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About

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

What you will do

- Screen applicants
 - Meet with the committee to discuss the applicants
 - Determine which applicants the committee will be moving forward with

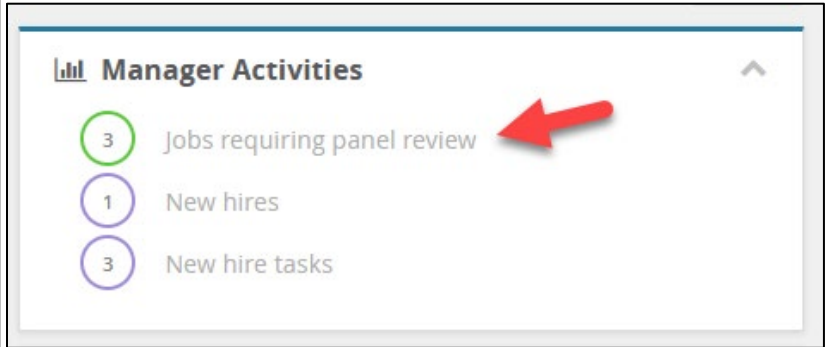
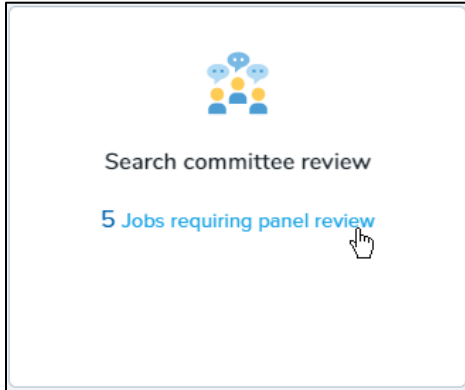
Prerequisites and Assumptions

- Your users role is assigned as a search committee member 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 member on the job. Please contact Employment Services for support.
- The applicants have been transitioned to the committee to begin screening.

