California State University **Chico**
**Human Resources
Service Center**

Staff and MPP Interview Process

Contents

About

This guide is about how to interview applicants in CHRS Recruiting. You will use some of the same documents utilized in the previous recruitment system.

What you will do

- Schedule interviews.
- Transition applicants to the appropriate application status in PageUp.
- Notify your recruiter of any declined interviews.
- Transition applicants to HR after completed interviews.

Prerequisites and Assumptions

- Your users role is assigned as a search committee chair on the job requisition in order to obtain access to the applicants. If you cannot access the job requisition, then you might not be listed as a committee chair on the job. Please contact Employment Services for support.
- The applicants have been transitioned to the committee to begin interviewing.

Interviewing Applicants

The following steps will outline how to schedule interviews, transitions applicants, download documents, and transition applicants back to your recruiter.

Scheduling Interviews

1. After you have transitioned the applicants back to Human Resources and they have reviewed the screening documents, your recruiter will transition the applicants selected for interview back to the search committee chair with approval to begin to call for interviews. You will be notified through an email (like the one below) that you can move forward.

2. Click the link in the email to log into CHRS Recruiting or the following link for CHRS Recruiting.
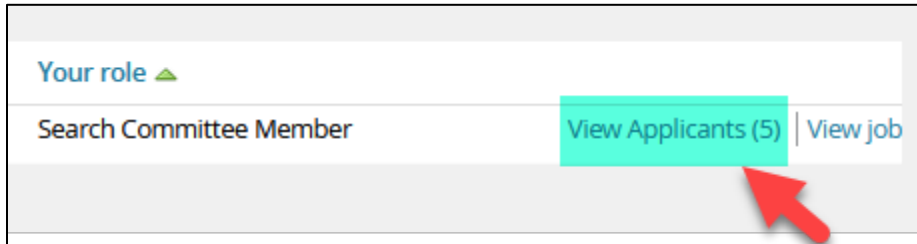3. Click on the **Jobs requiring panel review link on the dashboard.** You will have one of two views below.

California State University **Chico**
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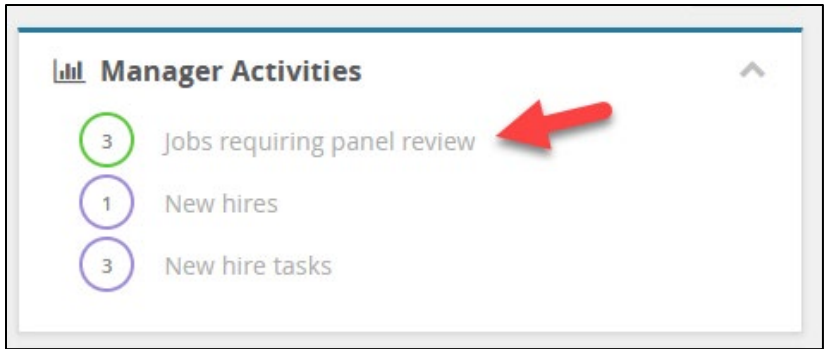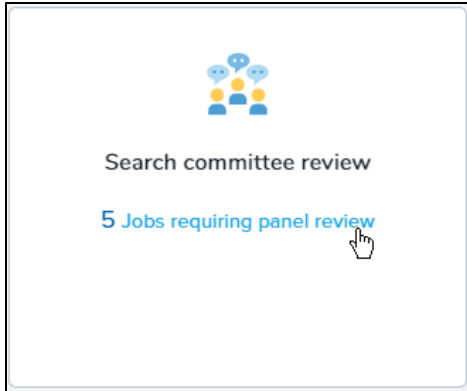
4. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.


