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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, transition 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.

E-mail subject:*

E-mail body:* Merge fields

B *I* U ~~S~~ [List] [Table] [Link] [Image] [Code] [Help] Formats ▾ A ▾ A ▾ [Link] [Table] [Text] [Code] [Help] ?

Search Committee Chair,

ATTENTION- ACTION REQUIRED: You are receiving this email because you are listed as a committee chair on the job listed below. If you do not feel comfortable clicking on this link, you can visit the Employment Services website (<https://www.csuchico.edu/hr/employment/>) and click the "CHRS Recruiting Login" link under the "recruitment" section.


Human Resources has completed their review of the applicant(s) you wish to interview for the {JOBTITLE}/ Job #{JOBNO}.

You are approved to move forward with interviews. The Interview Questions and Interview Summary form are located in the documents tab.

Below are the interview instructions for the next steps in the process.

Link to [CHRS Recruiting](#).

Sincerely,
Chico State



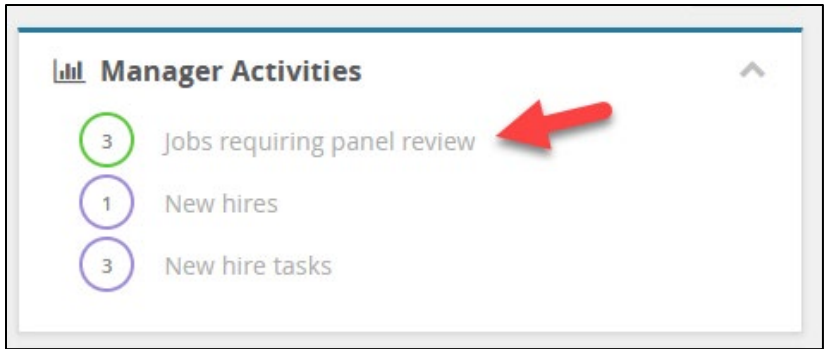
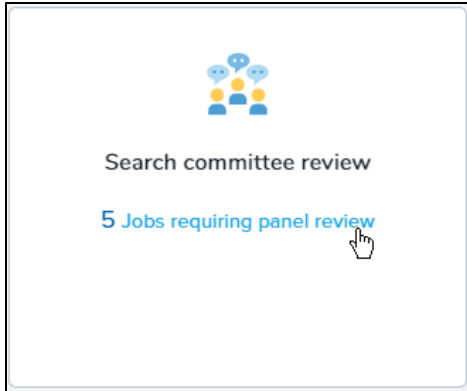
Drag & Drop files here

Or click to browse from local drive.

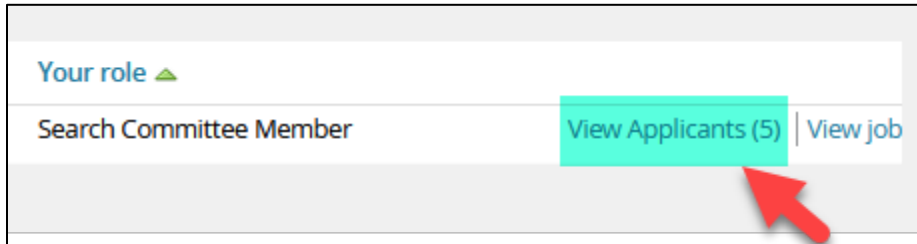
5MB file size limit

Move now Cancel

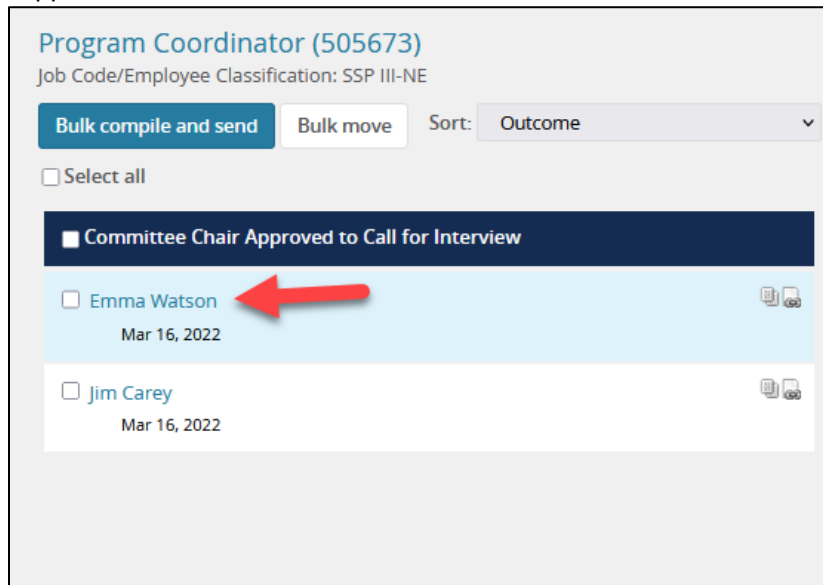
2. Click the link in the email to log into CHRS Recruiting or the following link for [CHRS Recruiting](#).
3. Click on the **Jobs requiring panel review link on the dashboard**. You will have one of two views below.