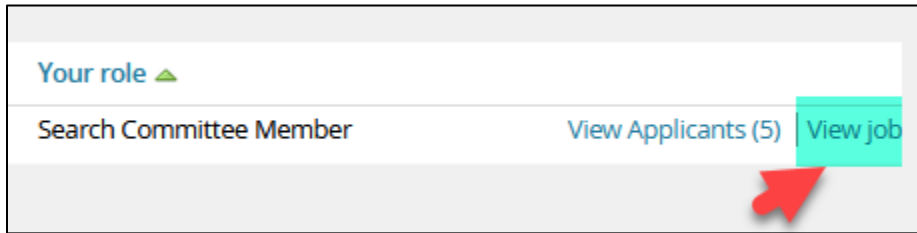


Screening Applicants

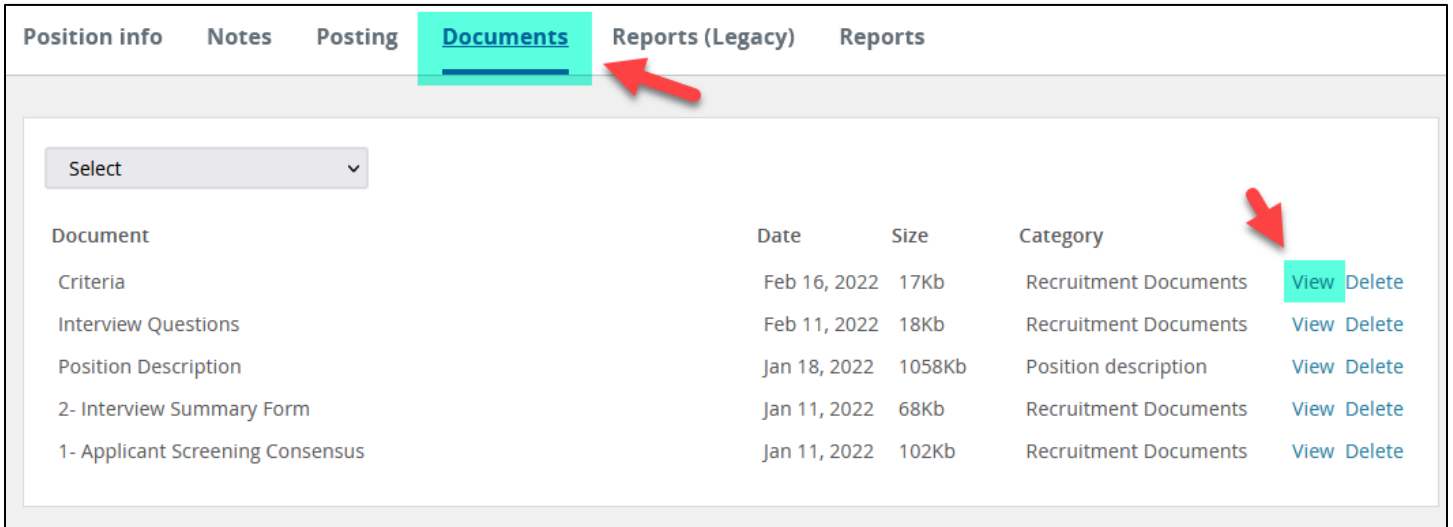
1. Log into [CHRS Recruiting](#).
2. Click on the **Jobs requiring panel review** link on the dashboard. You will have one of two views below.



3. Click **View job or Edit Job** (depending on your permission level) to download the screening criteria.

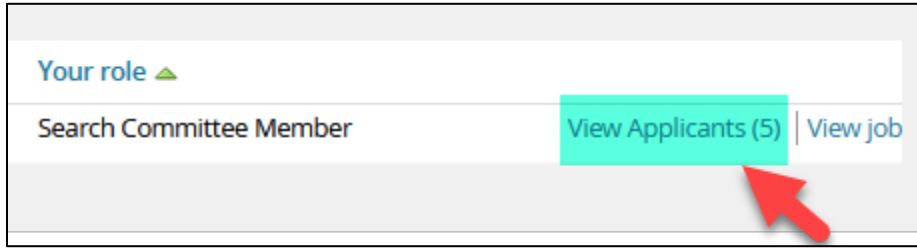


4. Click on the **Documents** tab at the top of the page. Click on view next to **“Criteria”**. Save the criteria to your desktop or a secure folder to use during the screening process. Close this window to return to the **“my search committee jobs”**.





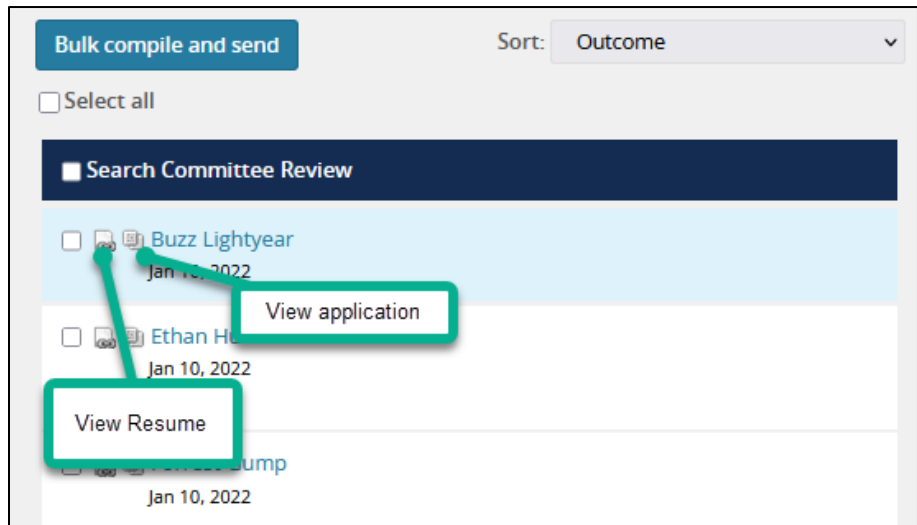
5. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.