5. On the next screen, you will see the list of applicants and their statuses. The applicants in the status **Committee Chair Approved to Call for Interview**, are the ones you have been approved to call for interviews. Click on their name to show the applicant card to view contact information.
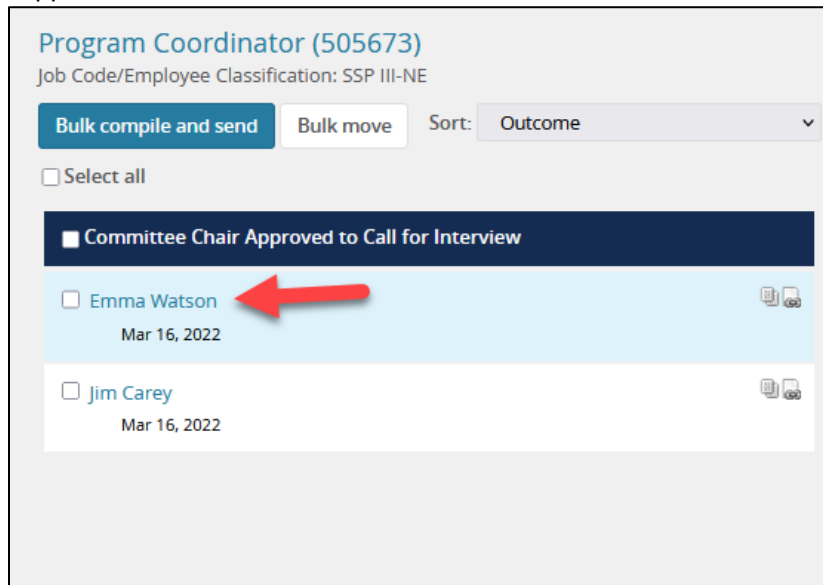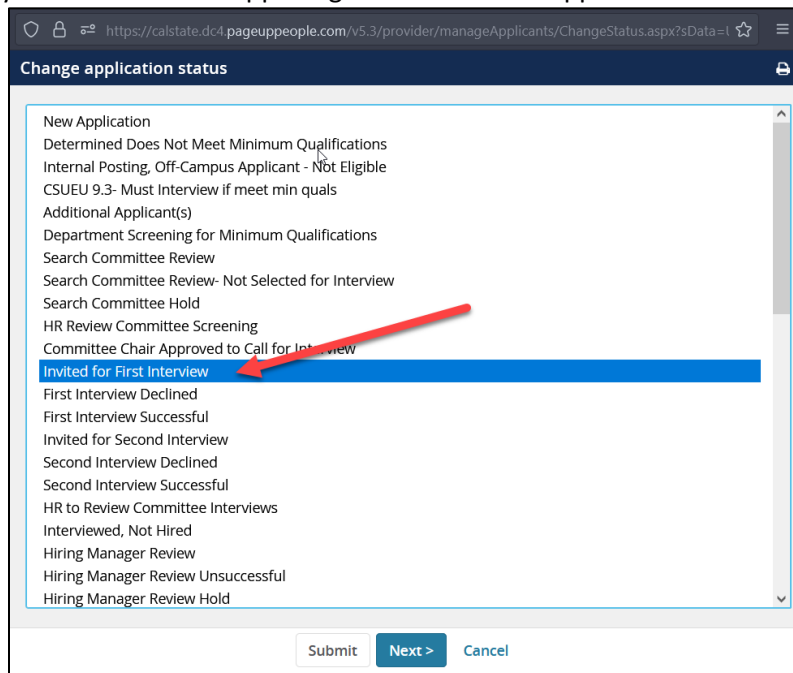
Transition Applicants to Invited for First Interview

1. Once you have scheduled the interviews, you will move the applicants to a new application status of **Invited for First Interview**.
2. Click on the box next to the name of the applicants who have accepted an interview. Then click **Bulk Move**.
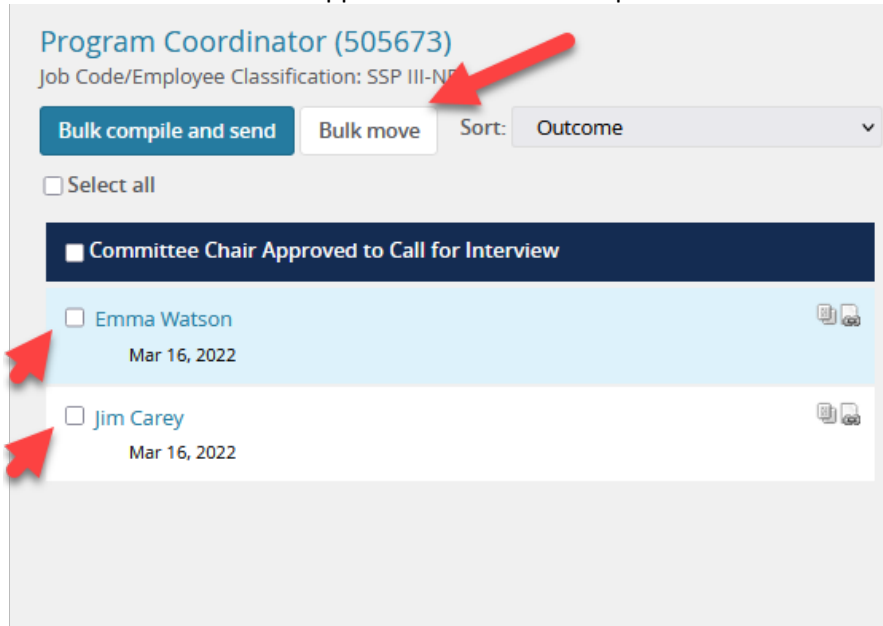
3. A new window will open, select the application status of **Invited for First Interview**. This will allow the HR recruiter the ability to know what is happening with each of the applicants.

