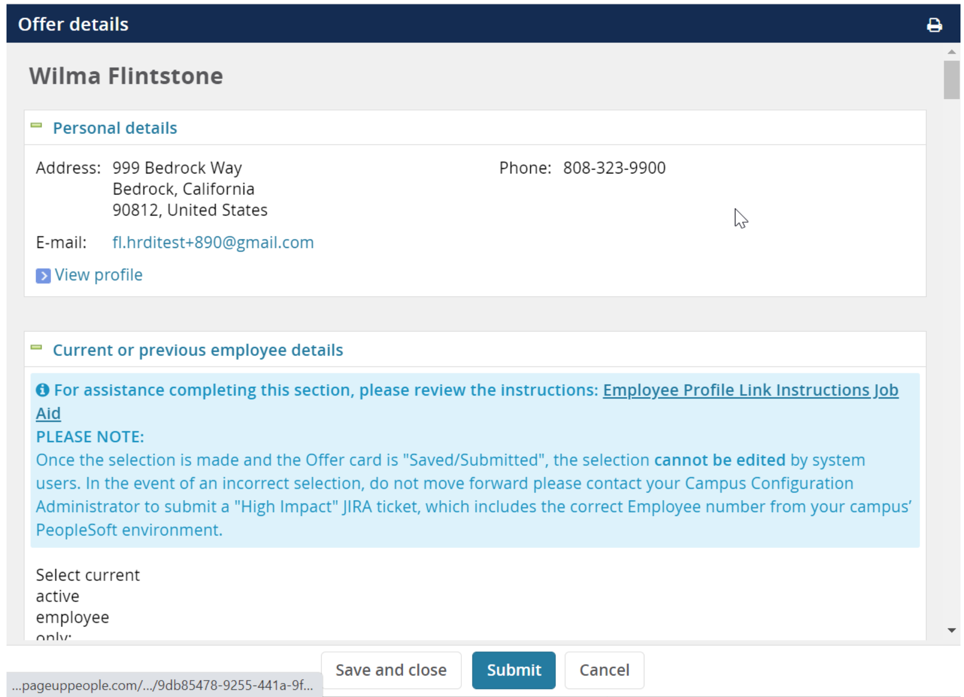


B. Select "Verbal Offer Accepted – Request Background Check" and then click the "Next" button NOTE: Never select "HRIE Accurate Background Check Initiated" or any of the other application statuses with HRIE or (SYS) in the title.	
C. Scroll down and click the "Move Now" button. NOTE: The "Verbal Offer Accepted – Request Background Check" status sends an automatically generated system email to the Final Candidate to notify them of the background check. Another automatically generated system email will be sent to the Dept. Coordinator (listed as Hiring Admin) and AHRS. The email reminds the Dept. Coordinator to complete the Offer Card and notifies AHRS the verbal offer was accepted and to initiate the background check. Both emails are on this Confirm Status Change page.	

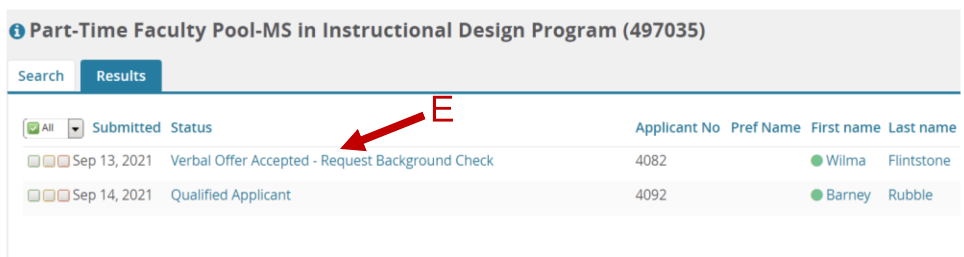
D. Immediately after moving the Final Candidate to "Verbal Offer Accepted – Request Background Check," the Offer Card will open.

Please refer to page 26 and the Offer Card guide to complete the Offer.

Dept. Coordinators can complete the Offer Card right away or click the "Cancel" button to close it. Step 6K to 6L will show how you can access the Offer Card at a later time.

