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## Introduction

All screening of applications and the evaluation of interviews will be done through the CHRS Recruiting system. The processes vary between faculty and staff and may differ depending on the size of the applicant pool and the search committee chair/hiring manager's discretion. This guide will show you how to review and give feedback as a search committee member and as a search committee chair for faculty recruitments. The roles referenced in this guide are:

- Department Chair – "Chair"
- Search Committee Chair – "Search Chair"
- Search Committee Members – "Committee"
- Department/Recruitment Admin – "Admin"

## General Process

*Please note: Part-time temporary faculty recruitments may not use all steps.*

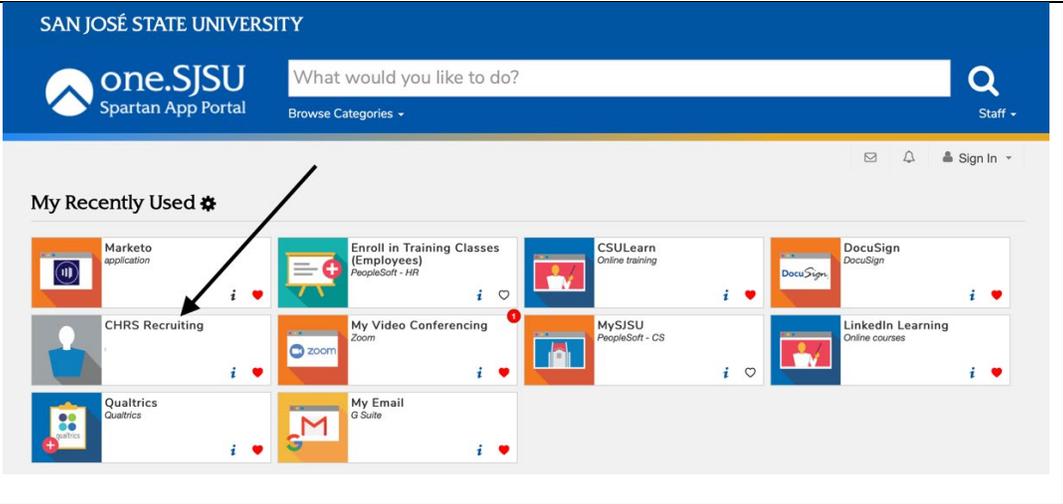
1. Chair or Admin Routes Applications
  - a. The first step in the routing process is to initiate the process to college Letters of Recommendation; the Search Committee Review may begin before the letters are received
- 2. Required Qualifications Review begins (if applicable)**
  - a. Depending on size of the applicant pool, Search Chair may decide to do a preliminary Required Qualifications review before routing the applications to the Committee
  - b. Search Chair and/or Committee screens applications for Required Qualifications
3. After review, Search Chair or Admin moves applicants:
  - a. Applicants who do not meet Required Qualifications are moved to Search Committee Review Unsuccessful
  - b. All other applicants are moved to Search Committee Review
- 4. Search Committee Review begins**
  - a. Committee screens applications
  - b. Search Chair collaborates with Committee to complete final evaluation
5. After review, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information
6. Search Chair or Admin moves applicants:
  - a. Applicants who do not meet Required Qualifications are moved to Search Committee Review Unsuccessful
  - b. Applicants who meet Required Qualifications but will not be moved forward to interview are moved to Search Committee Review Unsuccessful
  - c. Applicants who may be considered later are not moved
  - d. All other applicants are moved to Phone/Video Interview Invite
- 7. Phone/Video Interview Evaluation begins**
  - a. Committee completes evaluations individually
  - b. Search Chair collaborates with Committee to complete final evaluation
8. After phone/video evaluations are complete, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information
9. Search Chair or Admin moves applicants:
  - a. Applicants who will not be moved forward to the next step are moved to Phone/Video Interview Unsuccessful
  - b. Applicants who may be considered later are not moved
  - c. All other applicants are moved to On-Campus Interview Invite
- 10. On-Campus Interview Evaluation begins**
  - a. Committee completes evaluations individually
  - b. Search Chair collaborates with Committee to complete final evaluation
11. After on-campus interview evaluations are complete, Admin runs the SJ-Faculty Evaluation Report to preserve the screening information

12. After on-campus interviews, Search Chair or Admin moves applicants:
  - a. Applicants who will not be moved forward to the next step are moved by Search Chair or Admin to On-Campus Interview Unsuccessful
  - b. Applicants who may be considered later are not moved
  - c. Finalist(s) are moved to Prepare Offer

**Step-by-Step Process to Screen and Evaluate**

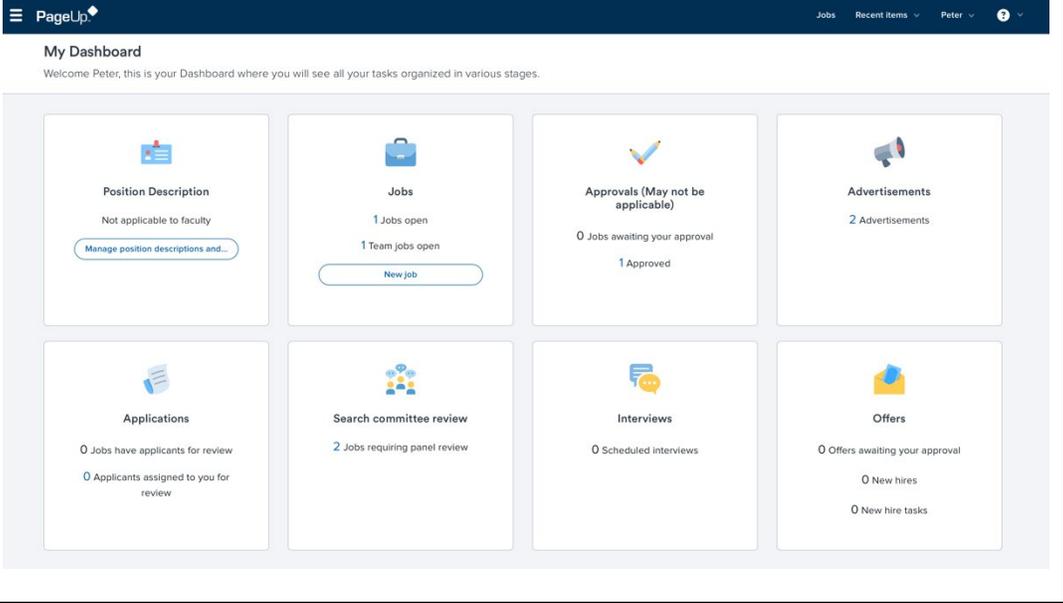
**Log into CHRS Recruiting**

1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile
3. User your SJSUOne ID and password to log in



