



# Student Employment Applicant Review

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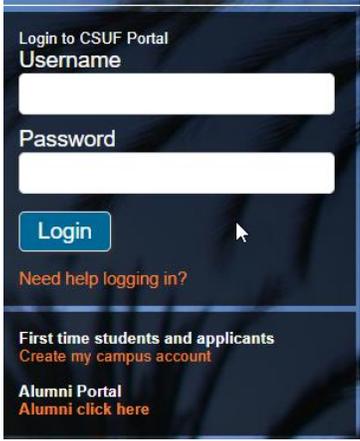
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## Access to CHRS Recruiting

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

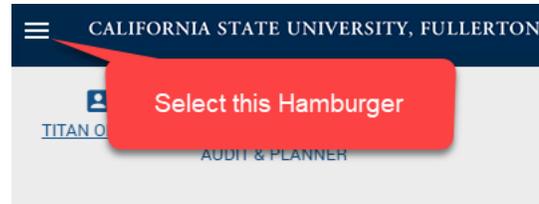
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

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.

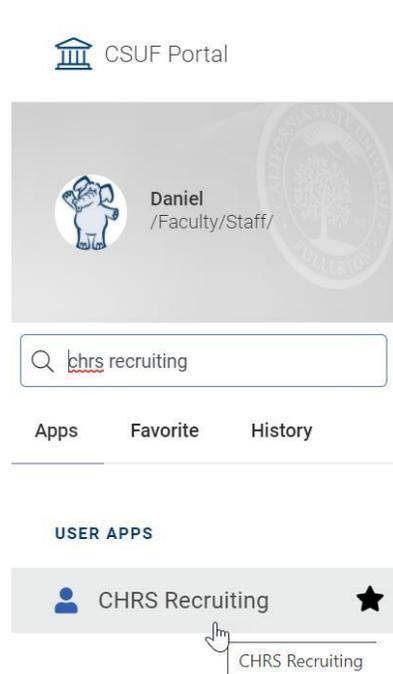
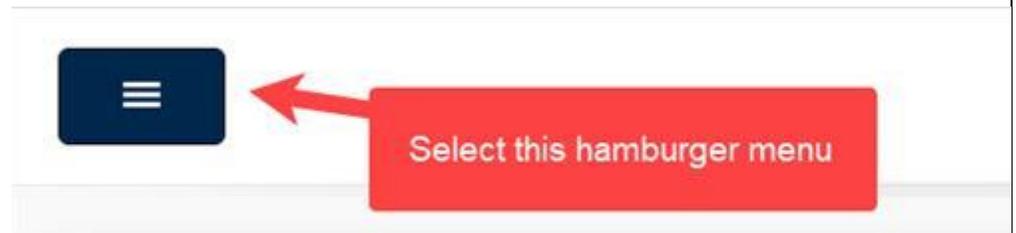
<p><b>1. Open a web browser (Google Chrome is recommended)</b></p> <p><b><u>IMPORTANT: POP-UP</u> Blocker needs to be turned-off</b></p>	
<p><b>2. Log into the Portal and enter your username and password</b></p>	

### 3. Search for the CHRS Recruiting App

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



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



# Applicant Review

The applicant review is where a Hiring Manager or Department Representative will review the applicant's resume and application information.