6. You may notice some flags next to an applicant's name. Flags are indicators, if you hover over the flag, it will tell you what it indicates.



7. You can quickly open an applicant's resume or application by clicking on the two small icons next to the applicant's name.





8. As you begin to screen the applicants, you can make notes directly in the system in the **summary** section. Once you have reviewed the applicant you can rate them on a 0-4 rating. When you click **save and next**, it will show you which applicants you have already reviewed and how you rated them.

9. The committee chair will schedule an appointment once all committee members have completed their individual screening. At that time, the chair will share their screen and all members will be able to see the comments made by each person on all candidates.
10. After discussing the applicants, the committee chair will complete the applicant screening consensus and follow the instructions below to transition the applicant back to HR.



Search Committee Chair Instructions

- Once all committee members have screened the applicants and submitted their responses you will schedule a meeting to review all applicants together.
- Click on the **Jobs requiring panel review** link on the dashboard. You will have one of two views below.

The first screenshot shows a card titled "Search committee review" with a sub-link "5 Jobs requiring panel review". A mouse cursor is pointing at the link. The second screenshot shows a "Manager Activities" dashboard with three items: "3 jobs requiring panel review", "1 New hires", and "3 New hire tasks". A red arrow points to the first item.

- Click **View Job or Edit job** (based on your permission level) to open the job.

The screenshot shows a job details page for "Search Committee Chair". It includes buttons for "View Applicants (5)", "View responses", and "Edit job". A red arrow points to the "Edit job" button.

- Download the **Applicant Screening Consensus** from the documents tab.

The screenshot shows the "Documents" tab selected in a navigation menu. Below the menu is a table of documents. A red arrow points to the "Documents" tab, and another red arrow points to the "View" button for the "1- Applicant Screening Consensus" document.

Document	Date	Size	Category	
Criteria	Feb 16, 2022	17Kb	Recruitment Documents	View Delete
Interview Questions	Feb 11, 2022	18Kb	Recruitment Documents	View Delete
Position Description	Jan 18, 2022	1058Kb	Position description	View Delete
2- Interview Summary Form	Jan 11, 2022	68Kb	Recruitment Documents	View Delete
1- Applicant Screening Consensus	Jan 11, 2022	102Kb	Recruitment Documents	View Delete



5. Next, return to view **jobs requiring panel review**. Then click on **View Responses**.

The screenshot shows two panels. The left panel, titled 'Search committee review', displays '1 Jobs requiring panel review'. The right panel, titled 'Manager Activities', lists three items: 'Jobs requiring panel review' (3), 'New hires' (1), and 'New hire tasks' (3). A red arrow points to the 'Jobs requiring panel review' item. Below these panels is a table titled 'My search committee jobs' with columns for Job number, Date added, Status, Title, User, Total applications, and Your role. A red arrow points to the 'View responses' link in the table's footer.

Job number	Date added	Status	Title	User	Total applications	Your role
505740	Jan 10, 2022	Posted	SLL- Office Coordinator	MW	5	Search Committee Chair

6. You will be able to see all committee member responses of each applicant, share your screen so the rest of the committee members can view (they do not have access to this view). Discuss together how you would like to move forward with each applicant and add them to the **Applicant Screening Consensus**.

The screenshot shows the applicant review interface for 'SLL- Office Coordinator (505740)'. It features a 'Feedback from search committee members' dropdown set to 'All', a 'Select all' checkbox, and a 'Print' button. A list of committee members is shown with checkboxes: Buzz Lightyear, Ethan Hunt, Forrest Gump, Indiana Jones, and Kevin McCallister. The 'CSUEU 9.3 - Must interview if meet min quals' section is expanded. The right side shows application status and overall feedback from three members: Mary (Yes, interview), Kendra (Applicant has good transferable experience), and Shawnya (Great candidate).



