

Table of Contents

Table of Contents 1
Introduction 1
Recruitment Processes 2
Who Manages the Recruitment? 2
General Information 2
Step-by-Step Process: Moving an Applicant to a New Status 3
Step-by-Step Process: Bulk Move Multiple Applications..... 9
Step-by-Step Process: Moving an Applicant Out of Consideration 12
Step-by-Step Process: Use the Applicant Card 16
Step-by-Step Process: Attach a Document to the Applicant Card 20

Introduction

Managing recruitments in CHRS Recruiting involves moving an applicant through various steps of the recruitment process from routing the initial application to being interviewed to offering the job. This guide is focused on Faculty recruitments, including Tenured/Tenure-Track, and Full- and Part-time Temporary. The screen shots are for a tenure-track recruitment, and the process steps differ slightly from the part-time temporary faculty process. However, the process to move applicants from one step to another is the same. The guide includes the steps to move an applicant from one status to the next, and the steps to take when an applicant is no longer under consideration.

For a step by step

Recruitment Processes

There are four distinct recruitment processes and while many steps are the same, they will vary depending on the type of recruitment. Please refer to Recruitment Process Step Details-Tenured Tenure-Track Full-Time Temp or Recruitment Process Step Details-Part-Time Temp for more information.

- Applications start in the New Application status and get routed from there
- Not every application status will be used in a recruitment
- Application statuses may be skipped if applicable; for example, if there are no phone interviews, you may skip those steps

Who Manages the Recruitment?

It's important to decide who will manage the recruitment, who will move the applications from step to step. Employees in the following roles will have access to manage the recruitment:

- Department Chair, Department Admin: Routes applications from the New Application status
- Department Admin, Resource Manager/Analyst: Route applications through the process
- Search Committee Chair: Does not route applications, but can view the applicant details

General Information

- For Tenure/Tenure Track, the application screening is done outside of CHRS. Details can be found in the [Faculty Recruitment Guide](#)
- For Temporary Faculty the application screening process is done by the department chair.
- Steps are similar between the processes but not identical; there will typically be fewer steps in the Part-time Temporary recruitments
- There are automatic and manual options to obtain letters of recommendation

Step-by-Step Process: Moving an Applicant to a New Status

<p>Log into CHRS Recruiting</p> <ol style="list-style-type: none"> 1. Navigate to one.SJSU 2. Search for or click the CHRS Recruiting tile 3. User your SJSUOne ID and password to log in 																																								
<p>Open Jobs</p> <ol style="list-style-type: none"> 1. From either the Tiled or List Dashboard, click Jobs in the blue menu bar 																																								
<p>A list of jobs appears</p> <ol style="list-style-type: none"> 2. Click the hyperlinked number in the Applications column for the job you wish to manage <p>To filter the list of jobs:</p> <ul style="list-style-type: none"> • Change the Status (A) • Change the Type (B) • Show other search criteria to filter by Req Nbr, Pos Name, and more (C) 	<table border="1"> <thead> <tr> <th>Job No.</th> <th>Date created</th> <th>User</th> <th>Title</th> <th>Area</th> <th>Department</th> <th>Status</th> <th>Applications</th> <th>Site</th> <th>Opening date</th> <th>Closing date</th> <th>Hiring manager</th> <th>Sourced</th> </tr> </thead> <tbody> <tr> <td>493468</td> <td>Feb 5, 2020</td> <td>CM</td> <td>Campus Configuration Administrator - Medders</td> <td>Demo</td> <td>Academic Aff.</td> <td>Approv 2</td> <td>CHRS D</td> <td>Feb 5, 2020</td> <td></td> <td></td> <td>Carrie Medders</td> <td>✓</td> </tr> <tr> <td>493655</td> <td>Mar 29, 2020</td> <td>LC</td> <td>SJ-Benefits Svcs Rep Chen 2</td> <td>San Jo</td> <td>Organization</td> <td>Offer</td> <td>15</td> <td></td> <td>Mar 30, 2020</td> <td></td> <td>Anita Vasquez</td> <td>✓</td> </tr> </tbody> </table>	Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Sourced	493468	Feb 5, 2020	CM	Campus Configuration Administrator - Medders	Demo	Academic Aff.	Approv 2	CHRS D	Feb 5, 2020			Carrie Medders	✓	493655	Mar 29, 2020	LC	SJ-Benefits Svcs Rep Chen 2	San Jo	Organization	Offer	15		Mar 30, 2020		Anita Vasquez	✓
Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Sourced																												
493468	Feb 5, 2020	CM	Campus Configuration Administrator - Medders	Demo	Academic Aff.	Approv 2	CHRS D	Feb 5, 2020			Carrie Medders	✓																												
493655	Mar 29, 2020	LC	SJ-Benefits Svcs Rep Chen 2	San Jo	Organization	Offer	15		Mar 30, 2020		Anita Vasquez	✓																												