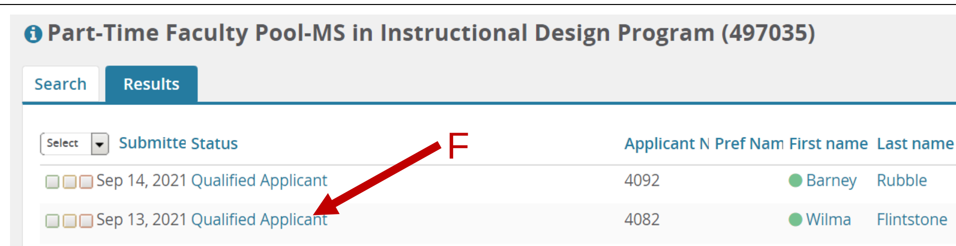


E. The Final Candidate's updated status will be shown on the Manage Applications page.

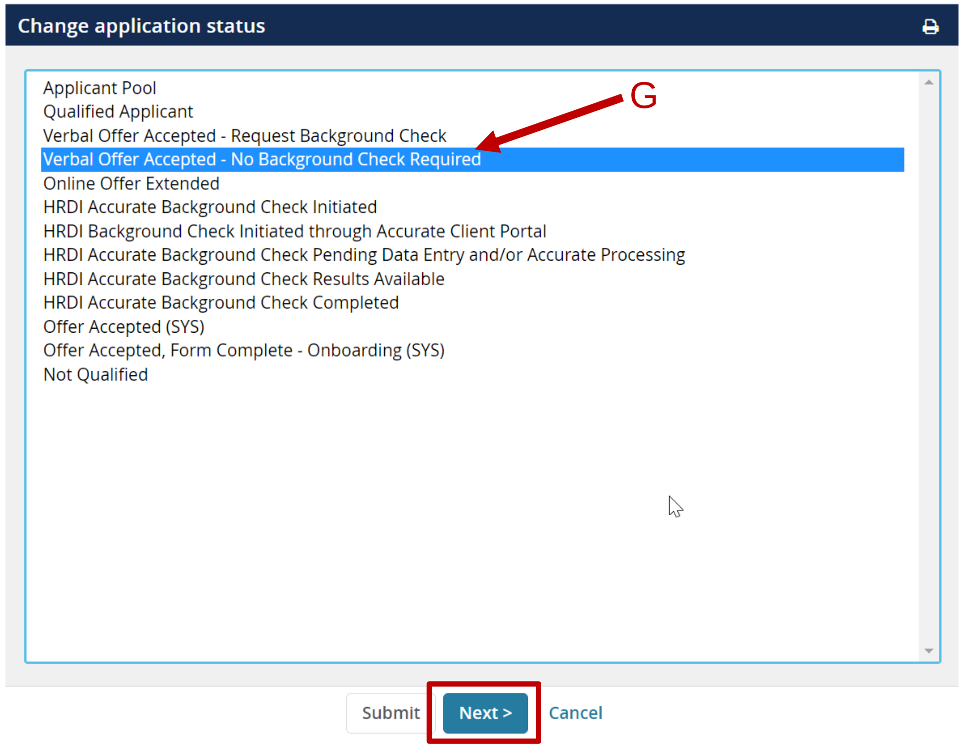


If a Background Check is Not Required:

F. Click the Final Candidate's status on the Manage Applications page.



G. Select "Verbal Offer Accepted – No Background Check Required" and then click the "Next" button



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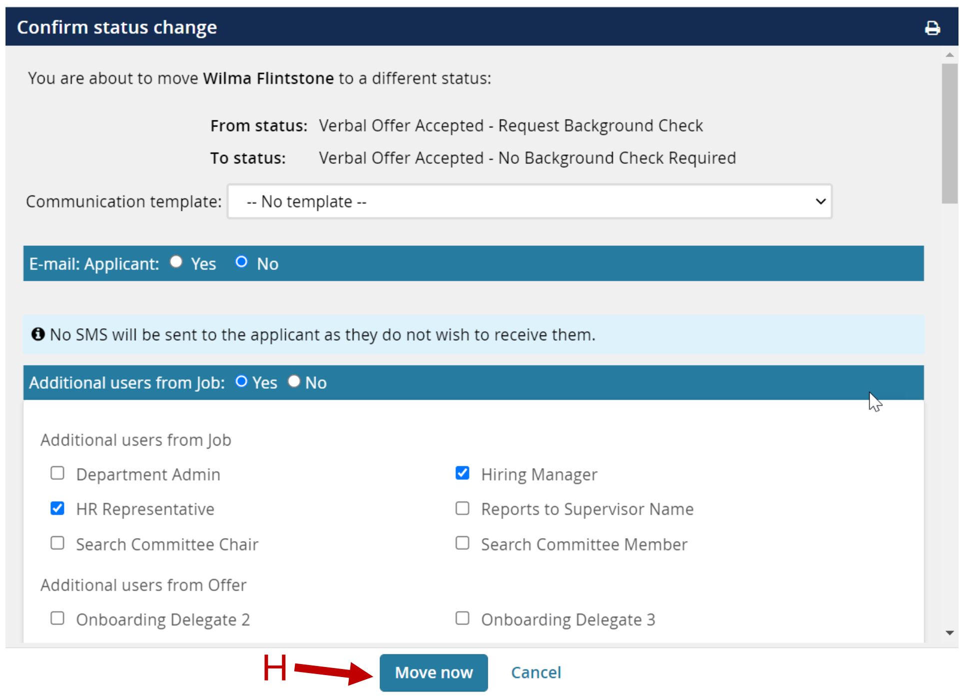
H. Scroll down and click the "Move Now" button.

NOTE: The "Verbal Offer Accepted – No Background Check Required" status sends an automatically generated system email to the Department Coordinator (listed as Hiring Admin) and AHRS. The email reminds the Dept. Coordinator to complete the Offer Card and notifies AHRS the verbal offer was accepted. This email can be found on this Confirm Status Change page.



