CHRS Tenure-Track and Full-Time Faculty Recruiting How to Bulk Communicate

*Please note that the committee will need the assistance of the Department Chair or Coordinator for this step as they will have to appropriate system access to complete the action.

Log into your CSUN Portal (csun.edu) to access CHRS Recruiting.

← → C	csun.edu				
MyCSUN ▲	Current Students	Faculty & Staff	Alumni	Local Community	Información en español
CSUN Porta Gmail	al	CALIFORNIA TE UNIVERS JORTHRIDGE	ΙΤΥ		About 🔻
Microsoft C Canvas	Office 365				
Box					
Zoom					

Click the HR dropdown menu, and locate the CHRS Recruiting link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.



Navigate to your dashboard and to the search you want to send a bulk communication through



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Go to view Applications



Use the little boxes to the left of the applicant's name to select them as a recipient of your bulk communication. You can select all or only a few applicants.

I	New ap	plicant Sea	rch by answers to quest	ions Merge appl	icants Select	t a bulk actior	י ו י	
	6 FA Test Job - NR (503694)							
	Searc	h Results	;					
		Jubmitt	ed Status 🔺	Applicant	No Pref Name	First name	Last name	e Ranking F
		I∎ Aug 4, 2021	New Application	149133		Omar	Ocean	
		I∎ Nov 4, 2021	New Application	193233	Rebel	Rebel	Rauser	8
			Incomplete	149149	Leahgirl	Leahgirl	Test	8
	Page	1 of 1 🥻 🏂						

Choose bulk communicate from the Select a bulk action drop down menu towards the top of the screen

New applicant \mid Search by answers to questions \mid Merge applicants \mid					Select a bulk action 🛛 🗸]	
1 FA Test Job - NR (503694)					Select a bulk action Bulk apply Bulk categorize		
Search	Results			C	Bulk communicate		
🖂 All 🗸	Submitted	Status 🔺	Applicant No	Pref	Bulk compile and send Bulk document merge Bulk export	me	
	ug 4, 2021	New Application	149133		Bulk invite to apply Bulk move		
	ov 4, 2021	New Application	193233	Rebe	Bulk move and send		
		Incomplete	149149	Leah	Bulk send		
					Bulk task/reminder		
Page 1 of 1	I 🎢 🛃						

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Use -- No template -- and click next.

Select a communication template	₽
Bulk action status: 👻 1 Applicant 📄 Complete Select a communication template:	
No template Branding Template 1 Branding Template 2 Branding Template 3 Confirm updated terms and conditions	
- Preview	
Next > Cancel	

Add your subject. Add the body of the message. Click send.

Bulk action state	us: 💡 1 Applicant 🕨 Com	plete					
You nave reque	inicate using the methods b	elow:					
E-mail: Applica	int: 🖲 Yes 🔍 No						
	ashley.thompson@csun.edu						
Subject:*	Search #23-??						
Message:				Merge	e fields		
B <i>I</i> ⊻	S [,] ≣ ~ 듣 ~ 쿄 쿄	Formats ~ <u>A</u>	· 🖪 - 🔗 [≣- <u>I</u> × ↔	?		
Dear {FIRS	TNAME},						
YOUR MESS	SAGE HERE.						
Regards, Ci	5U Careers						
	6	Drag & D Or click to brow 10000M	rop files h vse from loca 8 file size limit	ere al drive.			
Delay e-mail			No delay 🥆	·			
No SMS will	O No SMS will be sent to the applicant as they do not wish to receive them.						
	C	Send					