To change the status of one application, click the current status (A)

Associate Professor (496970)

Search		Results		
Select	Submitted Status	Applicant Nc Pref Name	First name	Last name
<input type="checkbox"/>	Jun 10, 2020 New Application	39870	Donald	Webber, Jr
<input type="checkbox"/>	Jun 10, 2020 New Application	39869	Mariah	Reynolds
<input type="checkbox"/>	Jun 10, 2020 New Application	39868	Angelica	Schuyler
<input type="checkbox"/>	Jun 10, 2020 New Application	39867	Leslie	Odom, Jr
<input type="checkbox"/>	Jun 10, 2020 New Application	39866	Lin-Man	Miranda

Change the application status of one application

1. Select the appropriate item in the status list (A)
2. Click Next (B)

Please note, the first move after New Application should be Letter of Recommendation Initiated (automatic* or manual). The example on the right shows the move to Search Committee Review.

*Setting the status to Letter of Recommendation (automatic) sends a form to the candidate's three referees requesting them to upload a letter of reference.

Change application status

New Application

Letter of Recommendation Initiated (automatic)

Letter of Recommendation Initiated (manual)

Letter of Recommendation Successful

Letter Of Recommendation Unsuccessful

Required Qualifications Review

Department Chair Review Successful

Department Chair Review Unsuccessful

Phone/Video Interview Invite

Phone/Video Interview Accepted

Phone/Video Interview Declined

Phone/Video Interview Evaluation Summary

Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)

Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form)

Phone/Video Interview Unsuccessful

On Campus Interview Invite

On Campus Interview Invite Accepted

On Campus Interview Invite Declined

On-Campus Interview Evaluation Summary

On Campus Interview Successful

On Campus Interview Unsuccessful

Vax Proof Initiated

Vax Proof Successful

Vax Proof Unsuccessful

Background Check Initiated outside of CHRS Recruiting

Background Check Initiated in CHRS Recruiting

Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY

Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY

Background Check Unsuccessful

Prepare Offer and Upload Transcripts

Formal Offer Extended

Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY

Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY

Submit
Next >
Cancel

Confirm the status change

1. Verify the status to which you are moving the application (A)
2. Verify whether or not the applicant will be emailed (B); review and update the email if applicable
3. Determine if additional users need to be notified about this change (C)
4. Notes may be entered if needed (D)
5. If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes (E); DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS
6. Click Move Now to change the status (F)

Please note, not all statuses have a communication template. Some templates do not require changes.

Confirm status change 🔒

You are about to move Lin-Manuel Miranda to a different status:

From status: Letter of Recommendation Successful A
To status: Search Committee Review

Communication template: -- No template --

E-mail: Applicant: Yes No B

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

Additional users from Job: Yes No C

+ Note

The following will be added to the applicant notes for administrators to view: D

Update job status from Approved to Pending Selection: Yes No E

F
Move now
Cancel

C – Add Additional Users

1. Check the boxes of those you wish to notify
2. Enter your email
3. Enter the email subject
4. Type the email text

Additional users from Job: Yes No

Additional users from Job

- | | |
|---|---|
| <input type="checkbox"/> Department Admin | <input type="checkbox"/> Hiring Manager |
| <input type="checkbox"/> HR 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"/> Department Admin | <input type="checkbox"/> Originator |
| <input type="checkbox"/> Reports To | |

Other additional users

E-mail from:*

E-mail subject:*

E-mail body:*

[Merge fields](#)

