Applicant Review

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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 your access is limited, a request must be submitted to Melvin Alegado at malegado@fullerton.edu.

2. Open a web browser (Google Chrome is recommended)

**IMPORTANT:** POP-UP Blocker needs to be turned-off
3. Log into the Portal and enter your username and password

4. Search for the CHRS Recruiting App
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

- From the dashboard:
  - Go to the Application Card.
  - Click the “Jobs have applicants for review” link.

2. View Listing of Applicants

- Select the position to review the applicants by clicking “View shortlisted applicants” link.
3. View Profile/Resume

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

Interviews

Once you have selected a candidate for either phone/video interview or on-campus interview, you must keep the position consistent by extending the same selection to all candidates in 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: Candidates that are invited for a Phone/Video Interview MUST be invited for an On-Campus Interview. 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
Post-Interview

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. 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)
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 Not Selected”, select the reason they were not to moved forward accordingly (i.e. No show, Position Cancelled, Other candidates more suitable, etc.)

NOTE: Once put into a disposition, the applicant will receive an email notification of the decision. These email notifications cannot be cancelled once a disposition is chosen.