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



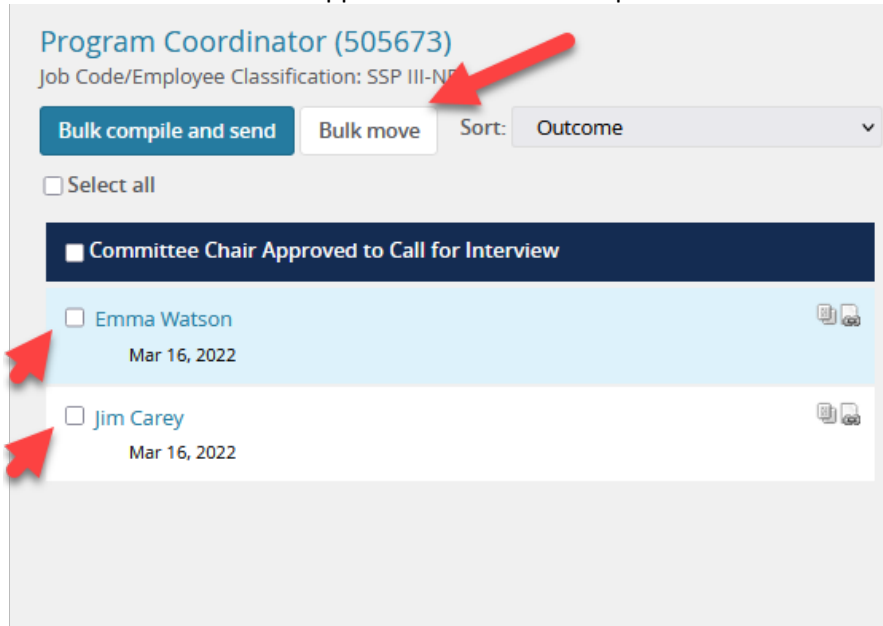
5. On the next screen, you will see the list of applicants and their statuses. The applicants in the status **Committee Chair Approved to Call for Interview**, are the ones you have been approved to call for interviews. Click on their name to show the applicant card to view contact information.



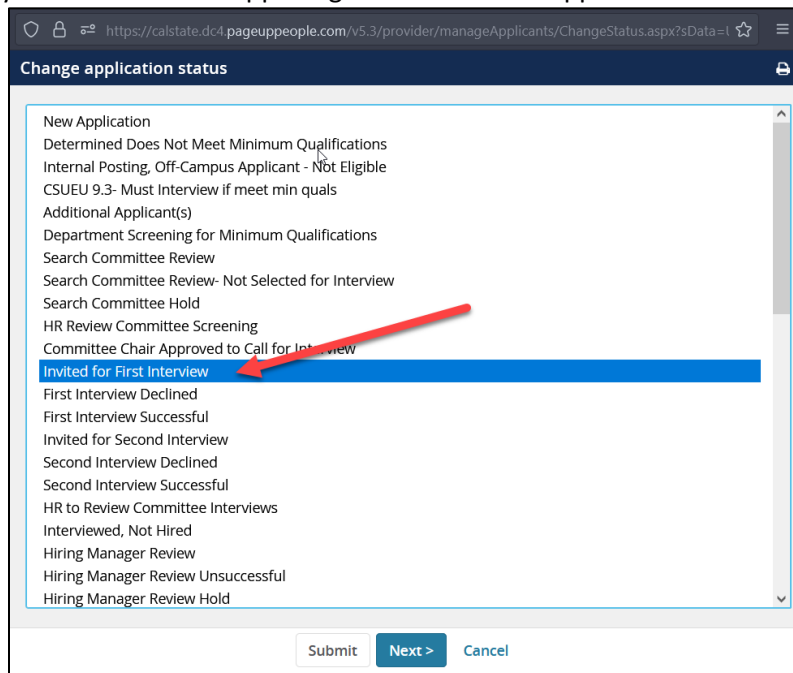


Transition Applicants to Invited for First Interview

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**.