B *I* U ~~S~~     Formats A **A**   *I_x*  

A status change with a communication will look something like this

1. Verify the status to which you are moving the application (A)
2. Verify whether or not the applicant will be emailed (B)
3. Review and update the email if applicable (C); not every step has a communication
4. Scroll down to continue

Confirm status change 🔒

You are about to move Joshua Henry to a different status:

From status: Application Screening A

To status: Invite for Interview

Communication template: -- No template --

E-mail: Applicant: Yes No B

From:*

Subject:*

Message: Merge fields

B I U Formats **A** **I_x** C

SJSU SAN JOSÉ STATE UNIVERSITY

Dear Joshua Henry,

I would like to invite you to attend an interview for the position of Director of Development Operations - Medders - Job #496902. You will have an interview team. The interview will last about 45 minutes.

Please let me know which of the following options you prefer. I will send you a calendar invitation once I receive your reply.

[date1/time1]
[date2/time2]

If the date or time of the interview is inconvenient, please contact me by phone XXX-XXX-XXXX or email (email) to arrange another appointment.

Sincerely,
Carrie Medders, Senior Director, Technology and Training
San José State University

Continuing confirming the status change

1. Attach files to the email communication, if applicable (A)
2. You may choose to delay your email or send it immediately (B)
3. If there are additional users you wish to notify, select them here (C)
4. Notes may be entered if needed (D)
5. If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes (E); **DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS**
6. Click Move Now to change the status (F)

The screenshot shows a file upload area with a cloud icon and the text "Drag & Drop files here" and "Or click to browse from local drive." Below this is a "1000MB file size limit" label. A callout 'A' points to the upload area. Below the upload area is a "Delay e-mail by:*" dropdown menu with "No delay" selected. A callout 'B' points to this dropdown. Below the dropdown is a blue bar with the text "Additional users from job: Yes No" and radio buttons. A callout 'C' points to the "No" radio button. Below this is a "Note" section with a text input field. A callout 'D' points to the input field. Below the note section is another blue bar with the text "Update job status from Offer to Interviewing: Yes No" and radio buttons. A callout 'E' points to the "No" radio button. At the bottom are "Move now" and "Cancel" buttons. A callout 'F' points to the "Move now" button.

Once you click Move Now you are returned to the list of applications

- The recently changed status is now bold and in italics.
- Refreshing the page will move it back to its regular font.

The top screenshot shows a table of applicants for the position "Associate Professor (496970)". The table has columns for "Submitted Status", "Applicant Nc Pref Name", "First name", and "Last name". A row shows a status change from "Submitted Status" to "Search Committee Chair Review" (bold and italicized), with a green dot next to the name "Donald Webber, Jr".

The bottom screenshot shows the same table after refreshing. The status "Search Committee Chair Review" is now in a regular font.

Step-by-Step Process: Bulk Move Multiple Applications

<p>Move multiple applications at the same time</p> <ol style="list-style-type: none"> 1. Check the left box (green) of the applications you wish to move (A) 2. Select a bulk action (B) 	<p>New applicant Search by answers to questions Merge applicants</p> <p>Associate Professor (496970)</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Status</th> <th>Application ID</th> <th>Applicant Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Search Committee Chair Review</td> <td>39870</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>New Application</td> <td>39869</td> <td>Angelica Schuyler</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>New Application</td> <td>39868</td> <td>Leslie Odom, Jr</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New Application</td> <td>39867</td> <td>Lin-Man Miranda</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New Application</td> <td>39866</td> <td></td> </tr> </tbody> </table>	Select	Status	Application ID	Applicant Name	<input type="checkbox"/>	Search Committee Chair Review	39870		<input checked="" type="checkbox"/>	New Application	39869	Angelica Schuyler	<input checked="" type="checkbox"/>	New Application	39868	Leslie Odom, Jr	<input type="checkbox"/>	New Application	39867	Lin-Man Miranda	<input type="checkbox"/>	New Application	39866	
Select	Status	Application ID	Applicant Name																						
<input type="checkbox"/>	Search Committee Chair Review	39870																							
<input checked="" type="checkbox"/>	New Application	39869	Angelica Schuyler																						
<input checked="" type="checkbox"/>	New Application	39868	Leslie Odom, Jr																						
<input type="checkbox"/>	New Application	39867	Lin-Man Miranda																						
<input type="checkbox"/>	New Application	39866																							
<p>Select the Application status</p> <ol style="list-style-type: none"> 3. The Bulk action status will tell you how many applications you are moving (A) 4. Selection the Application status (B) 5. Click Next (C) 	<p>Bulk action status: 2 Applicants Complete</p> <p>You have requested to move 2 applicants.</p> <p>Select a status to move these applicants to:</p> <p>Application status: <input type="text" value="Select"/></p> <p><input type="button" value="Next >"/> <input type="button" value="Cancel"/></p>																								