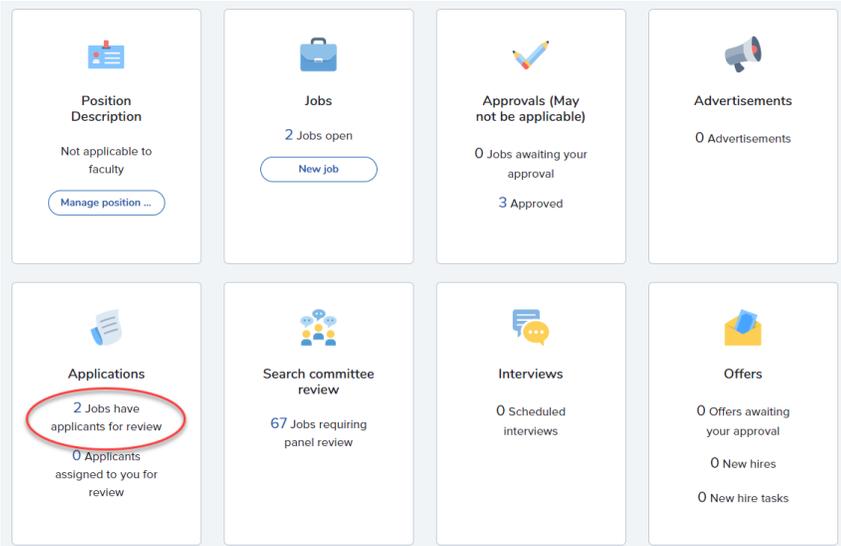
**1. My Dashboard**

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

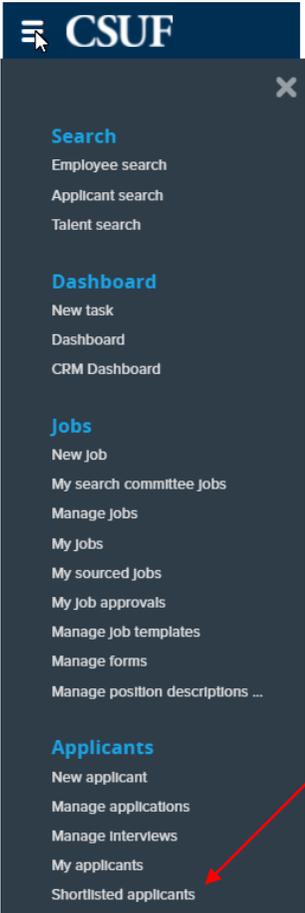
A



The dashboard consists of eight tiles arranged in a 2x4 grid:

- Position Description:** Not applicable to faculty. Includes a "Manage position ..." button.
- Jobs:** 2 Jobs open. Includes a "New job" button.
- Approvals (May not be applicable):** 0 Jobs awaiting your approval, 3 Approved.
- Advertisements:** 0 Advertisements.
- Applications:** 2 Jobs have applicants for review (circled in red), 0 Applicants assigned to you for review.
- Search committee review:** 67 Jobs requiring panel review.
- Interviews:** 0 Scheduled interviews.
- Offers:** 0 Offers awaiting your approval, 0 New hires, 0 New hire tasks.

B



The main menu is a dark blue sidebar with the CSUF logo at the top. It contains the following sections:

- Search:** Employee search, Applicant search, Talent search.
- Dashboard:** New task, Dashboard, CRM Dashboard.
- Jobs:** New Job, My search committee jobs, Manage Jobs, My Jobs, My sourced jobs, My job approvals, Manage Job templates, Manage forms, Manage position descriptions ...
- Applicants:** New applicant, Manage applications, Manage Interviews, My applicants, Shortlisted applicants (indicated by a red arrow).

## 2. View Listing of Applicants

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

Date added	Status	Owner	
Jan 29, 2020	Offer	Christopher Reyes	<a href="#">View shortlisted applicants (5)</a>
Jan 29, 2020	Offer	Christopher Reyes	<a href="#">View shortlisted applicants (5)</a>

## 3. View Profile/Resume

To view a candidate's resume or application information, click on the applicant name or "View" link.

### View shortlisted applicants

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed	
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Applicant Pool	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status history</a>
<input checked="" type="checkbox"/>	Tuffy Two		Feb 12, 2020	Applicant Pool	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status history</a>
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status history</a>
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status history</a>
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Applicant Pool	Select an outcome	✗	<a href="#">View</a>   <a href="#">Status history</a>

## 4. View Resume

The candidate's profile is pictured here. To view their resume, select the "Resume/CV" button and then select "Download (Filename)"

### Tuffy Two

[View profile](#)

Address: California United States | Phone: -

E-mail: [Tuffy2222@you.com](mailto:Tuffy2222@you.com) | Original source: Careers website

e-Zines comms hold:  Yes

Applications: [History](#) | [Resume / CV](#)

A preview could not be loaded for this document. The document is still available for download.

[Download Tuffy Titanone Resume.docx](#)

# Dispositioning Candidates

## 1. Applicant Pool

The department will have access to applications when they are submitted.

When applicants apply, they are put into application statuses. The first application status is "Applicant Pool."