**The Dashboard is displayed**

*Please note, depending on your role the dashboard will look different. Two versions are shown here.*



**SJSU Dashboard**

**Current Jobs**

Total: 3, All Notifications: 2, Approved: 2, Offer: 1

Count	Job Title	Request Number	Manager	Positions	Vacancies
3 Approved	Men's Water Polo Director of Operations - Calderon	496913	Carrie Medders	1	1
3 Approved	Special Projects Assistant - Fernandez	496904	Yolanda Fernandez	0	0
6 Offer	Director of Development Operations - Medders	496902	Carrie Medders	8	5

**Manager Activities**

- Jobs requiring panel review
- Jobs with applicants for review
- New hires
- New hire tasks

**Tasks**

Assigned tasks: No tasks

**Activities performed**

	M	T	W	T	F	S	S	Total
New application	0	0	9	0	0	0	0	9
Assessment 1	0	0	12	0	0	0	0	12
Interview 1	0	1	0	0	0	0	0	1
Line manager review 1	0	1	0	0	0	0	0	1
Reference check 1	0	1	0	0	0	0	0	1
Review 1	0	1	5	0	2	0	0	8
Review 2	0	1	0	0	0	0	0	1
Offer made	0	1	2	0	0	0	0	3
Pre-offer check	0	1	0	0	0	0	0	1

On the Tiled Dashboard, in the Search Committee Review tile, click the number of jobs requiring panel review

Search committee review

2 Jobs requiring panel review

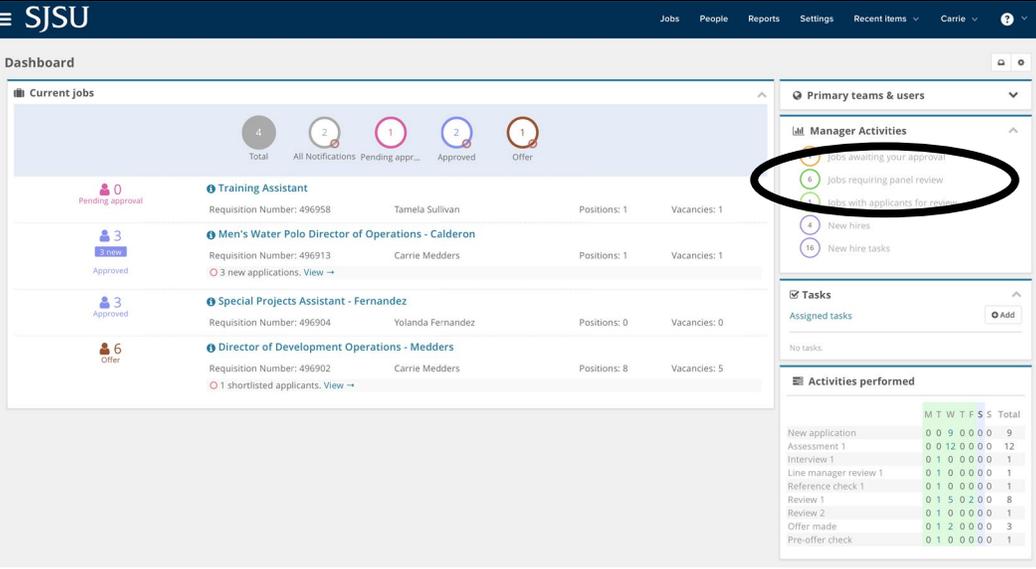
↑

**PageUp My Dashboard**

Welcome Peter, this is your Dashboard where you will see all your tasks organized in various stages.

<b>Position Description</b> Not applicable to faculty <a href="#">Manage position descriptions and...</a>	<b>Jobs</b> 1 Jobs open 1 Team jobs open <a href="#">New job</a>	<b>Approvals (May not be applicable)</b> 0 Jobs awaiting your approval 1 Approved	<b>Advertisements</b> 2 Advertisements
<b>Applications</b> 0 Jobs have applicants for review 0 Applicants assigned to you for review	<b>Search committee review</b> 2 Jobs requiring panel review	<b>Interviews</b> 0 Scheduled interviews	<b>Offers</b> 0 Offers awaiting your approval 0 New hires 0 New hire tasks

**On the List Dashboard, in the Manager Activities box, click the link for the jobs requiring panel review**

**Current jobs**

- Total: 4
- All Notifications: 2
- Pending appr...: 1
- Approved: 2
- Offer: 1

**Manager Activities**

- 1 Jobs awaiting your approval
- 6 Jobs requiring panel review
- 1 Jobs with applicants for review
- 4 New hires
- 16 New hire tasks

**Current Jobs List:**

- Training Assistant** (Requisition Number: 496958, Tameila Sullivan, Positions: 1, Vacancies: 1) - Pending approval
- Men's Water Polo Director of Operations - Calderon** (Requisition Number: 496913, Carrie Medders, Positions: 1, Vacancies: 1) - 3 new applications. View →
- Special Projects Assistant - Fernandez** (Requisition Number: 496904, Yolanda Fernandez, Positions: 0, Vacancies: 0) - Approved
- Director of Development Operations - Medders** (Requisition Number: 496902, Carrie Medders, Positions: 8, Vacancies: 5) - 6 Offer, 1 shortlisted applicants. View →