B – Select the application status

1. Select the application status (A)

Change application status

- New Application
- Letter of Recommendation Initiated (automatic)
- Letter of Recommendation Initiated (manual)
- Letter of Recommendation Successful
- Letter Of Recommendation Unsuccessful
- Required Qualifications Review
- Department Chair Review Successful
- Department Chair Review Unsuccessful
- Phone/Video Interview Invite
- Phone/Video Interview Accepted
- Phone/Video Interview Declined
- Phone/Video Interview Evaluation Summary
- Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)**
- Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form)
- Phone/Video Interview Unsuccessful
- On Campus Interview Invite
- On Campus Interview Invite Accepted
- On Campus Interview Invite Declined
- On-Campus Interview Evaluation Summary
- On Campus Interview Successful
- On Campus Interview Unsuccessful
- Vax Proof Initiated
- Vax Proof Successful
- Vax Proof Unsuccessful
- Background Check Initiated outside of CHRS Recruiting
- Background Check Initiated in CHRS Recruiting
- Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY
- Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY
- Background Check Unsuccessful
- Prepare Offer and Upload Transcripts
- Formal Offer Extended
- Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY
- Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY
- Formal Offer Declined
- Offer Rescinded
- Removed
- Recruitment Cancelled
- Job Closing Communication
- Applicant Withdrawn
- Incomplete
- Ineligible
- Submitted



Submit

Next >

Cancel

Confirm the change

- The steps are identical to confirming an individual change.
- When you return to the application list, all applications you moved will be updated.

Associate Professor (496970)

Search Results

Select Submitted Status Applicant No Pref Name First name Last name

<input type="checkbox"/>	<input type="checkbox"/>	Jun 10, 2020	Prepare Offer and Upload Transcripts	39870	<input checked="" type="radio"/>	Donald	Webber, Jr
<input type="checkbox"/>	<input type="checkbox"/>	Jun 10, 2020	Search Committee Review	39866	<input checked="" type="radio"/>	Lin-Man	Miranda
<input type="checkbox"/>	<input type="checkbox"/>	Jun 10, 2020	Search Committee Review Successful	39868	<input checked="" type="radio"/>	Angelica	Schuyler
<input type="checkbox"/>	<input type="checkbox"/>	Jun 10, 2020	Search Committee Review Successful	39869	<input checked="" type="radio"/>	Mariah	Reynolds
<input type="checkbox"/>	<input type="checkbox"/>	Jun 10, 2020	Search Committee Review Unsuccessful	39867	<input checked="" type="radio"/>	Leslie	Odom, Jr

Bulk move multiple applications

If you wish to move multiple applications to different statuses, following the process below:

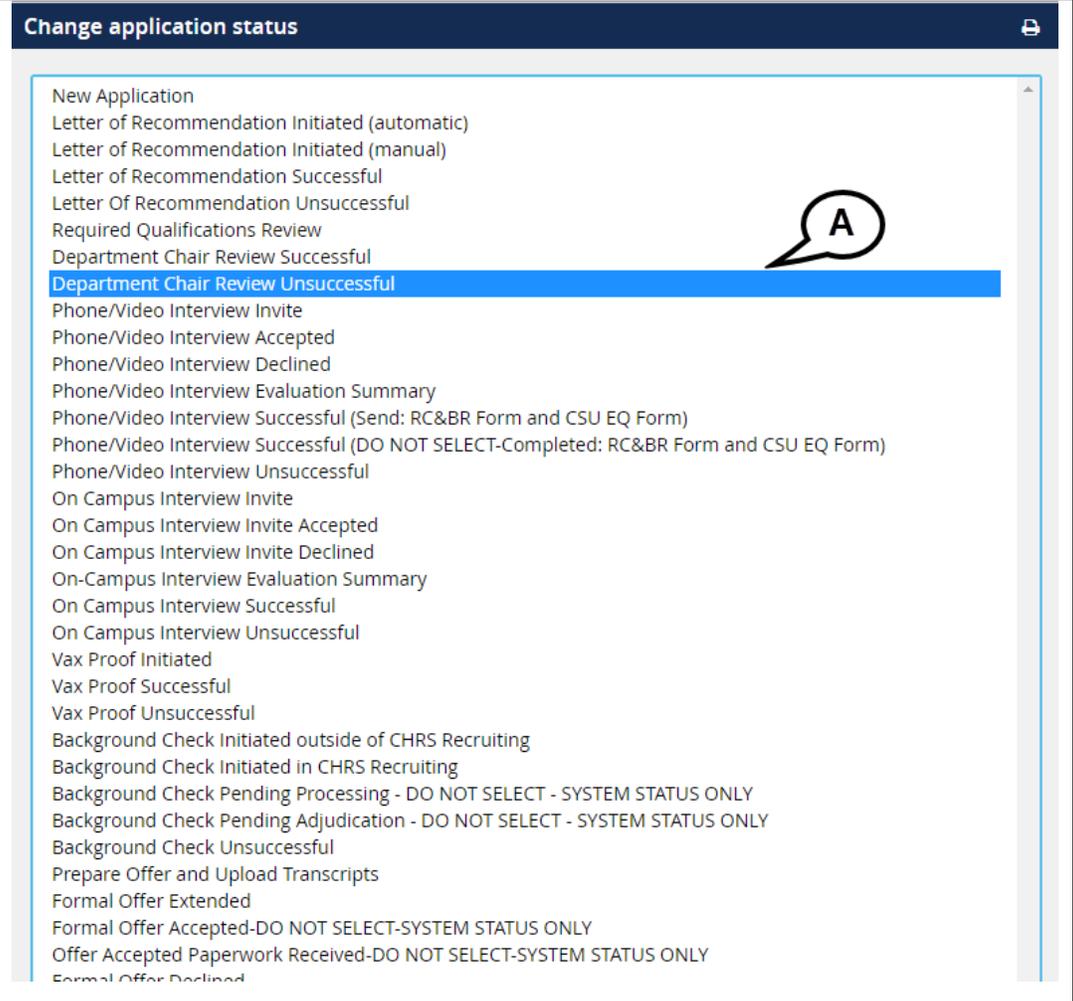
- Check the first box (green) to move multiple applications to a new status at the same time
- To move additional applications to another status at the same time, check the middle box (orange)
- To move a third set of applications to another status at the same time, check the third box (red)

Search Results

Select Submitted Status

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Recommendation Successful	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jun 17, 2020	Letter of Recommendation Successful	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 17, 2020	Letter of Recommendation Successful	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 18, 2020	Letter of Recommendation Successful	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 21, 2020	Letter of Recommendation Successful
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 21, 2020	Letter of Recommendation Successful

Step-by-Step Process: Moving an Applicant Out of Consideration

<p>Move an applicant to an unsuccessful status</p> <ol style="list-style-type: none"> 1. Select the Unsuccessful item in the status list (A) 2. Click Next (B) 	 <p>Change application status</p> <ul style="list-style-type: none"> New Application Letter of Recommendation Initiated (automatic) Letter of Recommendation Initiated (manual) Letter of Recommendation Successful Letter Of Recommendation Unsuccessful Required Qualifications Review Department Chair Review Successful Department Chair Review Unsuccessful (A) Phone/Video Interview Invite Phone/Video Interview Accepted Phone/Video Interview Declined Phone/Video Interview Evaluation Summary Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form) Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form) Phone/Video Interview Unsuccessful On Campus Interview Invite On Campus Interview Invite Accepted On Campus Interview Invite Declined On-Campus Interview Evaluation Summary On Campus Interview Successful On Campus Interview Unsuccessful Vax Proof Initiated Vax Proof Successful Vax Proof Unsuccessful Background Check Initiated outside of CHRS Recruiting Background Check Initiated in CHRS Recruiting Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY Background Check Unsuccessful Prepare Offer and Upload Transcripts Formal Offer Extended Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY Formal Offer Declined
---	--