Users will be able to move candidates through the remaining steps of the recruitment process by using the dropdown to select the candidate's next application status. Moving applicants to different statuses is called "dispositioning candidates."

To finalize the disposition to a new application status, users will click submit.

**View shortlisted applicants**

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Interview	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Applicant Pool	Select an outcome	✓ View   Status history
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Applicant Pool	Department Review	✗ View   Status history
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Interview	✓ View   Status history
<input type="checkbox"/>					Recommendation for Appointment Notification	✗ View   Status history
<input type="checkbox"/>					Applicant Withdraw	✗ View   Status history
<input type="checkbox"/>					Select an outcome	✗ View   Status history

**View shortlisted applicants**

You have pending changes. Click Submit to save changes.

**Submit**

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Applicant Pool	Department Review	✓ View   Status history
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history

## 2. Applicant Withdraw (if applicable)

Candidates who withdraw from the position can be dispositioned to the "Applicant Withdrawn" application status.

Please indicate the reason by using the "Select a reason" dropdown

**View shortlisted applicants**

You have pending changes. Click Submit to save changes.

**Submit**

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Applicant Pool	Applicant Withdraw	✗
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Applicant Pool	Select a reason	✗
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Applicant Pool	Select an outcome	✓
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Applicant Pool	Select an outcome	✓

### 3. Department Review (if applicable)

This application status can be utilized to signify applicants who have been reviewed and identified as a potential candidate for the position.

#### View shortlisted applicants

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Applicant Pool	Select an outcome	✗ View   Status history
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Department Review	Select an outcome	✓ View   Status history

### 4. Interview (if applicable)

Select the "Interview" status for candidates who will be interviewed

**Note:** If you are choosing to NOT move the candidate forward, keep them in the "Applicant Pool" status until the position is filled. When filled, notify HRIE, and they will move all remaining candidates into the "Not Selected" disposition and close out the job.

#### View shortlisted applicants

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Interview	Select an outcome	✓

**5. Background Check Requested (if applicable)**

A. For the Final Candidate(s) only, please select Background Check Requested (if applicable). HRIE will initiate the background check and the department will be notified through an automatically-generated system email.

B. Keep "Yes" for Additional users from Job in the communication (highlighted).

**A.**

**View shortlisted applicants**

Communications Office Student Assistant

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed		
<input type="checkbox"/>	Tuffy One		May 5, 2020	Applicant Pool	Select an outcome	✗	View	Status history
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	May 5, 2020	Applicant Pool	Select an outcome	✗	View	Status history
<input type="checkbox"/>	Tuffy Four		May 5, 2020	Applicant Pool	Select an outcome	✗	View	Status history
<input type="checkbox"/>	Tuffy Three		May 5, 2020	Background Check Requested	Background Check	✗	View	Status history
<input type="checkbox"/>	Tuffy Two		May 5, 2020	Interview	Select an outcome	✗	View	Status history

**B.**

From status: Applicant Pool  
To status: Background Check Requested

Communication template: -- No template --

E-mail: Applicant:  Yes  No

**No SMS will be sent to the applicant as they do not wish to receive them.**

**Additional users from Job:  Yes  No**

Additional users from Job

Administrative Support  Hiring Administrator  
 HR/Faculty Affairs Representative  Reports to Supervisor Name  
 Search Committee Chair  Search Committee Member

Additional users from Offer

Onboarding Delegate 2  Onboarding Delegate 3  
 Reports To

Other additional users

E-mail from:\*

E-mail subject:\*

## 6. Recommendation for Appointment

### A. For positions that do not require a background check:

Disposition the candidate to Recommendation for Appointment Notification

**Next:** Move to Offer Card section below after the status has been changed.

### B. For positions that do require a background check:

HRIE will be dispositioning candidates into the Recommendation for Appointment Notification once they have cleared the background check. Department users will be notified by email when this occurs.