The screenshot shows a web browser window with the URL <https://calstate.dc4.pageuppeople.com/v3.3/provider/manageApplicants/changeStatus.asp?sData=UFUtvJMthk>. The page title is "Confirm status change". The form contains the following elements:

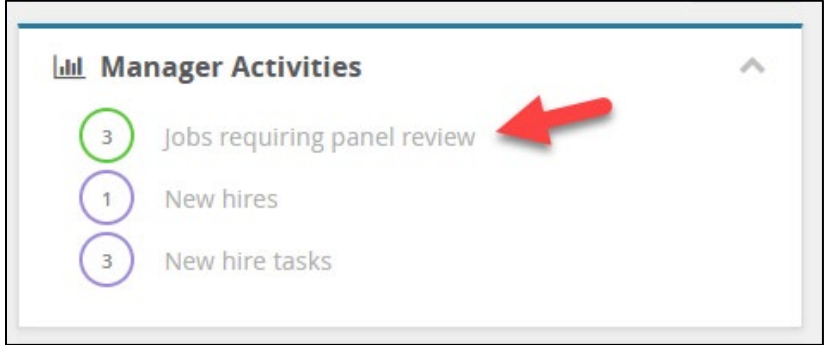
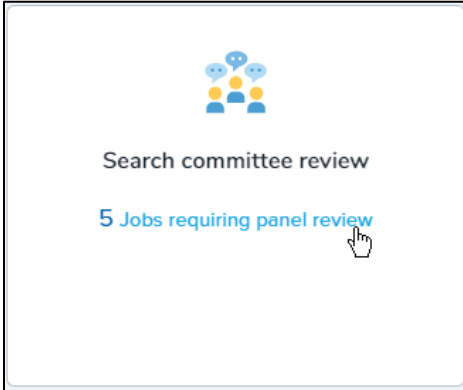
- From status:** Search Committee Review
- To status:** Invited for First Interview
- Communication template:** -- No template --
- E-mail: Applicant:** Yes No
- Message:** No SMS will be sent to the applicant as they do not wish to receive them.
- Additional users from Job:** Yes No
- Note:** The following will be added to the applicant notes for administrators to view: [Empty text area]
- Update job status from Testing to Interviewing:** Yes No
- Buttons:** Move now (highlighted with a red arrow), Cancel

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.

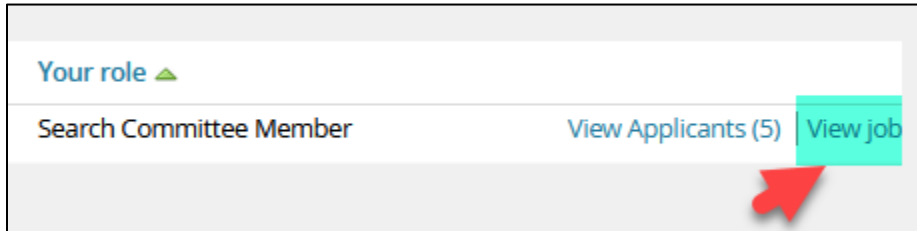


Downloading Interview Questions and Interview Summary Form

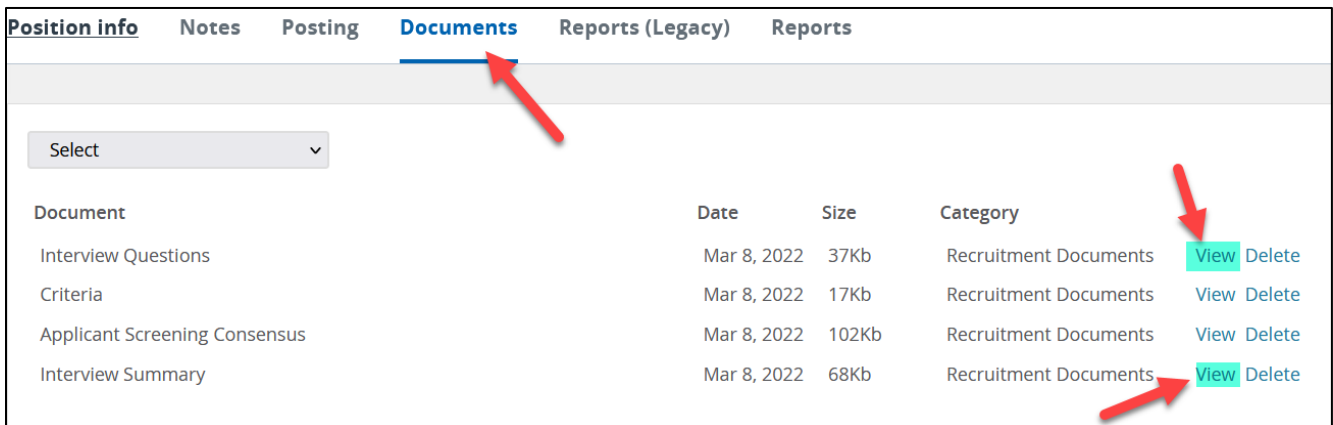
- Next you will download the interview questions and distribute to the search committee members before the first interview.
- Click on the **Jobs requiring panel review** link on the dashboard. You will have one of two views below.