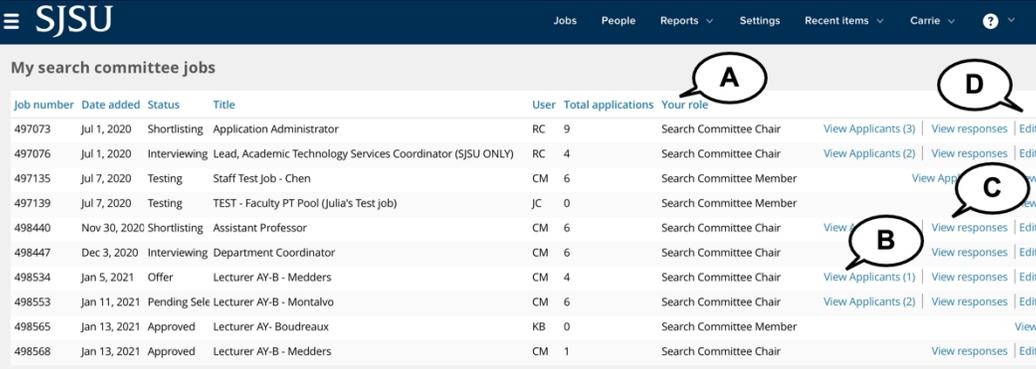
**Activities performed**

	M	T	W	T	F	S	S	Total
New application	0	0	9	0	0	0	0	9
Assessment 1	0	0	12	0	0	0	0	12
Interview 1	0	1	0	0	0	0	0	1
Line manager review 1	0	1	0	0	0	0	0	1
Reference check 1	0	1	0	0	0	0	0	1
Review 1	0	1	5	0	2	0	0	8
Review 2	0	1	0	0	0	0	0	1
Offer made	0	1	2	0	0	0	0	3
Pre-offer check	0	1	0	0	0	0	0	1

**The list of jobs requiring panel review displays**

1. Confirm your role on the recruitment (A)
2. Click View Applicants (B) to complete your screening
3. Search Chairs should click View Responses (C) prior to submitting their own review
4. Depending on your access, you may be able to View or Edit the Job (D)

*Please note, Search Chairs should collaborate with the Committee before submitting the final review.*



**My search committee jobs**

Job number	Date added	Status	Title	User	Total applications	Your role		
497073	Jul 1, 2020	Shortlisting	Application Administrator	RC	9	Search Committee Chair	View Applicants (3)	View responses   Edit
497076	Jul 1, 2020	Interviewing	Lead, Academic Technology Services Coordinator (SJSU ONLY)	RC	4	Search Committee Chair	View Applicants (2)	View responses   Edit
497135	Jul 7, 2020	Testing	Staff Test Job - Chen	CM	6	Search Committee Member	View Applicants (1)	View responses   Edit
497139	Jul 7, 2020	Testing	TEST - Faculty PT Pool (Julia's Test job)	JC	0	Search Committee Member	View Applicants (1)	View responses   Edit
498440	Nov 30, 2020	Shortlisting	Assistant Professor	CM	6	Search Committee Chair	View Applicants (2)	View responses   Edit
498447	Dec 3, 2020	Interviewing	Department Coordinator	CM	6	Search Committee Chair	View Applicants (1)	View responses   Edit
498534	Jan 5, 2021	Offer	Lecturer AY-B - Medders	CM	4	Search Committee Chair	View Applicants (1)	View responses   Edit
498553	Jan 11, 2021	Pending Sele	Lecturer AY-B - Montalvo	CM	6	Search Committee Chair	View Applicants (2)	View responses   Edit
498565	Jan 13, 2021	Approved	Lecturer AY - Boudreaux	KB	0	Search Committee Member	View Applicants (1)	View responses   Edit
498568	Jan 13, 2021	Approved	Lecturer AY-B - Medders	CM	1	Search Committee Chair	View Applicants (1)	View responses   Edit

**View Applicants**

1. A list of applicants is seen on the left side (A)
2. Icons to the left of the name can be used to view the applicant's information (B)
3. Use Bulk compile and send (C) to generate one PDF of data for all applicants
4. Use Bulk move (D) to bulk move candidates from one status to another
5. The criteria are displayed on the page (E)
6. The rating for each criterion is shown (F), along with a comment section (G)

*Please note, each criterion has its own rating (outcome) and comment box.*

*Please note, the rating (outcome) descriptions are plural even though you are only reviewing one criterion at a time. These are system-delivered values and cannot be changed.*

The screenshot shows the SJSU University Personnel system interface. At the top, there is a navigation bar with 'Jobs', 'People', 'Reports', 'Settings', 'Recent Items', and 'Carrie'. The main content area is titled 'Assistant Professor (498440)' and includes a 'Job Code/Employee Classification: Instr Fac AY'. Below this, there are buttons for 'Bulk compile and send' (C) and 'Bulk move' (D). A 'Search Committee Review' section lists applicants: Alex Winston, Ben Rector, Beth, James Blunt, Rachel Platten, and Tori Kelly, each with a checkbox and a date of 'Nov 30, 2020'. The main evaluation area (E) shows selection criteria such as 'Expertise in area(s) advertised', 'Active research agenda with substantial potential for publications and grants', and 'Demonstrated awareness of, and sensitivity to, educational goals of a multicultural population'. Each criterion has a rating dropdown (F) and a comment box (G). The interface also shows a 'Saved' status with a green checkmark.