- Confirm the status change**
3. Verify the status to which you are moving the application (A)
 4. Review the email communication (B); it is recommended that you don't change any language for the unsuccessful statuses
 5. Scroll down to continue

Confirm status change 🔒

You are about to move **Jane Lane** to a different status:

From status: Letter of Recommendation Successful A
To status: Search Committee Review Unsuccessful

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* up-donotreply@sjsu.edu B

Subject:* SJSU Application status update

Message: [Merge fields](#)

B I U [Icons] Formats ▾ A ▾ A ▾ [Icons]

SJSU SAN JOSÉ STATE UNIVERSITY

Dear Jane Lane,

Thank you for taking the time to submit your application for the position of Assistant Professor - Medders/Job # 497042 at San José State University.

After careful consideration, we have decided to move forward with another candidate. We appreciate the

Move now Cancel

Continuing confirming the status change

6. Determine if you wish to delay sending the email (A)
7. Determine if other users need to be notified of this change (B)
8. Select the reason the applicant is unsuccessful (C)
9. In the notes section provide additional information about the unsuccessful status if necessary (D)
10. If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes; DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS
11. Click Move Now (E)

Please note, any information you enter in the Note field must be fact-based and not personal. This information can be subpoenaed during an investigation.



Drag & Drop files here

Or click to browse from local drive.

1000MB file size limit

Delay e-mail by:* No delay ▾ A

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

Additional users from Job: Yes No B

Search Committee Review Unsuccessful reason C

Please indicate the reason for selecting the search committee review unsuccessful status:*

Does not meet minimum qualifications ▾

Note

The following will be added to the applicant notes for administrators to view:

Applicant likes a terminal degree and is therefore not qualified. D

Move now Cancel E

<p>C – Select the reason why the applicant was unsuccessful at this step</p>	<ul style="list-style-type: none"> ✓ Select Accepted another offer Not aligned with career goals Personal reasons Company benefits unsatisfactory Remuneration unsatisfactory Roster unsatisfactory Travel requirements unsatisfactory Unable to relocate Staying with current employer Continuing study Ineligible Does not meet qualifications Did not fit with company culture Other candidates more suitable Does not fit job requirements Background / Reference check requirements not met Medical / Police check requirements not met Visa requirements not met Position filled Other
<p>D – Add Notes</p>	<p>➤ Note</p> <p>The following will be added to the applicant notes for administrators to view:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Applicant does not meet any of the preferred qualifications for this position and did not demonstrate that they could do the work.</p> </div>

Step-by-Step Process: Use the Applicant Card

The applicant card can be used to review applicant data, view communications and history, and attach documents. This section will show you how to navigate to the card and how to view communication and history data. The next section will show you how to attach a document.