### View shortlisted applicants

Communications Office Student Assistant (HRBP Test)

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		Feb 12, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Three		Feb 12, 2020	Interview	Select an outcome	✓
<input type="checkbox"/>	Tuffy Two		Feb 12, 2020	Recommendation for Appoin	Recommendation for Appoir	✓

### View shortlisted applicants

Communications Office Student Assistant

Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed
<input type="checkbox"/>	Tuffy One		May 5, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Kevin Costner	(555) 555-5555	May 5, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Four		May 5, 2020	Applicant Pool	Select an outcome	✗
<input type="checkbox"/>	Tuffy Two		May 5, 2020	Interview	Select an outcome	✓
<input type="checkbox"/>	Tuffy Three		May 5, 2020	Recommendation for Appointi	Background Check	✓

## Offer Card

Once the selected candidate is in the Recommendation for Appointment disposition, department users can complete the Offer recommendation Card and submit it for approval.

**1. Offer Card**

To access the Offer Card, navigate to the candidate's profile by clicking on their name and select "No Offer" under the Offer section.

Please ensure you are choosing the offer under the correct job number if they have applied to several.

**Tuffy Three** ●  
View profile

Address: California, United States | Phone: -  
E-mail: Tuffy333@me.com | Original source: Careers website  
e-Zines comms hold:  Yes

Applications | History | Resume / CV

**495099 - Communications Office Student Assistant**

Date submitted May 5, 2020	Applied via Careers website	Status changed May 6, 2020 Online Appointment Notification...	Offer <b>No offer</b>
Resume / CV View	Form View		

**2. Current or previous employee details**

**IMPORTANT:** Please complete Employee field in this section only if the student you are hiring is an **active current employee**. Leave blank if unaware of student's employment status.

Current or previous employee details

For assistance completing this section, please review the instructions: [Employee Profile Link Instructions Job Aid](#)

**PLEASE NOTE:**  
Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Select current active employee only:  
Employee:     
No user selected.

**3. Offer Position Details**

A. Ensure that the Job Code matches the job code in which this individual student will be hired

B. Review/enter Start date

C. Enter the appropriate End date (Refer to Payroll's instructions for term or AY dates)

**POSITION DETAILS**

Job Code/Employee Class:     
Job Code: 1874

Auxiliary Hire:\*  Yes  No  
Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.

Hiring Type:

Start date:\*   **B**

End date if applicable:   **C**

#### 4. Offer Salary and Compensation

- A. Enter Base Pay Rate
- B. Select Unit Basis as "Hourly"

#### SALARY and COMPENSATION

Base Pay Rate:\* **A**

Unit basis:\* **B**

#### 5. Education and License Verification

- A. Select "Some College"
- B. Select "High School Graduate"

#### EDUCATION and LICENSE VERIFICATION

Please note that you must use the appropriate reference workbook to enter the correct Major, Institute and/or License/Certification code(s) in this section for the data to correctly integrate to PeopleSoft. Each workbook has multiple worksheets. Copy the code from the corresponding workbook and worksheet.

PeopleSoft 9.0 Campuses, use the following:

- [PS 9.0 Major, Institute and License/Certification codes](#)
- If the appropriate code does not exist in the drop down list or the reference sheets - please follow the Analysis and Recommendations listed in the [Major, License, School Codes Position Paper](#).

CHRS (PeopleSoft 9.2) Campuses, use the following:

- [CHRS PS 9.2 Major, Institute and License/Certification codes](#)

Highest Level of Education: **A**

Degree Type: **B**

## 6. Onboarding

### A. Select the Offer Type

- Hire – Newly Hired
- Rehire – Returning to the campus and/or department

### B. Select the Pay Group

- STU – Job codes 1870, 1871, 1872
- POS – Job codes 1868, 1874, 1875, 1876

### C. Select "FL" as the Offer Approval Type

### D. The "Reports To" field will pre-populate from the Job Requisition. This user will have access to the onboarding tasks discussed in the letter "E"

### E. Onboarding Delegate 2 and 3

Enter the names of users that will support the onboarding of the new hire. These users will be able to review the new hire tasks assigned to both the new hire, and the tasks assigned the supervisor.

Please note that only Onboarding delegates 2 and 3 will receive an email notification of tasks.