**C – Bulk compile and send**

1. Click Select all or check the boxes by each applicant for which you wish to compile data
2. Click the Bulk compile and send button

*Please note, due to file size, the recommended maximum number of applicants to bulk compile and send should be no greater than 30.*

Assistant Professor (498440)  
Job Code/Employee Classification: Instr Fac AY

Bulk compile and send    Bulk move

Select all    Sort: Outcome

Search Committee Review

- Alex Winston  
Nov 30, 2020
- Ben Rector  
Nov 30, 2020
- Beth Renaldi  
Nov 30, 2020
- James Blunt  
Nov 30, 2020
- Rachel Platten  
Nov 30, 2020
- Tori Kelly  
Nov 30, 2020

**Select the data you wish to compile**

1. Check items from the application (A); typical items include personal details, profile, app form, additional form, app notes
2. Check documents the applicant may have attached (B)

Bulk action status: ✔ 5 Applicants Complete

You have selected 5 applicants to compile documents for, please select the documents you would like to include.

**A**

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed interview forms
- Completed online reference check form

**B**

Applicant documents

- Award
- Bibliography
- C.V.
- Certification
- Contact Reference
- Cover letter
- Dissertation Abstract
- Diversity Statement

<p><b>Continue selecting items to include in the bulk file</b></p> <ol style="list-style-type: none"> <li>Select nothing from the Recruiter Documents (C)</li> <li>Check the print double-sided option if applicable (D)</li> <li>Click Create PDF</li> </ol>	
<p><b>The bulk compile process begins</b></p> <p>The action status shows the various steps of the process and how many documents are posted</p>	

**When complete, the document will be available for download**

1. Click the hyperlink to download the document, or right click to save it (A)
2. The Send document section (B) opens so that you have the ability to forward the compiled file to others however, this is not recommended due to the file size; change the radio button to No
3. Click Okay to close the screen

Bulk action status: ✔ 5 Applicants Complete

**i** To download the document, right click on the link below and select 'Save Target As'.  
 Note: To send the document it is not necessary to download the document below. The document will be sent as an attachment with the communication below.

Your document is ready to download:

[Download document \(1.3 mb\)](#)

Send document:  Yes  No

User:  🔍 ✎

No user selected.

Other e-mail:

From:\*

Subject:\*

**Once you have reviewed the applications, provide ratings and, if applicable, comments, for each of the screening criteria; you may also add comments for the Overall Rating if applicable**

*Please note, for Required and Preferred Qualifications, only the following outcomes should be used:*

- Meets none
- Meets all
- Exceeds

Assistant Professor (498440)  
 Job Code/Employee Classification: Instr Fac AY

Job Code/Employee Classification: Instr Fac AY Saved: ✔

Selection criteria	Outcome	Comments
Expertise in area(s) advertised (SJ-1 Faculty Required Qualifications)	2 - Meets all requirements	Comments
Active research agenda with substantial potential for publications and grants (SJ-1 Faculty Required Qualifications)	2 - Meets all requirements	Comments
Demonstrated awareness of, and sensitivity to, educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and	2 - Meets all requirements	Comments

**Bulk compile and send** **Bulk move**

Select all Sort: Outcome

**Search Committee Review**

- Alex Winston  
Nov 30, 2020
- Ben Rector  
Nov 30, 2020
- Beth Renaldi  
Nov 30, 2020
- James Blunt  
Nov 30, 2020
- Rachel Platten  
Nov 30, 2020
- Tori Kelly  
Nov 30, 2020

**Provide a summary review and an overall rating**

1. Scroll to the bottom of the page, past the interview evaluation items (A) (you will use these later)
2. Enter the Summary comments for the candidate (B)
3. Select the Overall rating for the candidate (C)
4. Click Save and next (D) to evaluate the next candidate; when the last evaluation is complete you may click Close

*Please note, these same steps should be followed to enter evaluations for the interview and the final interview.*

Assistant Professor (498440)  
Job Code/Employee Classification: Instr Fac AY

Bulk compile and send Bulk move

Select all Sort: Outcome

Search Committee Review

- Alex Winston Nov 30, 2020
- Ben Rector Nov 30, 2020
- Beth Renaldi Nov 30, 2020
- James Blunt Nov 30, 2020
- Rachel Platten Nov 30, 2020
- Tori Kelly Nov 30, 2020

Job Code/Employee Classification: Instr Fac AY Saved: ✓

Overall Evaluation: Select

(SJ-4 Final Evaluation)

Summary

Move candidate forward for interview.

Overall Rating: 2 - Meets all requirements Rank

Save and next Close

**All candidates reviewed**

When all candidates have been reviewed, the page will look something like this.