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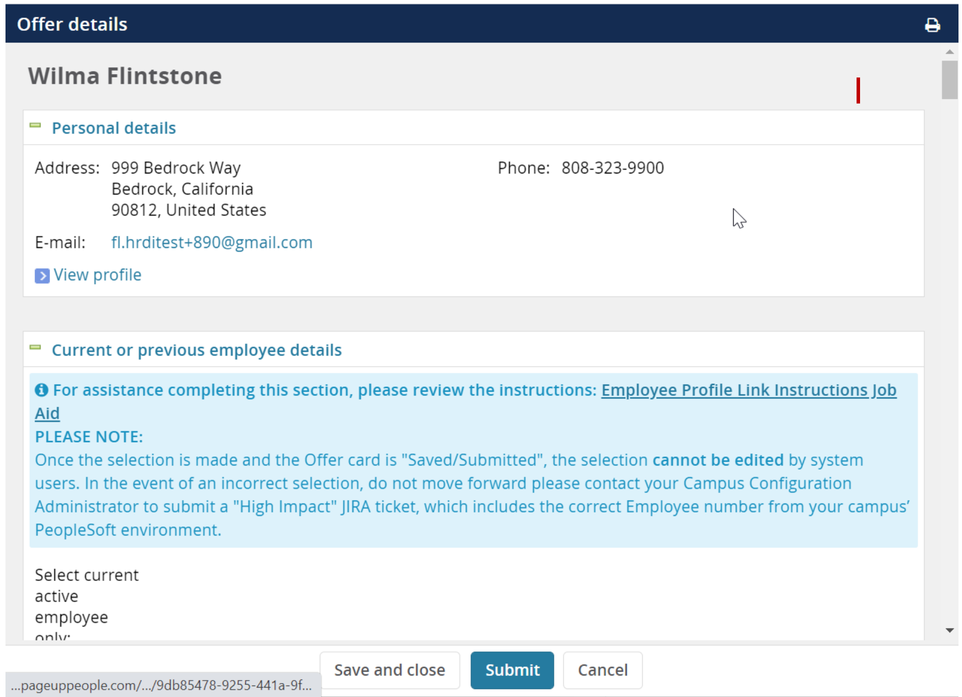
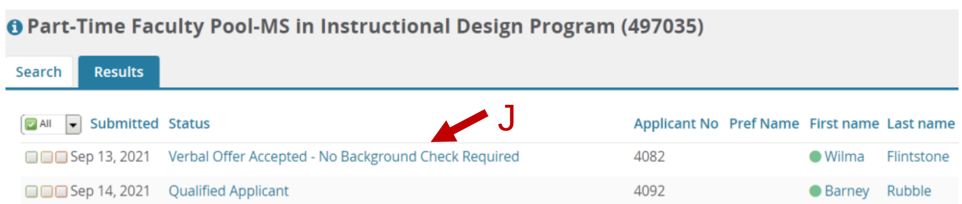
I. Immediately after moving the Final Candidate to "Verbal Offer Accepted – No Background Check Required," the Offer Card will open.

Please refer to page 26 and the Offer Card guide to complete the Offer.

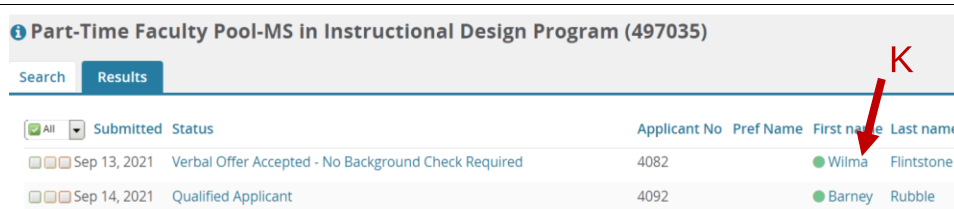
You can complete the Offer Card right away or click the "Cancel" button to close it. Step 6K to 6L will show how you can access the Offer Card at a later time.



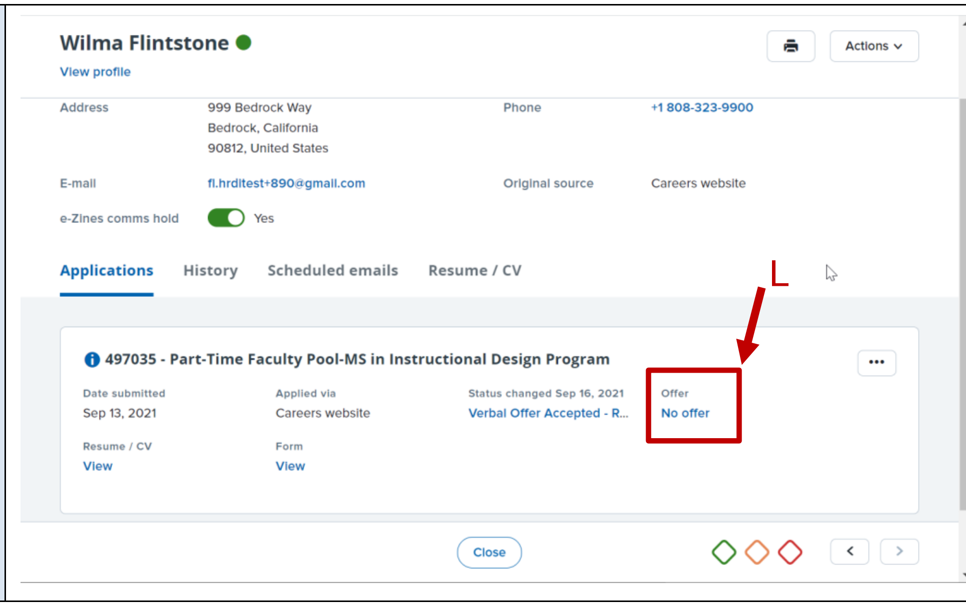
J. The Final Candidate's updated status will be shown on the Manage Applications page