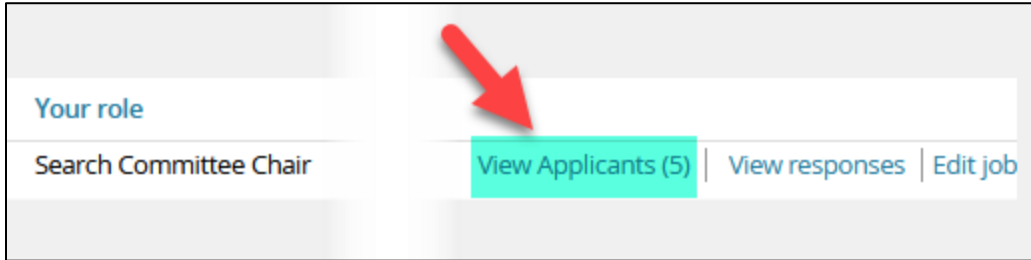
- Once all applicants have been added to the Applicant Screening Consensus, the committee chair will print their name, email address and date on behalf of the entire committee. Save the document.

Committee chair listed represents the committee consensus of applicants screened

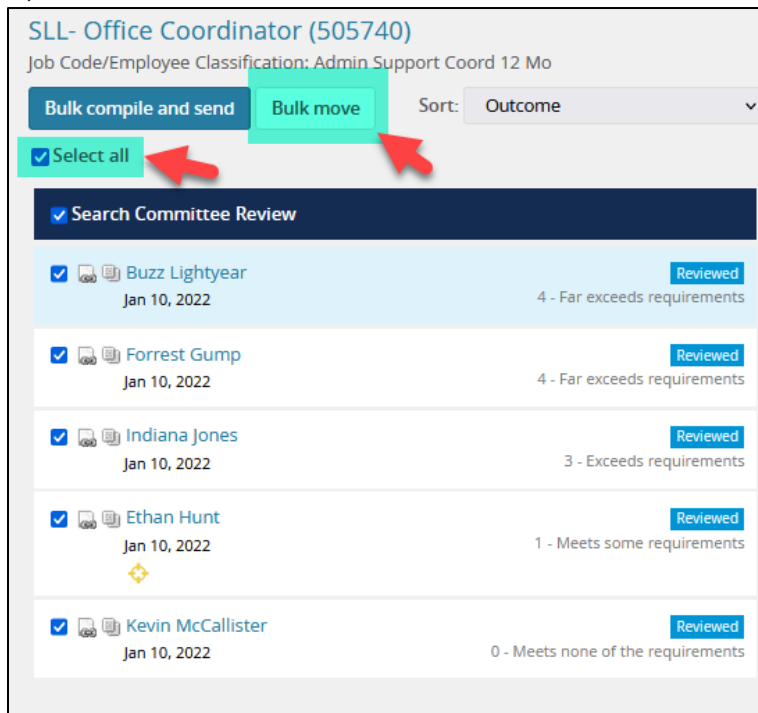
Committee Chair Name	Campus email	Date

Applicant Screening Consensus | Rev 11/29/2021

- Return to view applicants so you can transition the applicants back to Human Resources to review the **Applicant Screening Consensus**.



- "Select all" applicants, and then "Bulk move".





10. A new window will open. Select **HR Review Committee Screening** and select **next**.

Bulk action status: 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status: Select

- Select
- New Application
- Determined Does Not Meet Minimum Qualifications
- Internal Posting, Off-Campus Applicant - Not Eligible
- CSUEU 9.3- Must Interview if meet min quals
- Additional Applicant
- Search Committee Review
- Search Committee Review- Not Selected for Interview
- Search Committee Hold
- HR Review Committee Screening**
- Committee Chair Approved to Call for Interview
- Invited for First Interview
- First Interview Declined
- First Interview Successful
- Invited for Second Interview
- Second Interview Declined
- Second Interview Successful
- HR to Review Committee Interviews
- Interviewed, Not Hired
- Hiring Manager Review



11. 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 screening and it needs to be reviewed. Towards the bottom is a section where you can attach a file. Drag and drop the completed **Applicant Screening Consensus** to attach to the email. Once attached select move now. The screen will refresh and you have completed the screening process.