- Click **View job** or **Edit Job** (depending on your permission level) to download the interview documents.



- 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.





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.

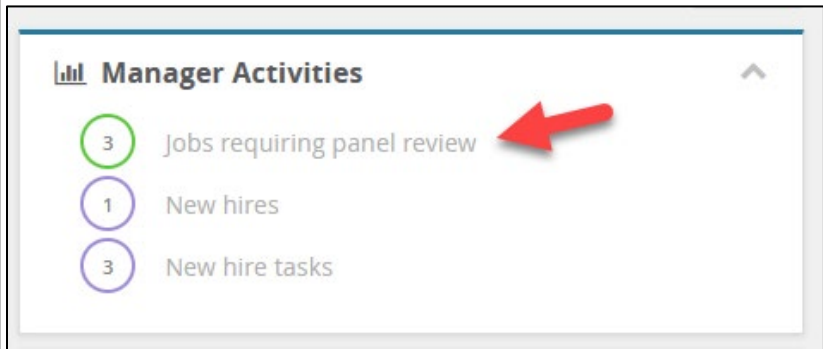
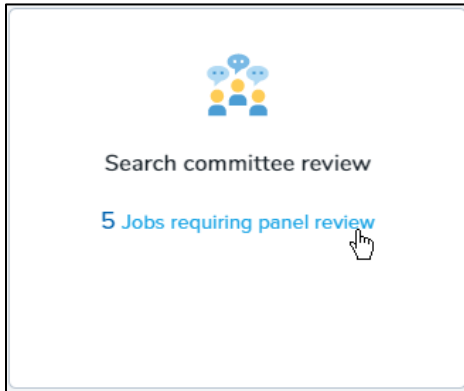
Committee Chair listed represents the committees consensus of all applicants interviewed

Committee Chair Name:	Email:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

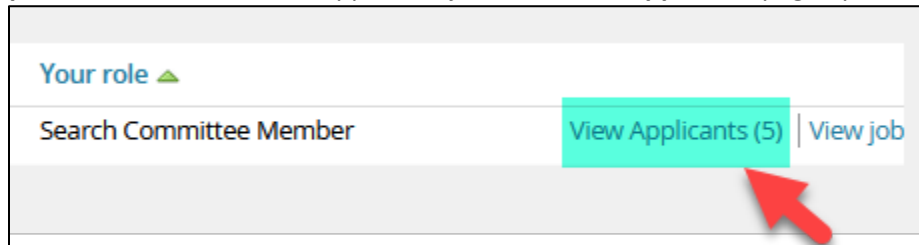
Interview Summary | Rev 12/06/2021

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.



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





- 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**.

Program Coordinator (505673)
Job Code/Employee Classification: SSP III-N

Bulk compile and send **Bulk move** Sort: Outcome

Select all

Invited for First Interview

<input type="checkbox"/>	Emma Watson	Mar 16, 2022		
<input type="checkbox"/>	Jim Carey	Mar 16, 2022		

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

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants.

Select a status to move these applicants to:

Application status: **HR to Review Committee Interviews**

- 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
- Hiring Manager Review Unsuccessful
- Hiring Manager Review Hold
- Employment Verifications Initiated



- 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.

Additional users from Job: Yes No

Additional users from Job

<input type="checkbox"/> Administrative Support	<input type="checkbox"/> Hiring Administrator
<input checked="" type="checkbox"/> HR/Faculty Affairs Representative	<input type="checkbox"/> Reports to Supervisor Name
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member

Additional users from Offer

<input type="checkbox"/> Onboarding Delegate 2	<input type="checkbox"/> Onboarding Delegate 3
<input type="checkbox"/> Reports To	

Other additional users

E-mail from:*

E-mail subject:*

E-mail body:* [Merge fields](#)

B *I* U Formats - A - A - ?

Attention recruiter. The search committee has completed their interviews and would like approval to move forward to Hiring Manager Review for the {JOBTITLE}/ Job #{JOBNO}.

Please log in and review.

Sincerely,
Chico State

Drag and drop the completed Interview Summary Form here

Drag & Drop files here
Or click to browse from local drive.
5MB file size limit

Delay e-mail by:

Update job status from Approved to Interviewing: Yes No

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.