K. To access the Offer Card at a later time, click the Final Candidate's name on the Manage Applications page to open their Applicant Profile.



L. Click "No Offer," under the Offer heading. This will open the Offer Card. If you have only partially completed the Offer Card it may say "Incomplete." In either case, click to open the Offer Card.



Department Coordinator Completes Offer Card to Initiate Offer

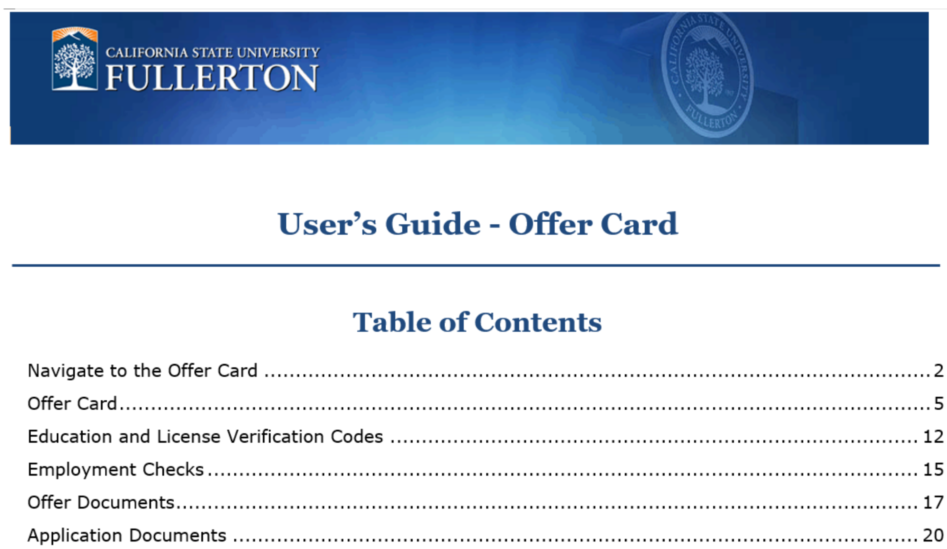
When the Department Coordinator moves the Final Candidate to Verbal Offer Accepted status, the Offer Card is automatically opened. The Offer Card plays a large part in processing the Final Candidate as a new hire.

It is extremely important to fill out the Offer Card correctly. If there are mistakes on the Offer Card, the Final Candidate will have problems being processed for hire and could encounter potential delays when onboarding. Please double-check your work on the Offer Card using the Offer Card Guide for Faculty and Academic Student Employees (Unit 3 and Unit 11), which is available on the CHRS Recruiting website.

7. Dept. Coordinator Completes the Offer Card

When the Department Coordinator moves the Final Candidate into either "Verbal Offer Accepted – Request Background Check" or "Verbal Offer Accepted - No Background Check Required" statuses, the Offer Card is automatically opened. Dept. Coordinators must follow the Offer Card Guide to complete the Offer.

Use the Offer Card Guide for Faculty and Academic Student Employees to complete the offer and submit it to Academic HR Services (AHRS) for review and approval.



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User's Guide - Offer Card

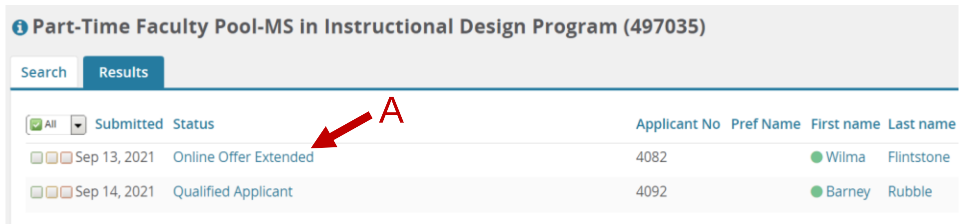
Table of Contents

Click here to download the Offer Card Guide.

After the Offer is Initiated

After the Offer Card is reviewed and approved, Academic HR Services (AHRS) will initiate the Offer to the Final Candidate using CHRS Recruiting. The Final Candidate will accept the Offer and may be required to complete a Base New Employee Data Form. Lastly, after the offer is accepted, the Dept. Chair will generate an appointment using the Temp Fac Mod and provide it to the Final Candidate.