4. Once selected, a new window will open, do not change anything on this screen and click **Move now**.

5. Applicants who have declined, are not returning calls, or multiple attempts to reach them, please email your recruiter the name(s) so they can transition the applicant(s) out of the system.

Downloading Interview Questions and Interview Summary Form

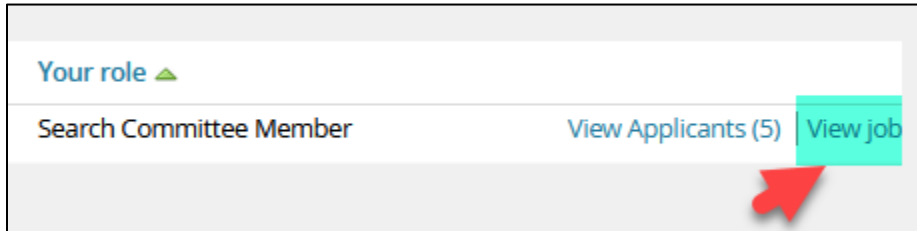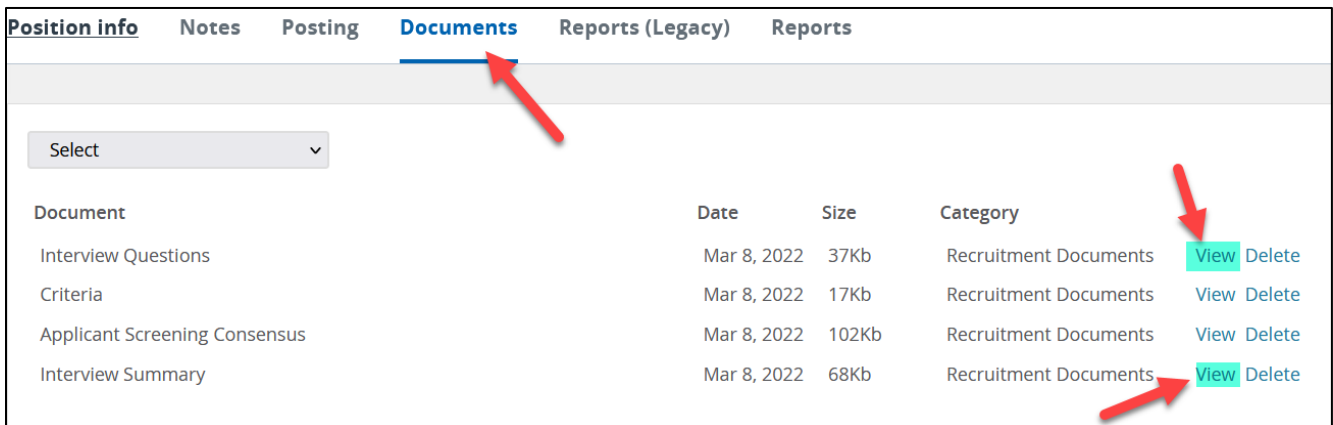1. Next you will download the interview questions and distribute to the search committee members before the first interview.
2. Click on the **Jobs requiring panel review** link on the dashboard. You will have one of two views below.
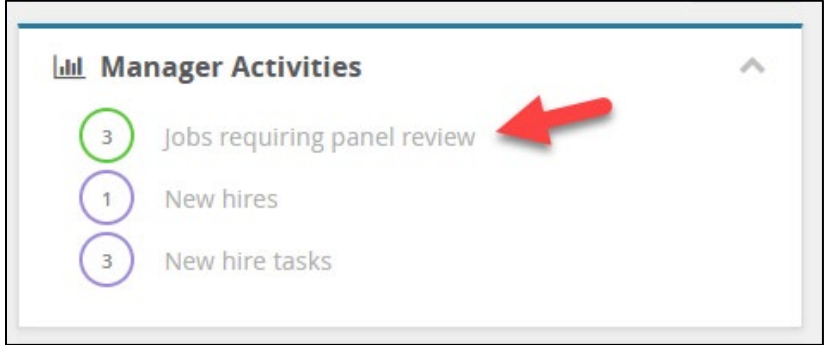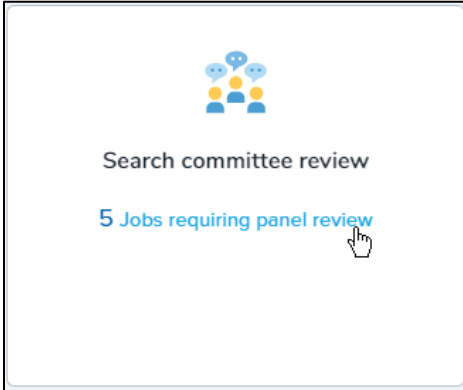
3. Click **View job or Edit Job** (depending on your permission level) to download the interview documents.