Bulk action status: 1 Applicant Complete

You have requested to move one applicant to the status "HR Review Committee Screening".

You now have the opportunity to notify this person::

Communication template: -- No template --

E-mail: Applicant Yes No

Leave as NO!!

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

Additional users from Job: Yes No

E-mail from:* noreply@csuchico.edu

E-mail subject:* HR Review Search Committee Screening

E-mail body:* Merge fields

B I U S [List icons] [Table icon] [Link icon] [Text icon] [Code icon] [Help icon]

Attention recruiter. The search committee has completed their initial screening and would like approval to move forward to interviewing for the {JOBTITLE}/ Job #{JOBNO}.

Please log in and review.

Sincerely,
Chico State

Drag & Drop files here
Or click to browse from local drive.
SMB file size limit

Delay e-mail by: No delay

Update job status from Testing to Interviewing: Yes No

Move now Cancel



Bulk compile

You can use the Bulk compile and send function to gather the applicants' documents together and create a PDF file for you to view.

1. On the View Applicants page select the applicants you want to view, or check the **Select All** check box.
2. Click **Bulk compile and send**.

Admin Analyst/Spclst 12 Mo (492603)		
Job Code/Employee Classification: Admin Analyst/Spclst 12 Mo		
<input checked="" type="checkbox"/> Bulk compile and send	Sort: Outcome	
<input checked="" type="checkbox"/> Select all		
<input checked="" type="checkbox"/> Initial Review - Search Committee		
<input checked="" type="checkbox"/> 24 Oct 2018	3 - Meets requirements	Reviewed
<input checked="" type="checkbox"/> SI-amy Test_Applicant	3 - Meets requirements	Reviewed
17 Oct 2018		

3. On the document selection page, select the documents to include in the PDF.

Bulk action status: 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

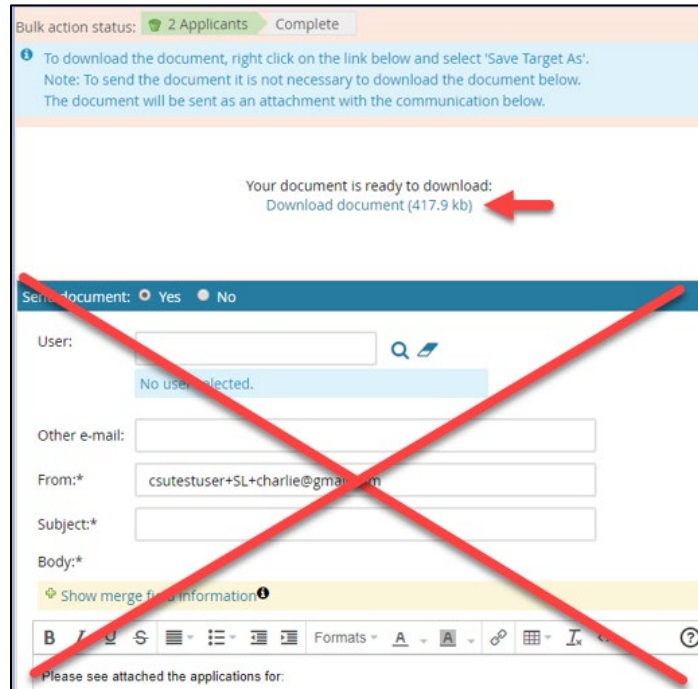
Application details

- Applicant personal details
- Profile
- Application form
- Additional form

4. Click **Create PDF** at the bottom of the page. CHRS Recruiting generates a PDF file.
5. When the PDF file is ready, you can download the file.



6. Right-click the download link to download, the system gives you an option to send the document in an email to a user, however, please do not use this function. Any employee viewing the applicant's materials should have access to the applicants on their own portal.



What happens next

- The HR recruiter they will review the applicants and transition them as indicated on the **Applicant Screening Consensus**.
- Once complete, they will transition the remaining applicants back to the search committee chair which will notify them they can begin scheduling interviews.