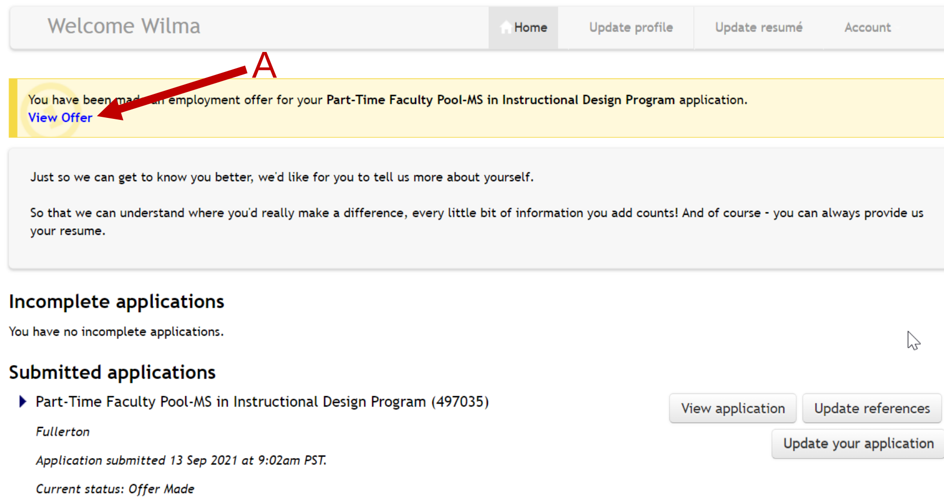
Dept. Chairs should advance to Steps 10C. Steps 8A to 10B and 10D and are for reference only, no action needs to be taken on the part of the Dept. Coordinator for those steps.

8. Academic HR Services Sends Offer to Final Candidate A. AHRS sends the Offer to the Final Candidate by moving them into the "Online Offer Extended" application status. NOTE: This status triggers an automatically generated system email that is sent to the Final Candidate, notifying them to log in to the CHRS Recruiting Applicant Portal to accept their Offer. This is the link to log in to the Applicant Portal.	

9. The Final Candidate logs in to the CHRS Recruiting Applicant Portal to review and accept the Offer

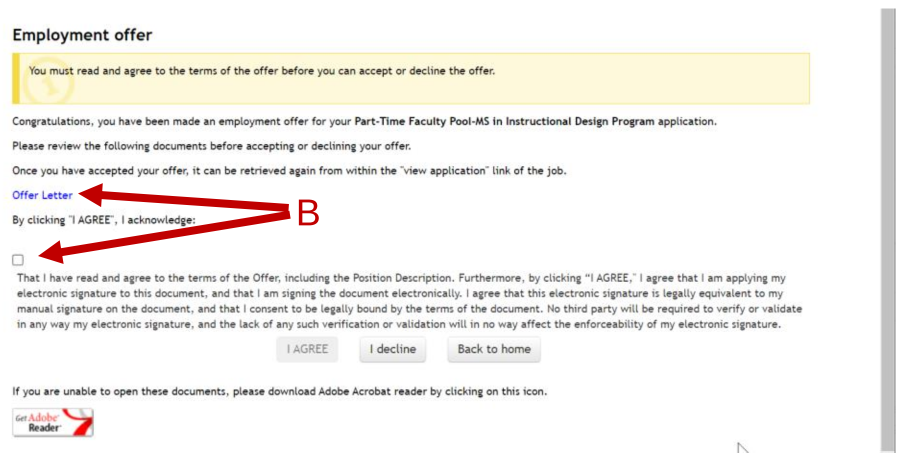
A. The Final Candidate clicks "View Offer" to open the Offer.

NOTE: Some candidates may have the option to access the Onboarding Portal at this point. They should accept the Offer and complete the Base New Employee Data Form (if applicable) prior to accessing the Onboarding Portal. (See Onboarding on page 33 for details.)

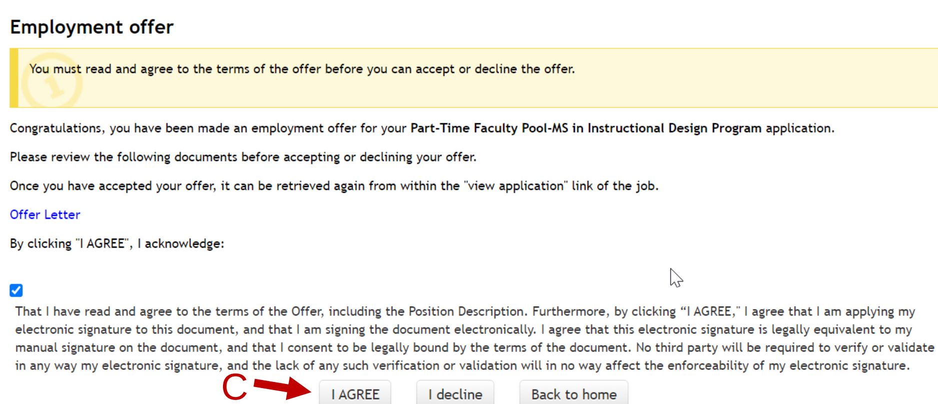


B. The Final Candidate clicks the Offer Letter to download and review it, then clicks the checkbox.

NOTE: The Final Candidate can only click the "I Agree" button and accept the Offer after downloading and opening the Offer Letter (and any other offer documents).