**Assistant Professor (498440)**  
Job Code/Employee Classification: Instr Fac AY

**Bulk compile and send** **Bulk move**

Select all    Sort: Outcome

Search Committee Review

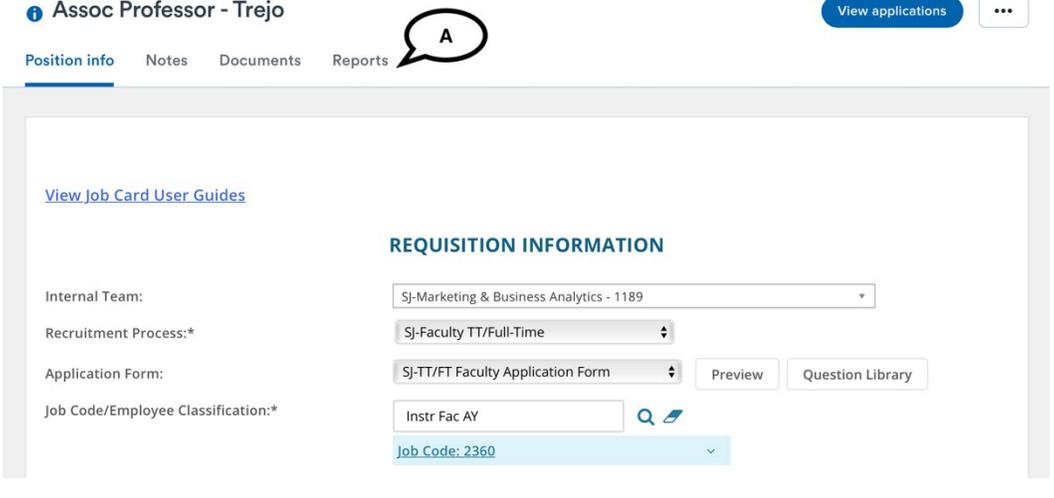
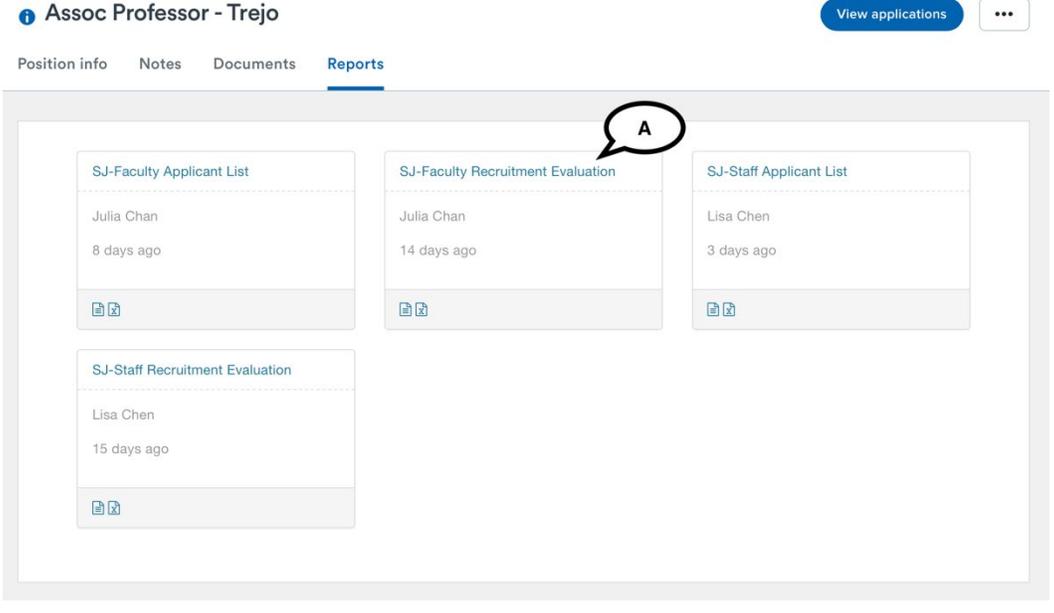
<input type="checkbox"/>	<b>Tori Kelly</b> Nov 30, 2020	3 - Exceeds requirements	<b>Reviewed</b>
<input type="checkbox"/>	<b>Beth Renaldi</b> Nov 30, 2020	3 - Exceeds requirements	<b>Reviewed</b>
<input type="checkbox"/>	<b>James Blunt</b> Nov 30, 2020	2 - Meets all requirements	<b>Reviewed</b>
<input type="checkbox"/>	<b>Alex Winston</b> Nov 30, 2020	2 - Meets all requirements	<b>Reviewed</b>
<input type="checkbox"/>	<b>Rachel Platten</b> Nov 30, 2020	0 - Meets none of the requirements	<b>Reviewed</b>
<input type="checkbox"/>	<b>Ben Rector</b> Nov 30, 2020	0 - Meets none of the requirements	<b>Reviewed</b>