**ONBOARDING**

OfferType:*	<b>A</b>	<input type="text" value="Select"/>	▼
Pay Group:*	<b>B</b>	<input type="text" value="Select"/>	▼
Offer Approval Type:*	<b>C</b>	<input type="text" value="Select"/>	▼
Onboarding Form:		<input type="text" value="Select"/>	▼
Onboarding Portal:		<input type="text" value="None"/>	▼
Onboarding workflow:		<input type="text" value="None"/>	▼
Reports To:*	<b>D</b>	<input type="text" value="Phenicia McCullough"/>	
		<a href="mailto:pmccullough@fullerton.edu">Email address: pmccullough@fullerton.edu</a>	▼
Onboarding Delegate 1:		<input type="text" value=""/>	
		No user selected	
Onboarding Delegate 2:	<b>E</b>	<input type="text" value=""/>	
		<a href="mailto:cmuriel@fullerton.edu">Email address: cmuriel@fullerton.edu</a>	▼
Onboarding Delegate 3:	<b>E</b>	<input type="text" value="Christopher Reyes"/>	
		<a href="mailto:chrreyes@fullerton.edu">Email address: chrreyes@fullerton.edu</a>	▼

## 7. Offer Approval Process

- A. Select the appropriate "FL – Student Assistant..." approval process (See Appendix)

**Note:** Saving the offer as a draft will not save the approval process.

- B. Select the Approvers with the magnify glass. **Financial Aid will need to be included if you are hiring a Federal Work-Study student.**

- C. Do **NOT** change the HRIE Student Employment approver

- D. Once the offer card is complete, users have the option to Save and close or Submit.

The approval process will begin once the Offer Card is submitted. Users can track the approval process progress in this area.

### Approval process - Campus

Originator:\*   

**Email address:**  
[chrs.hiring.manager@gmail.com](mailto:chrs.hiring.manager@gmail.com)

Approval process - Campus: **A**

1. Dept. Supervisor:    
**B**   
**B**   
**C**     
**Email address:** [chrreyes@exchange.fullerton.edu](mailto:chrreyes@exchange.fullerton.edu)

**D**

# Tracking the Candidate

Users can track the statuses of the selected applicant by viewing the applicant list in the requisiton.