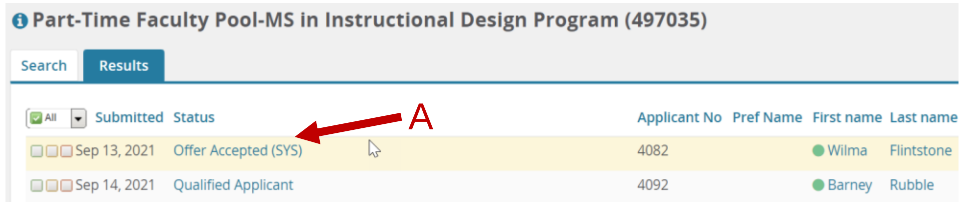
C. After reviewing the Offer Letter and clicking the checkbox, the Final Candidate clicks "I Agree" to accept the offer.



10. After accepting the Offer, items 10A to 10C happen simultaneously:

A. The Final Candidate is automatically moved to "Offer Accepted (SYS)" application status.

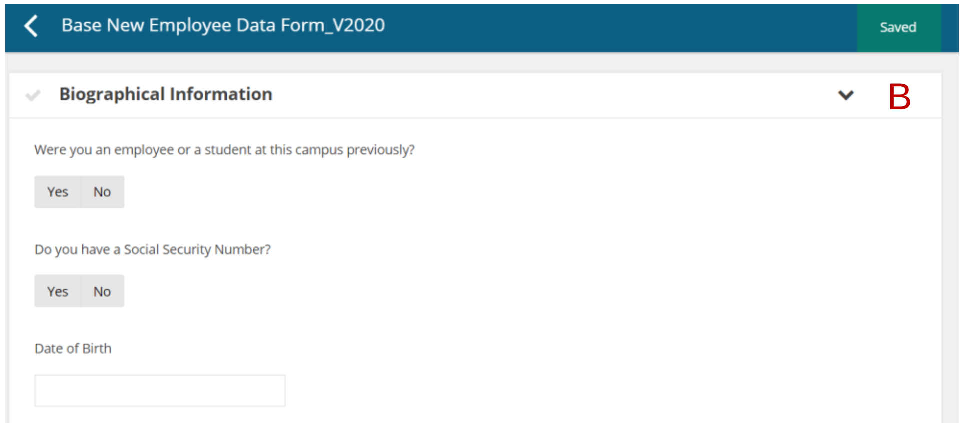
NOTE: This status will automatically generate an email to the Final Candidate that reminds them to log in to CHRS Recruiting to check if they need to complete a Base New Employee Data Form.



B. Immediately after accepting the offer, the Base New Employee Data Form will open for Final Candidates who need to complete it. (If the Final Candidate did need to sign a Base New Employee Data Form, it would have been specified on the Offer Card.) Final Candidates sometimes exit before this form opens (which is why an email reminder is sent in the previous step 10A).

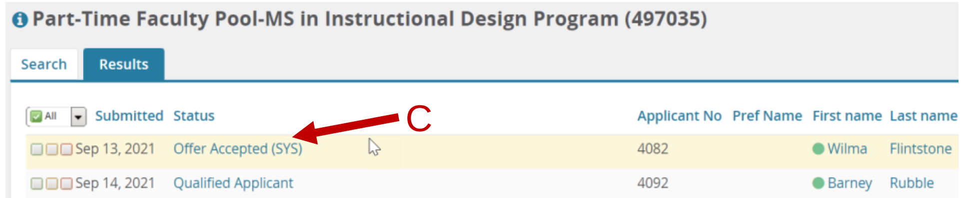
The Final Candidate should complete the Base New Employee Data Form prior to accessing the Onboarding Portal (see Onboarding on page 33 for details).

NOTE: The Base New Employee Data Form is a systemwide form used to collect vital information to process the Final Candidate for hire. This Form must be signed by certain employees (new hires to the CSU, hires returning after a break in service, etc.). Reference the Offer Card Guide for more details.



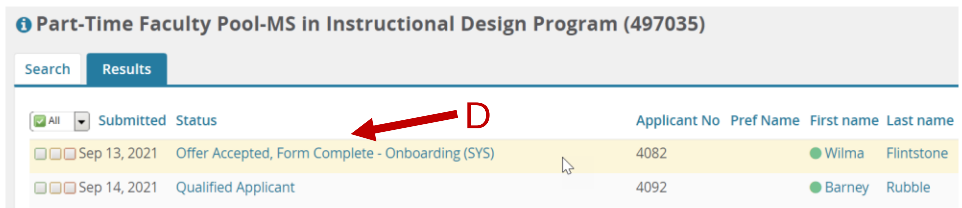
C. The Dept. Coordinator and AHRS received an automatically generated email from CHRS Recruiting indicating the offer was accepted. The Dept. Coordinator should now log in to the Temp Fac Mod to generate the official, formal offer.