<p>Open the Applicant Card</p> <p>1. From the list of applications, click the First or Last name (A) of the candidate whose card you wish to review</p>	<p>Assistant Professor - Media Design and Visual Communications (497354)</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/> All</th> <th>Submitted</th> <th>Status</th> <th>Applicant No</th> <th>Pref Name</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Nov 30, 2020</td> <td>Search Committee Review</td> <td>73575</td> <td>James</td> <td>Blunt</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Nov 30, 2020</td> <td>Search Committee Review</td> <td>73576</td> <td>Alex</td> <td>Winston</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Nov 30, 2020</td> <td>Search Committee Review</td> <td>73577</td> <td>Rachel</td> <td>Platten</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Nov 30, 2020</td> <td>Search Committee Review</td> <td>73578</td> <td>Beth</td> <td>Renaldi</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Nov 30, 2020</td> <td>Search Committee Review</td> <td>73579</td> <td>Ben</td> <td>Rector</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Nov 30, 2020</td> <td>Search Committee Review</td> <td>73580</td> <td>Tori</td> <td>Kelly</td> <td></td> </tr> </tbody> </table>	<input checked="" type="checkbox"/> All	Submitted	Status	Applicant No	Pref Name	First name	Last name	<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73575	James	Blunt		<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73576	Alex	Winston		<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73577	Rachel	Platten		<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73578	Beth	Renaldi		<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73579	Ben	Rector		<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73580	Tori	Kelly	
<input checked="" type="checkbox"/> All	Submitted	Status	Applicant No	Pref Name	First name	Last name																																												
<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73575	James	Blunt																																													
<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73576	Alex	Winston																																													
<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73577	Rachel	Platten																																													
<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73578	Beth	Renaldi																																													
<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73579	Ben	Rector																																													
<input type="checkbox"/>	Nov 30, 2020	Search Committee Review	73580	Tori	Kelly																																													
<p>The Applicant Card displays</p> <p>Each section is reviewed below.</p>	<p>James Blunt</p> <p>View profile Add flags</p> <p>Address: 13 Western Lane, San Jose, California 95192, United States Phone: - E-mail: sjsu.hrtest+jblunt-train@gmail.com Applicant No: 73575 Employment status: - Original source: Diversity Jobs e-Zines comms hold: Yes</p> <p>Applications History Scheduled emails CRM Resume / CV</p> <p>497135 - Staff Test Job - Chen</p> <p>Date submitted: Dec 7, 2020 Applied via: Careers website Status changed: Dec 7, 2020 Offer: No offer</p> <p>497073 - Application Administrator</p> <p>Date submitted: Dec 4, 2020 Applied via: Alumni Status changed: Dec 21, 2020 Offer: No offer</p> <p>Close</p>																																																	

View the Applicant's Personal & Profile Information

- Click View Profile (A) to view the education and experience entered on the application
- View the Address, Phone and Email (B) information on the card
- View the Original source (C) to determine how the applicant found the job

James Blunt ●
[View profile](#) [Add flags](#)

Address **A** 13 Western Lane
 San Jose, California
 95192, United States

Phone -

E-mail sjsu.hrtest+jblunt-train@gmail.com **B**

Applicant No 73575

Employment status -

Original source **C** [Diversity Jobs](#)

e-Zines comms hold Yes

View Applications

You may see more than one application for the candidate.

- Scroll to find the position you wish to review
- View the Resume/CV (A)
- View Forms (B) – this includes the Reference & Background Check Release form, as well as the CSU Lecturer form
- View the Applicant's Status (C)
- View the Offer Status (D)

Please note: You will only see applications for jobs in the team(s) for which you have access.

[Applications](#) [History](#) [Scheduled emails](#) [CRM](#) [Resume / CV](#)

497135 - Staff Test Job - Chen ...

Date submitted Dec 7, 2020 Applied via [Careers website](#) Status changed Dec 7, 2020 Offer Application Screening Unsucces... No offer

Resume / CV View Form [Add flags](#)

497073 - Application Administrator ...

Date submitted Dec 4, 2020 Applied via [Alumni](#) Status changed Dec 21, 2020 Offer Applicant Withdrawn No offer

Resume / CV **A** View Form **B** [Add flags](#) **C** **D**

Review the Applicant History

- 10. Use the Jobs dropdown list to select a specific job or view all at once (A)
- 11. Use the Item dropdown list to filter the items you wish to see (B)
- 12. Some items may allow you to edit or delete (C); before you take that step you may wish to check with the CHRS Recruiting team; this should be used sparingly

Please note: You will only see history for the those jobs in the team(s) for which you have access.

Applications **History** Scheduled emails CRM Resume / CV

Job: Item:

Today, 10:39am  **Note**

Carrie Medders Application Administrator (497073)

Status changed to 'Applicant Withdrawn' by Carrie Medders (bulk move).
Other

[Edit](#) [Delete](#)

Today, 10:34am  **Note**

Carrie Medders Application Administrator (497073)

Status changed to 'Application Screening' by Carrie Medders (bulk move).

[Edit](#) [Delete](#)

Items in History (B)

- ✓ All
- Application submissions
- Assessments
- Assign applications
- Background checks
- Bookings
- Communication
- Documents
- Forms
- Notes
- Notes (user)
- Offers
- Rankings
- Tasks/reminders

View Scheduled Emails

- 13. If you schedule an email during the Manage Recruitments process, you will see it here (A)
- 14. You can view or delete the scheduled email (B)

Applications History **Scheduled emails 1** CRM Resume / CV

Monday, Dec 21, 2020, 1:48pm  **Communication**
Carrie Medders (Carrie Medders) Assistant Professor - Media Design and Visual Communications (497354)
Action Required: SJSU Form Request
[View](#) [Delete](#)

There are no more items to show.