**Step-by-Step Process for Search Committee Chair to Review Results**

<p><b>From the main list of jobs, Search Chairs will have the ability to View Responses (C) once all feedback has been entered</b></p> <p><i>Please note, the Search Chair should review the responses prior to entering their own feedback. Their feedback should take all other feedback into account.</i></p>	<p>My search committee jobs</p> <table border="1"> <thead> <tr> <th>Job number</th> <th>Date added</th> <th>Status</th> <th>Title</th> <th>User</th> <th>Total applications</th> <th>Your role</th> <th></th> </tr> </thead> <tbody> <tr> <td>496885</td> <td>May 30, 2020</td> <td>Approved</td> <td>Senior Business Analyst</td> <td>KG</td> <td>3</td> <td>Search Committee Chair</td> <td><a href="#">View responses</a> <a href="#">Edit job</a></td> </tr> <tr> <td>496888</td> <td>Jun 1, 2020</td> <td>Offer</td> <td>Mathematics Lecturer Pool - Guzzetta</td> <td>KG</td> <td>9</td> <td>Search Committee Mem</td> <td><a href="#">View job</a></td> </tr> <tr> <td>496898</td> <td>Jun 1, 2020</td> <td>Offer</td> <td>Applications Programmer Analyst - Harish Chan HC</td> <td>HC</td> <td>4</td> <td>Search Committee Mem</td> <td><a href="#">View job</a></td> </tr> <tr> <td>496902</td> <td>Jun 1, 2020</td> <td>Offer</td> <td>Director of Development Operations - Medders</td> <td>CM</td> <td>13</td> <td>Search Committee Chair</td> <td><a href="#">View Applicants</a> <a href="#">View responses</a> <a href="#">Edit job</a></td> </tr> <tr> <td>496913</td> <td>Jun 2, 2020</td> <td>Approved</td> <td>Men's Water Polo Director of Operations - Caldre</td> <td>CM</td> <td>3</td> <td>Search Committee Chair</td> <td><a href="#">View responses</a> <a href="#">Edit job</a></td> </tr> <tr> <td>496977</td> <td>Jun 9, 2020</td> <td>Approved</td> <td>Professor -Nha-Nghi Nguyen</td> <td>NN</td> <td>0</td> <td>Search Committee Mem</td> <td><a href="#">View job</a></td> </tr> <tr> <td>496978</td> <td>Jun 9, 2020</td> <td>Approved</td> <td>Graduate Studies Coordinator</td> <td>JN</td> <td>0</td> <td>Search Committee Mem</td> <td><a href="#">View job</a></td> </tr> <tr> <td>496990</td> <td>Jun 10, 2020</td> <td>Pending appro</td> <td>Business Analyst - review</td> <td>CM</td> <td>1</td> <td>Search Committee Mem</td> <td><a href="#">View Applicants</a> <a href="#">View job</a></td> </tr> <tr> <td>497008</td> <td>Jun 13, 2020</td> <td>Approved</td> <td>Assistant Professor - Industrial Design - Bontrag</td> <td>RB</td> <td>4</td> <td>Search Committee Mem</td> <td><a href="#">View Applicants</a> <a href="#">View job</a></td> </tr> <tr> <td>497042</td> <td>Jun 17, 2020</td> <td>Approved</td> <td>Assistant Professor - Medders</td> <td>HL</td> <td>6</td> <td>Search Committee Chair</td> <td><a href="#">View responses</a> <a href="#">Edit job</a></td> </tr> <tr> <td>497053</td> <td>Jun 21, 2020</td> <td>Approved</td> <td>Training Assistant - Screening Class</td> <td>CM</td> <td>3</td> <td>Search Committee Chair</td> <td><a href="#">View responses</a> <a href="#">Edit job</a></td> </tr> </tbody> </table>	Job number	Date added	Status	Title	User	Total applications	Your role		496885	May 30, 2020	Approved	Senior Business Analyst	KG	3	Search Committee Chair	<a href="#">View responses</a> <a href="#">Edit job</a>	496888	Jun 1, 2020	Offer	Mathematics Lecturer Pool - Guzzetta	KG	9	Search Committee Mem	<a href="#">View job</a>	496898	Jun 1, 2020	Offer	Applications Programmer Analyst - Harish Chan HC	HC	4	Search Committee Mem	<a href="#">View job</a>	496902	Jun 1, 2020	Offer	Director of Development Operations - Medders	CM	13	Search Committee Chair	<a href="#">View Applicants</a> <a href="#">View responses</a> <a href="#">Edit job</a>	496913	Jun 2, 2020	Approved	Men's Water Polo Director of Operations - Caldre	CM	3	Search Committee Chair	<a href="#">View responses</a> <a href="#">Edit job</a>	496977	Jun 9, 2020	Approved	Professor -Nha-Nghi Nguyen	NN	0	Search Committee Mem	<a href="#">View job</a>	496978	Jun 9, 2020	Approved	Graduate Studies Coordinator	JN	0	Search Committee Mem	<a href="#">View job</a>	496990	Jun 10, 2020	Pending appro	Business Analyst - review	CM	1	Search Committee Mem	<a href="#">View Applicants</a> <a href="#">View job</a>	497008	Jun 13, 2020	Approved	Assistant Professor - Industrial Design - Bontrag	RB	4	Search Committee Mem	<a href="#">View Applicants</a> <a href="#">View job</a>	497042	Jun 17, 2020	Approved	Assistant Professor - Medders	HL	6	Search Committee Chair	<a href="#">View responses</a> <a href="#">Edit job</a>	497053	Jun 21, 2020	Approved	Training Assistant - Screening Class	CM	3	Search Committee Chair	<a href="#">View responses</a> <a href="#">Edit job</a>
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<p><b>The responses are displayed by reviewer (search committee member) and by type of review; to see all types at once, change the drop down to All (A)</b></p> <p><b>To enter your own feedback as the Search Chair, navigate back to the jobs page and click View Applications</b></p> <p><i>Please note, it is recommended that the Search Chair's feedback be completed as a group to ensure collaboration. The Search Chair's feedback is the final evaluation that will be reviewed by your recruiter.</i></p>	<p>Director of Development Operations - Medders (496902)</p> <p>Feedback from search committee members</p> <p>All</p> <p>Select all</p> <p>Offer Accepted Paperwork Received</p> <p>Application Screening Unsuccessful</p> <p>Application Screening</p> <p>Abby Sheeran</p> <p>Layla Spartan4</p> <p>Matthew Spartan5</p> <p>Invite for Interview</p> <p>Development experience in higher education (SJ-Preferred Qualifications)</p> <p>Carrie Medders</p> <p>"2 - Meets all requirements"</p> <p>Comments</p> <p>Master's Degree (SJ-Preferred Qualifications)</p> <p>Carrie Medders</p> <p>"0 - Meets none of the requirements"</p> <p>Comments</p> <p>3+ years relevant experience (SJ-Required Qualifications)</p> <p>Carrie Medders</p> <p>"3 - Exceeds requirements"</p> <p>Comments</p> <p>Bachelor's degree or equivalent (SJ-Required Qualifications)</p> <p>Carrie Medders</p> <p>"2 - Meets all requirements"</p> <p>Comments</p> <p>Overall</p> <p>Carrie Medders</p> <p>"3 - Exceeds requirements"</p> <p>No response</p>																																																																																																

**Run SJ-Faculty Recruitment Evaluation Report**

The Admin will have access to run this report, as will the College Resource Manager or Analyst.

<p><b>Navigate to the Job Card</b></p> <p>This step should be completed by the Admin</p> <ol style="list-style-type: none"> <li>1. Click Reports (A)</li> </ol>	 <p>The screenshot shows the 'Assoc Professor - Trejo' job card interface. The 'Reports' tab is selected and highlighted in blue. A callout bubble labeled 'A' points to this tab. The page includes a 'View applications' button and a menu icon. Below the navigation tabs, there is a link for 'View Job Card User Guides'. The 'REQUISITION INFORMATION' section contains several dropdown menus: 'Internal Team' (SJ-Marketing &amp; Business Analytics - 1189), 'Recruitment Process:*' (SJ-Faculty TT/Full-Time), 'Application Form:' (SJ-TT/FT Faculty Application Form), and 'Job Code/Employee Classification:*' (Instr Fac AY). There are also 'Preview' and 'Question Library' buttons, and a search icon.</p>
<p><b>Select the Report</b></p> <ol style="list-style-type: none"> <li>2. Click SJ-Faculty Recruitment Evaluation (A)</li> </ol>	 <p>The screenshot shows the 'Reports' section of the 'Assoc Professor - Trejo' job card. The 'Reports' tab is selected. A callout bubble labeled 'A' points to the 'SJ-Faculty Recruitment Evaluation' report card. There are four report cards displayed: 'SJ-Faculty Applicant List' (Julia Chan, 8 days ago), 'SJ-Faculty Recruitment Evaluation' (Julia Chan, 14 days ago), 'SJ-Staff Applicant List' (Lisa Chen, 3 days ago), and 'SJ-Staff Recruitment Evaluation' (Lisa Chen, 15 days ago). Each card has a document icon at the bottom.</p>