NOTE: The Temp Fac Mod is available outside of CHRS Recruiting



D. If the Final Candidate needs to complete the Base New Employee Data Form, the system automatically updates their status to "Offer Accepted, Form Complete – Onboarding (SYS)" when they finish the form.

NOTE: This status will send an automatically generated system email to the Onboarding Delegates notifying them to check CHRS Recruiting to monitor the Final Candidate's progress in the Onboarding Portal (see page 33).



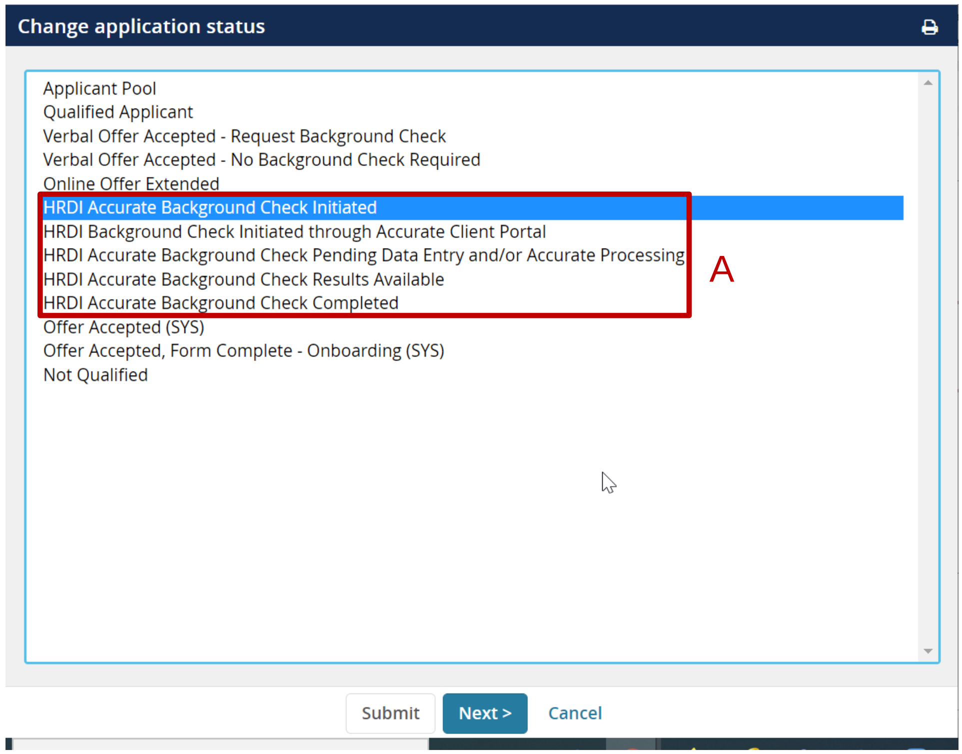
During the Background Check and After it is Completed (if applicable)

During the background check, application statuses are updated by Academic HR Services or automatically by CHRS Recruiting's integration with Accurate (the CSU's background check provider). Reference the Background Check Guide for Faculty and Academic Student Employees (Unit 3 and Unit 11) on the CHRS Recruiting website for exact details on what each background check application status means and the overall background check process.

Steps 11 to 12 are for reference only; no action needs to be taken on the part of the Dept. Coordinator for these steps.

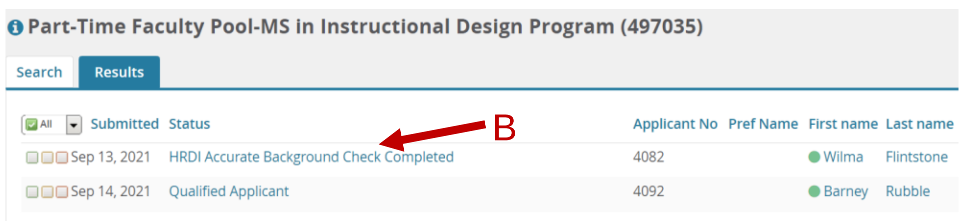
11. During the background check, application statuses are updated by Academic HR Services or automatically by the system's Accurate Integration

A. Dept. Coordinators should never move Final Candidates to the statuses labeled for HRIE or Accurate Background or (SYS).



12. When the background check is complete, the Dept. Coordinator will be notified by AHRS

A. When the background check is finished, Academic HR Services will update the Final Candidate's application status to "HRIE Accurate Background Check Completed," which sends an automatically generated system email to the Dept. Coordinator to notify them the background check is complete and also remind them to generate the appointment notification using the Temp Fac Mod (if that has not been done yet).



Onboarding

CHRS Recruiting's Onboarding Portal is where the Final Candidate will complete required employment documents, tasks, and review information for new employees. The user listed as the Reports to Supervisor on the Offer Card will be able to access the Final Candidate's tasks in the Onboarding Portal, along with users listed as Onboarding Delegates 1, 2, and 3. It is recommended the Dept. Coordinator be listed as an Onboarding Delegate 2 or 3 on the Offer Card. A user listed in those fields will get an email reminder to check CHRS Recruiting to see if they needed to complete any new hire tasks for the Final Candidate.