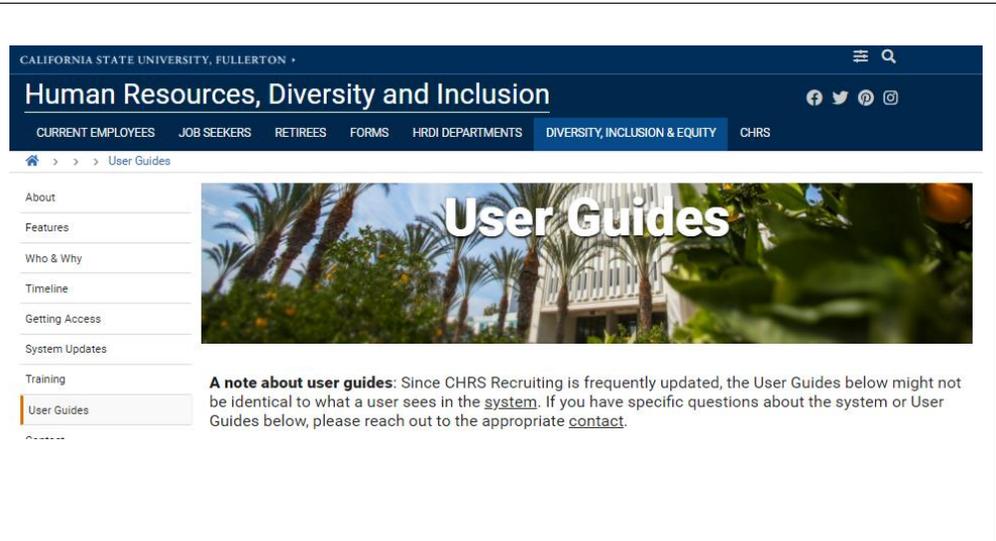
<p><b>1. Online Appointment Notification Extended</b></p> <p>This application status will show after the Offer has been extended to the candidate by HRIE. The candidate can review and accept the Offer by logging in to the CHRS Recruiting account they used to apply for the job.</p>	<p><b>View shortlisted applicants</b></p> <p>Communications Office Student Assistant</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant name</th> <th>Phone</th> <th>Date submitted</th> <th>Current application status</th> <th>Overall Rating</th> <th>Reviewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Tuffy One</td> <td></td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Kevin Costner</td> <td>(555) 555-5555</td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Four</td> <td></td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Two</td> <td></td> <td>May 5, 2020</td> <td>Interview</td> <td>Select an outcome</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Three</td> <td></td> <td>May 5, 2020</td> <td>Online Appointment Notification Extended</td> <td>Background Check</td> <td>✓</td> </tr> </tbody> </table>	Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed	<input type="checkbox"/>	Tuffy One		May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Kevin Costner	(555) 555-5555	May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Four		May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Two		May 5, 2020	Interview	Select an outcome	✓	<input type="checkbox"/>	Tuffy Three		May 5, 2020	Online Appointment Notification Extended	Background Check	✓
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<input type="checkbox"/>	Tuffy Three		May 5, 2020	Online Appointment Notification Extended	Background Check	✓																																					
<p><b>2. Appointment Notification Accepted (SYS)</b></p> <p>The candidate has accepted the position.</p>	<p><b>View shortlisted applicants</b></p> <p>Communications Office Student Assistant</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant name</th> <th>Phone</th> <th>Date submitted</th> <th>Current application status</th> <th>Overall Rating</th> <th>Reviewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Tuffy One</td> <td></td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Kevin Costner</td> <td>(555) 555-5555</td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Four</td> <td></td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Three</td> <td></td> <td>May 5, 2020</td> <td>Appointment Notification Accepted (SYS)</td> <td>Background Check</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Two</td> <td></td> <td>May 5, 2020</td> <td>Interview</td> <td>Select an outcome</td> <td>✓</td> </tr> </tbody> </table>	Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed	<input type="checkbox"/>	Tuffy One		May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Kevin Costner	(555) 555-5555	May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Four		May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Three		May 5, 2020	Appointment Notification Accepted (SYS)	Background Check	✓	<input type="checkbox"/>	Tuffy Two		May 5, 2020	Interview	Select an outcome	✓
Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed																																					
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<input type="checkbox"/>	Tuffy Three		May 5, 2020	Appointment Notification Accepted (SYS)	Background Check	✓																																					
<input type="checkbox"/>	Tuffy Two		May 5, 2020	Interview	Select an outcome	✓																																					
<p><b>3. Appointment Notification Finalized – Position Filled</b></p> <p>HRDI has closed this requisition and has sent communications to all remaining candidates.</p>	<p><b>View shortlisted applicants</b></p> <p>Communications Office Student Assistant</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant name</th> <th>Phone</th> <th>Date submitted</th> <th>Current application status</th> <th>Overall Rating</th> <th>Reviewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Tuffy One</td> <td></td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Kevin Costner</td> <td>(555) 555-5555</td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Four</td> <td></td> <td>May 5, 2020</td> <td>Applicant Pool</td> <td>Select an outcome</td> <td>✗</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Three</td> <td></td> <td>May 5, 2020</td> <td>Appointment Notification Finalized - Position Filled</td> <td>Background Check</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tuffy Two</td> <td></td> <td>May 5, 2020</td> <td>Interview</td> <td>Select an outcome</td> <td>✓</td> </tr> </tbody> </table>	Select	Applicant name	Phone	Date submitted	Current application status	Overall Rating	Reviewed	<input type="checkbox"/>	Tuffy One		May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Kevin Costner	(555) 555-5555	May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Four		May 5, 2020	Applicant Pool	Select an outcome	✗	<input type="checkbox"/>	Tuffy Three		May 5, 2020	Appointment Notification Finalized - Position Filled	Background Check	✓	<input type="checkbox"/>	Tuffy Two		May 5, 2020	Interview	Select an outcome	✓
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# Next Step

**Onboarding Portal**

Refer to the Onboarding Portal. Guide can be found on the [HRIE Website](#). They are located on the CHRS tab under Recruiting and User Guides.