**Bulk Move Candidates**

This process can be completed by the Search Chair from the screening page. The Admin can also move the candidate from the Manage Applications page. This section shows how to Bulk Move from the screening page. Refer to the [Manage Recruitments – Faculty](#) user guide for steps on moving the candidates from the Manage Applications page.

<p><b>Bulk move candidates</b></p> <ol style="list-style-type: none"> <li>1. Select the candidates you wish to move (A)</li> <li>2. Click Bulk move (B)</li> </ol> <p><i>Please note, when you bulk move, you must be moving the candidates to the same status with the same reasons.</i></p>	<p>Assistant Professor (498440) Job Code/Employee Classification: Instr F</p> <p>Bulk compile and send    Bulk move</p> <p><input type="checkbox"/> Select all    Sort: Outcome</p> <p><input type="checkbox"/> Select all    <b>A</b>    Review</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Tom Kelly</td> <td>Nov 30, 2020</td> <td>3 - Exceeds requirements</td> <td>Reviewed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Beth Renaldi</td> <td>Nov 30, 2020</td> <td>3 - Exceeds requirements</td> <td>Reviewed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>James Blunt</td> <td>Nov 30, 2020</td> <td>2 - Meets all requirements</td> <td>Reviewed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Alex Winston</td> <td>Nov 30, 2020</td> <td>2 - Meets all requirements</td> <td>Reviewed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Rachel Platten</td> <td>Nov 30, 2020</td> <td>0 - Meets none of the requirements</td> <td>Reviewed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Ben Rector</td> <td>Nov 30, 2020</td> <td>0 - Meets none of the requirements</td> <td>Reviewed</td> </tr> </table>	<input type="checkbox"/>	Tom Kelly	Nov 30, 2020	3 - Exceeds requirements	Reviewed	<input type="checkbox"/>	Beth Renaldi	Nov 30, 2020	3 - Exceeds requirements	Reviewed	<input type="checkbox"/>	James Blunt	Nov 30, 2020	2 - Meets all requirements	Reviewed	<input type="checkbox"/>	Alex Winston	Nov 30, 2020	2 - Meets all requirements	Reviewed	<input type="checkbox"/>	Rachel Platten	Nov 30, 2020	0 - Meets none of the requirements	Reviewed	<input type="checkbox"/>	Ben Rector	Nov 30, 2020	0 - Meets none of the requirements	Reviewed
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<input type="checkbox"/>	Ben Rector	Nov 30, 2020	0 - Meets none of the requirements	Reviewed																											
<p><b>Select the new Application status</b></p> <ol style="list-style-type: none"> <li>3. Select the status to which you wish to move the selected candidates (A)</li> <li>4. Click Next (B)</li> </ol>	<p>SJSU    Jobs    People    Reports    Settings</p> <p>Bulk action status: 4 Applicants Complete</p> <p>You have requested to move 4 applicants.</p> <p>Select a status to move these applicants to:</p> <p>Application status: Phone/Video Interview Invite    <b>A</b></p> <p>Next &gt;    <b>B</b></p>																														

**Move the candidates**

5. SJSU does not use Communication templates (A)
6. There is no email set, as it was determined that for faculty recruitments, emails would be sent outside of the system (B)
7. You may see this message (C); it can be ignored
8. There is no email to Additional users (D)
9. You may enter a Note if applicable; only administrators can see these (E)
10. Update the job status any time you see it (do NOT take this action on lecturer recruitments) (F)
11. Click Move now (G)

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants to the status "Phone/Video Interview Invite".

You now have the opportunity to notify these people:: **A**

Communication template:

E-mail: Applicants:  Yes  No **B**

**C** None of these people have opted to receive SMS messages, so they cannot be notified via SMS.

Additional users from Job:  Yes  No **D**

Note

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

Update job status from Shortlisting to Interviewing:  Yes  No **F**

**G**

**You are returned to the screening page; move the remaining candidates**

12. Select the checkboxes for the remaining candidates (A)
13. Click Bulk move (B)

*Please note, when moving candidates to an unsuccessful status, the reason for them being unsuccessful must be the same. Otherwise, you will need to move them individually.*

Assistant Professor (498440)

Job Code/Employee Classification: Instr F **B**

Select all Sort: Outcome

Search **A** Review

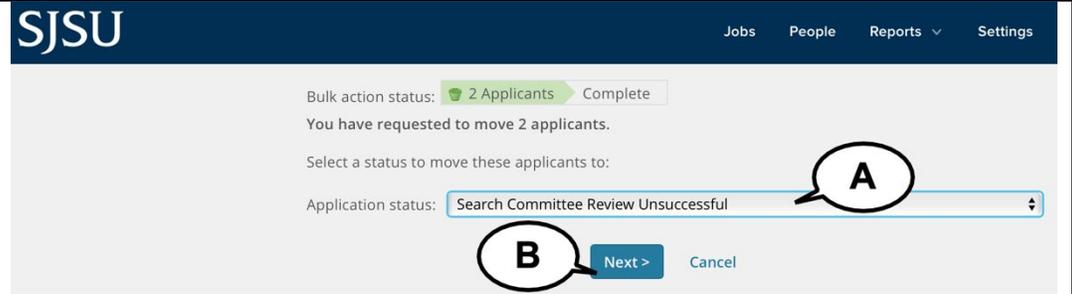
<input checked="" type="checkbox"/>	Ben Rector	<input type="button" value="Reviewed"/>
	Nov 30, 2020 0 - Meets none of the requirements	
<input checked="" type="checkbox"/>	Rachel Platten	<input type="button" value="Reviewed"/>
	Nov 30, 2020 0 - Meets none of the requirements	

**Select the Application status**

In this example we are moving the two candidates to an unsuccessful status.