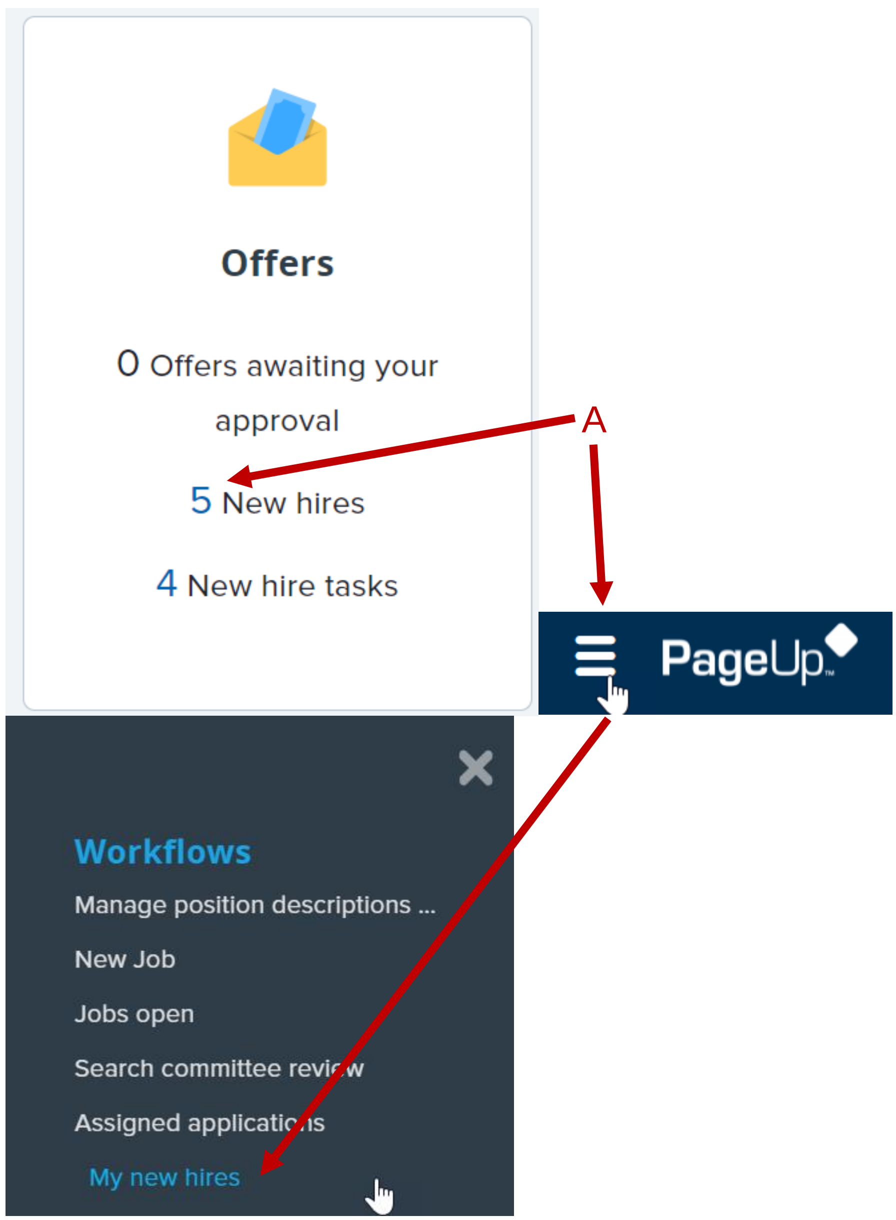
Important reminder:

- The Part-Time Faculty & Academic Student Employee (ISA, TA, GA) recruitment process is unique, as it allows access to the Onboarding Portal at multiple statuses for Final Candidates who go through a background check. Final Candidates should wait to complete tasks in the Onboarding Portal until after the CHRS Recruiting Offer is accepted and the Base New Employee Data Form is completed (if applicable).

13. After the Final Candidate accepts the offer and/or finishes the Base New Employee Form (if applicable), they should complete onboarding forms and tasks in the Onboarding Portal. Onboarding Delegates will monitor the Final Candidate's progress and complete their own tasks using CHRS Recruiting.

A. Onboarding Delegates will be able to access New Hires from the dashboard or side menu. New Hires is where the Final Candidate's Onboarding Portal progress can be monitored.

Please refer to the Onboarding Portal guide on the CHRS Recruiting website for complete instructions.



Once the Final Candidate completes the required employment documents, other onboarding forms and tasks in the Onboarding Portal, and is processed for hire by HRDI's Payroll team, they are officially a new Titan employee. Congratulations on completing the recruitment process!

Related documents – available on the CHRS Recruiting website

Helpful Tips and Getting Started Guide

Offer Card Guide for Faculty and Academic Student Employees

Background Check Guide for Faculty & ASE (Recruiting Positions in Unit 3 & Unit 11)

Onboarding Guide