4. Click on the **Documents** tab at the top of the page. View and download the **Interview Questions** and the **Interview Summary form**. The Interview Summary Form is only for the Search Committee Chair to complete.

Position info	Notes	Posting	**Documents**	Reports (Legacy)	Reports		

Select ⌄						
Document			**Date**	**Size**	**Category**	
Interview Questions			Mar 8, 2022	37Kb	Recruitment Documents	View Delete
Criteria			Mar 8, 2022	17Kb	Recruitment Documents	View Delete
Applicant Screening Consensus			Mar 8, 2022	102Kb	Recruitment Documents	View Delete
Interview Summary			Mar 8, 2022	68Kb	Recruitment Documents	View Delete

Interviews Complete – Finalize Documents

1. The interview summary form will be used to summarize each of the candidates interviewed. When all interviews are complete, you will complete this form together with the entire search committee. Once all applicants have been added to the Interview Summary Form, the committee chair will print their name, email address and date on behalf of the entire committee. Save the document.
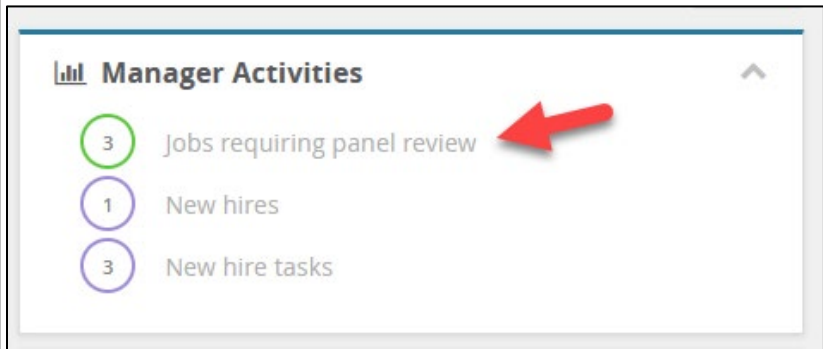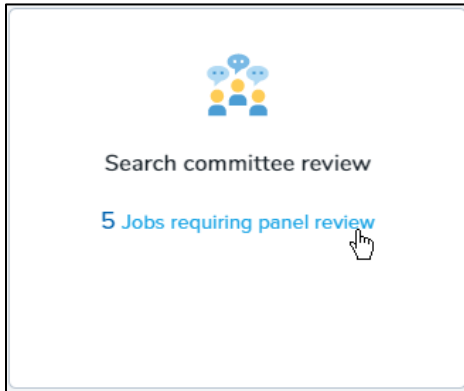
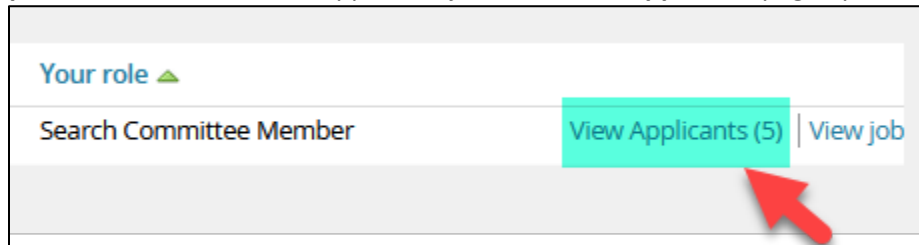| Committee Chair listed represents the committees consensus of all applicants interviewed		
Committee Chair Name:	Email:	Date:

Interview Summary | Rev 12/06/2021

Transition Candidates Back to HR Recruiter for Review

1. After all interviews are complete and the Interview Summary form is finished, you will transition the candidates back to your HR recruiter for review.
2. Click on the **Jobs requiring panel review** link on the dashboard. You will have one of two views below.

Search committee review

5 Jobs requiring panel review

Manager Activities

3   Jobs requiring panel review

1   New hires

3   New hire tasks

3. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

Your role ▲

Search Committee Member   View Applicants (5) | View job

4. Click on the box next to the name of the applicants who you need to transition back to HR after all interviews are complete. Then click **Bulk Move**.

5. A new window will open, select the application status of **HR to Review Committee Interviews** and click **next**.

6. A new window will open. Leave all fields as is, this email will go to the HR Recruiter to notify them the committee has completed their interviews and it needs to be reviewed. Towards the bottom is a section where you can attach a file. Drag and drop the completed **Interview Summary Form** to attach to the email. Once attached, select **move now**. The screen will refresh and you have completed the interview process.

What happens next

-   The HR recruiter they will review the applicants interviewed and transition them as indicated on the **Interview Summary Form.**
-   Once complete, they discuss the final applicant(s) selected with the Hiring Manager and move forward in the recruitment process with either second interviews or starting employment verifications.