14. Select the Application status (A)

15. Click Next (B)



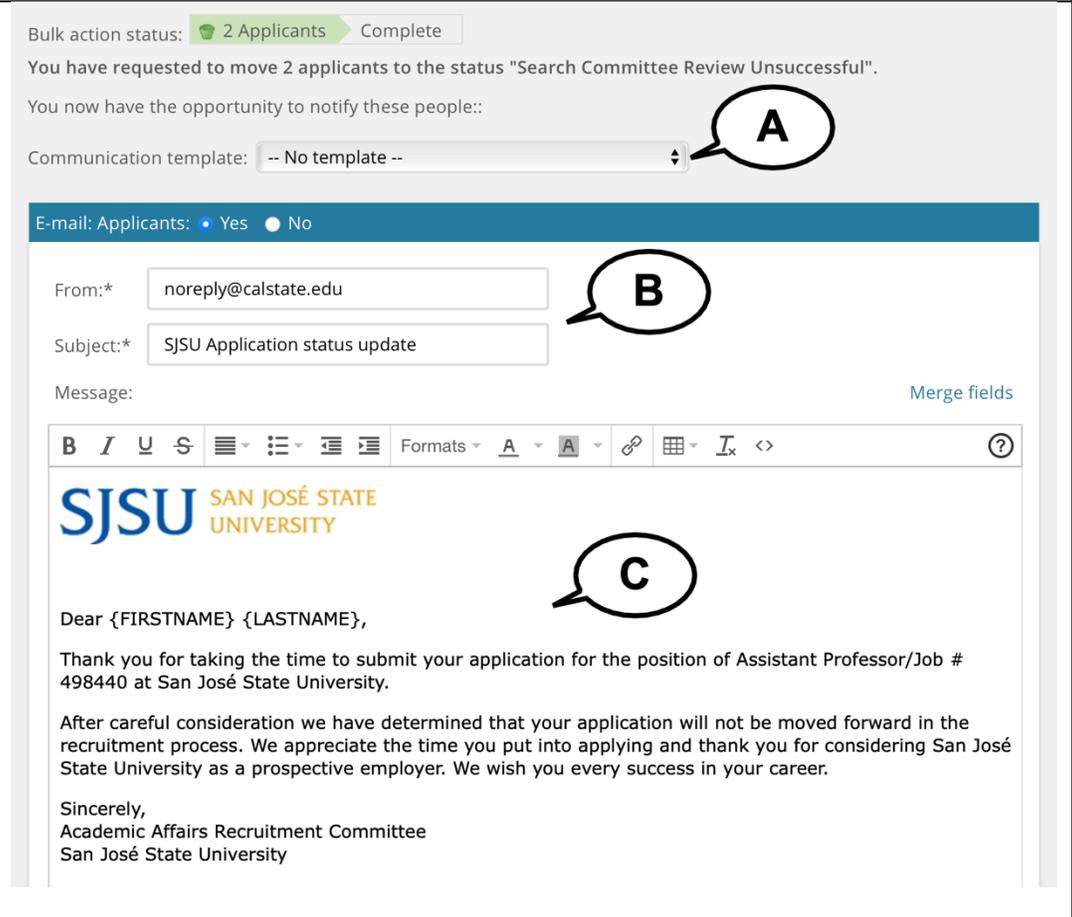
**Review the email**

16. SJSU does not use communication templates (A)

17. Do not change the From or Subject (B)

18. Do not change the email text (C)

*Please note, items in curly brackets {} are merge fields – the candidate data will be filled in when the email is sent.*



**Complete the move**

- 19. You may choose to delay the sending of the email (A)
- 20. If moving to an unsuccessful status, select the reason the candidate(s) will not be moving forward (B)
- 21. If moving to an unsuccessful status, enter a Note with details on why the candidate(s) will not be moving forward (C)
- 22. Click Move now (D)



Drag & Drop files here

Or click to browse from local drive.

1000MB file size limit

Delay e-mail by:\* No delay A

i None of these people have opted to receive SMS messages, so they cannot be notified via SMS.

Additional users from Job:  Yes  No

- Search Committee Review Unsuccessful reason

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

Does not meet minimum qualifications B

- Note

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

Candidates do not meet the minimum education requirements.

C

Move now
Cancel
D

**Appendix A: Screening Criteria for Faculty**

These are the items that may be used for criteria for faculty recruitments. These criteria will be added to the Job Card by person who creates it.

<b>Criteria Type</b>	<b>Criteria Value</b>
SJ-1 Faculty Required Qualifications	Required Complete Application
SJ-1 Faculty Required Education	Bachelor's Degree
	Master's Degree
	Terminal Degree (Master's)
	Terminal Degree (Doctoral)
	Applicable Licenses/Certificates
SJ-1 Faculty Required Experience	Expertise in area(s) advertised
	Active research agenda with substantial potential for publications and grants
	Demonstrated awareness of, and sensitivity to, educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experiences
SJ-3 Interview Evaluation/Faculty Interview	Teaching
	Research & Scholarship
	Service
	Attaining Promotion & Tenure at SJSU or Meeting Expectations of the Rank
	Demonstrated awareness of, and sensitivity to, educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experiences
SJ-4 Final Evaluation/Faculty	Overall Evaluation