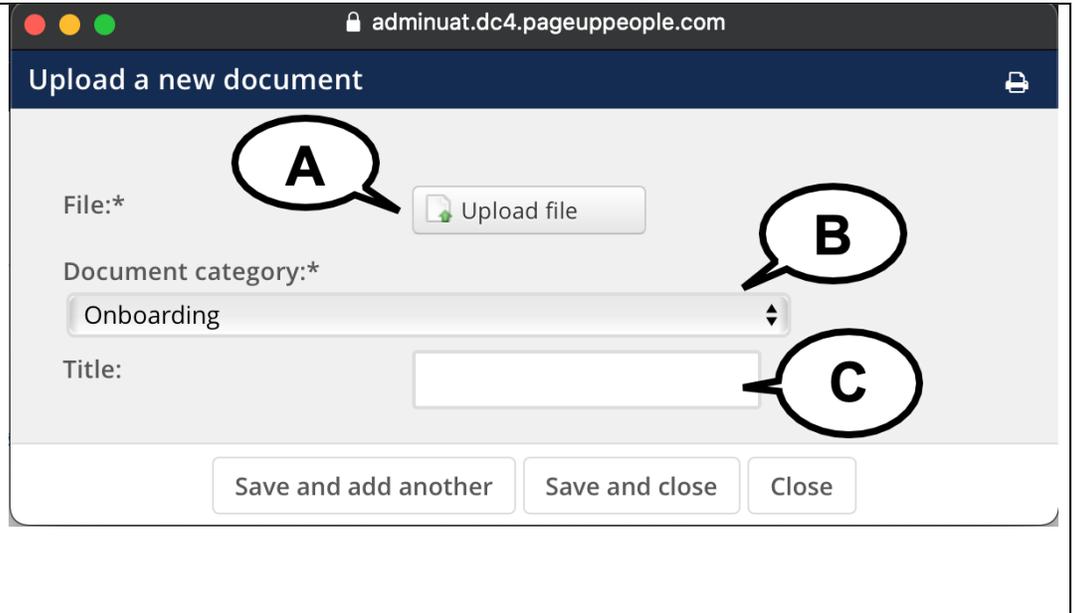
Step-by-Step Process: Attach a Document to the Applicant Card

This process can be used to upload Letters of Recommendation that you receive through the manual process. It can also be used to upload transcripts.

<p>Open the Options Menu</p> <ol style="list-style-type: none"> From the Applicant Card, find the job you wish to work with Click the three dots on the right side of the job (A) 	
<p>The List of Options is displayed</p> <ol style="list-style-type: none"> Click Add document (A) 	

The Upload a new document window pops up

4. Click Upload file (A)
5. Search for the file on your computer and upload
6. Select a Document category (B)
7. Enter a Title, if desired (C)
8. Click Save and add another if you have more documents to upload; otherwise click Save and close



Document Categories (B)

When you click Document category, this is the list from which you can choose.

- ✓ Onboarding
- Award
- Bibliography
- C.V.
- Certification
- Compensation
- Contact Reference
- Cover letter
- Dissertation Abstract
- Diversity Statement
- Essay
- International Financial Statements
- Interview Notes
- Job Market Paper
- Letter of Recommendation
- Licensure
- List of courses taught
- Mail matcher document
- Media File
- Medical
- Misc. Offer Document
- Nomination Letter
- Non-Confidential Letter of Recommendation or Evaluation
- Offer Letter
- Offer Letter - Non Confidential
- Other Document
- Other Recruitment Documents
- Peer Evaluations
- Personal Statement
- Position Description Offered
- Professional Portfolio
- Proposal
- Research Plan
- Resume
- Student Evaluations
- Summative Assessment
- Supporting Applicant documents
- Syllabus
- Teaching Certification
- Teaching Portfolio
- Teaching Statement
- Test results
- Transcripts
- Writing Sample