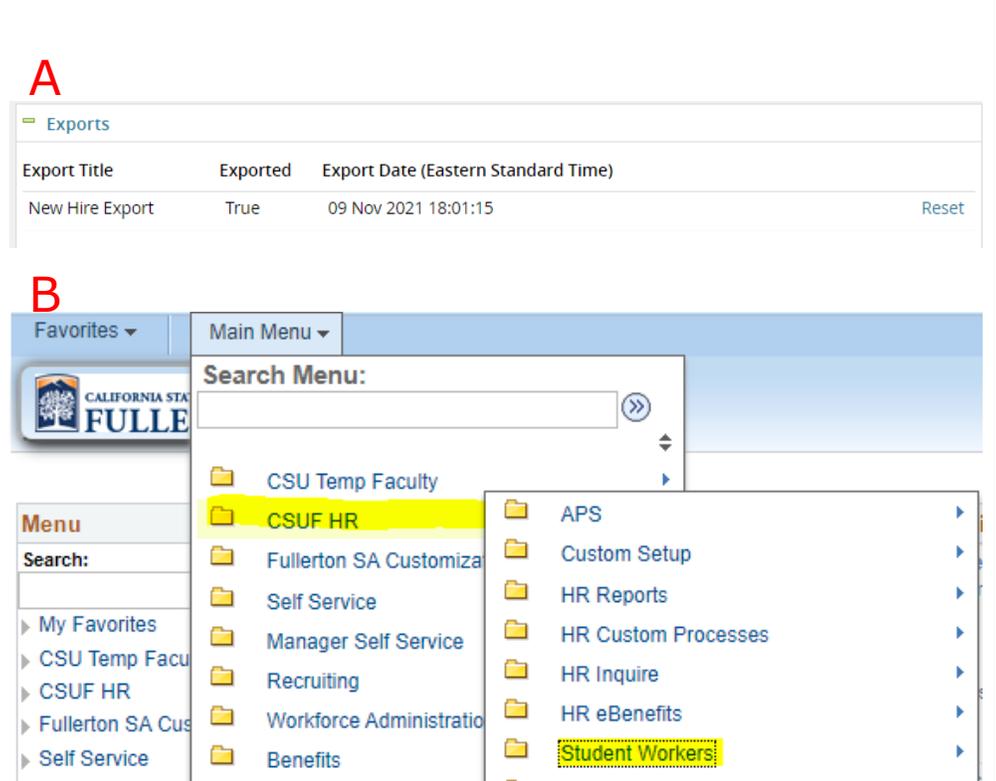
You can track the new hires required documents in the portal. Please refer any questions regarding the payroll documents to Payroll.



**The student assistant can begin work when:**

A. The Export Information has been updated on the Offer Card, (located at the bottom).

B. The Student Worker Job Roster includes the student name. This roster can be accessed within the CMS. Navigate to Main Menu → CSUF HR → Student Worker Job Roster and enter the department code.



**Note:** If the Student Assistant’s Offer Card has not updated exported and if they are not on the Student Worker Job Roster, then they are not ready to work.



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# Appendix

## Requisition Approval Processes for Student Assistants

FL – Student Assistant (1 Approver)

FL – Student Assistant (2 Approvers)

FL – Student Assistant (3 Approvers)

Approval Process	Description
FL – Student Assistant (1 Approver)	Select this for positions that only require 1- level approval process.
FL – Student Assistant (2 Approver)	Select this for positions that require a 2-level approval process. Financial Aid should be included as an approver when hiring a Federal Work-Study Student.
FL – Student Assistant (3 Approver)	Select this for positions that require a 3-level approval process. Financial Aid should be included as an approver when hiring a Federal Work-Study Student.

## Offer Recommendation Card Approval Processes for Student Assistants

FL – Student Assistant (1 Approver)

FL – Student Assistant (2 Approvers)

FL – Student Assistant (3 Approvers)

Approval Process	Description
FL – Student Assistant (1 Approver)	Select this for positions that only require 1- level approval process. This is for areas that have a reporting structure: <ul style="list-style-type: none"> <li>• Department Supervisor</li> </ul>
FL – Student Assistant (2 Approver)	Select this for positions that require a 2-level approval process. This is for areas that have a reporting structure: <ul style="list-style-type: none"> <li>• Department Supervisor</li> <li>• Appropriate Administrator</li> </ul>
FL – Student Assistant (3 Approver)	Select this for positions that require a 3-level approval process. This is for areas that have a reporting structure: <ul style="list-style-type: none"> <li>• Department Supervisor</li> <li>• Department Head</li> <li>• Appropriate Administrator</li> </ul>