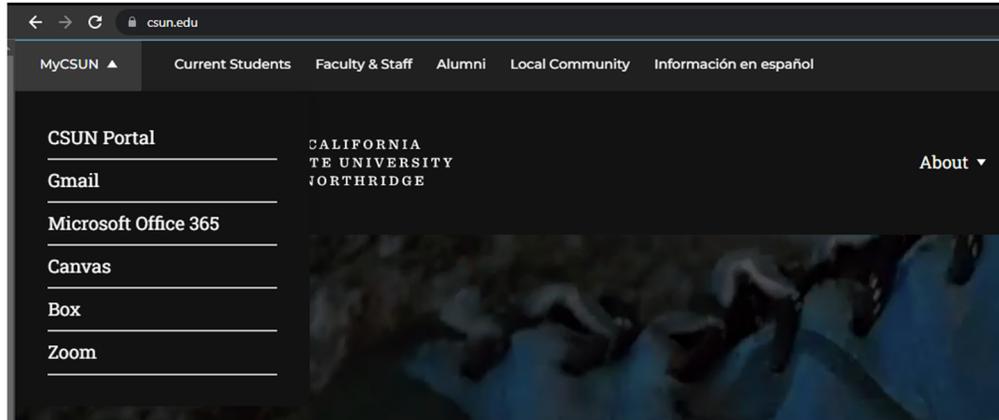


CHRS Tenure-Track and Full-Time Faculty Recruiting

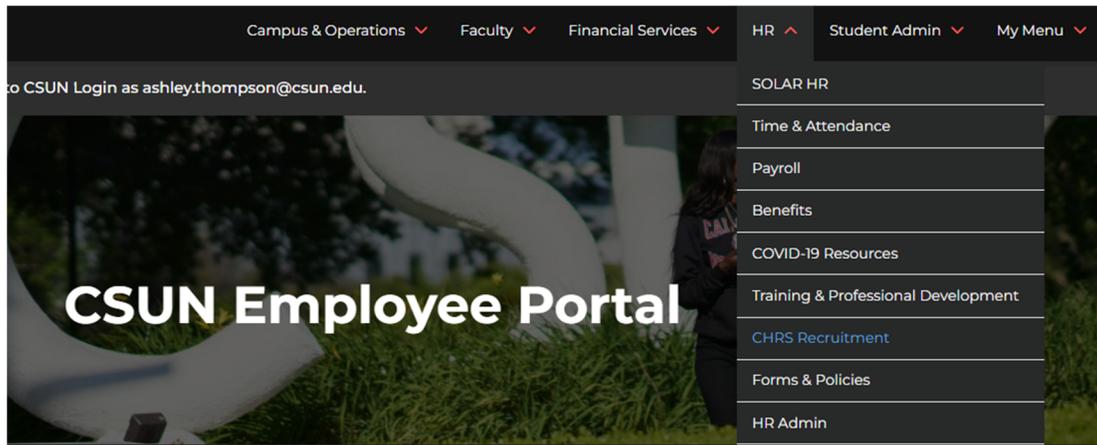
How to Bulk Communicate

*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.

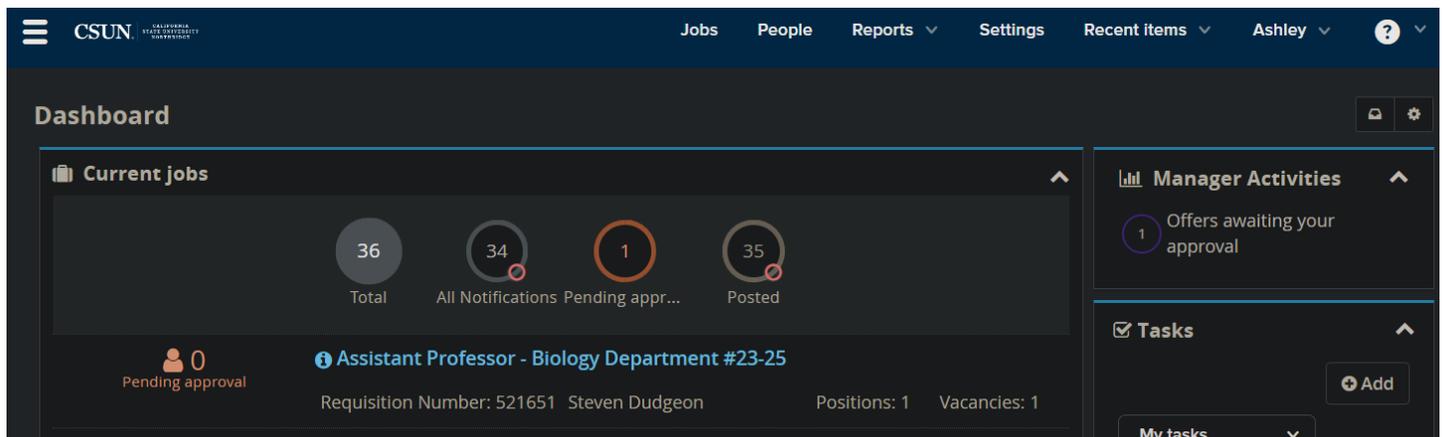
Log into your CSUN Portal (csun.edu) to access CHRS Recruiting.



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.



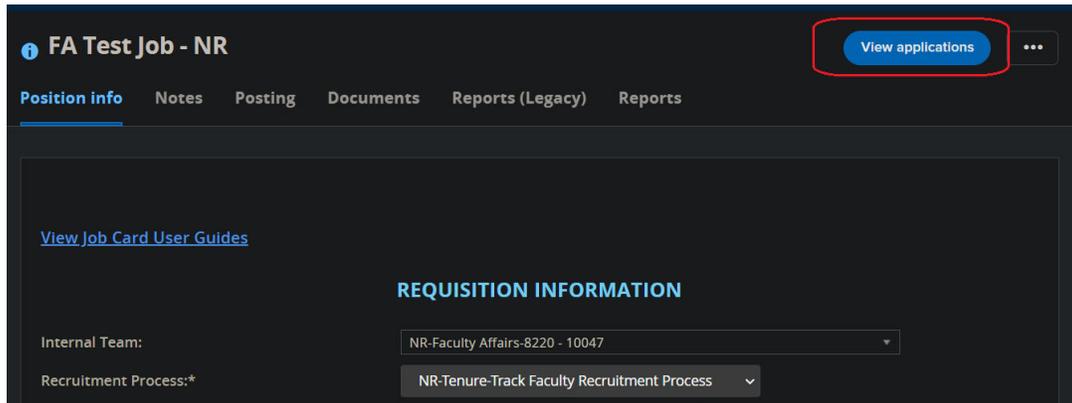
Navigate to your dashboard and to the search you want to send a bulk communication through



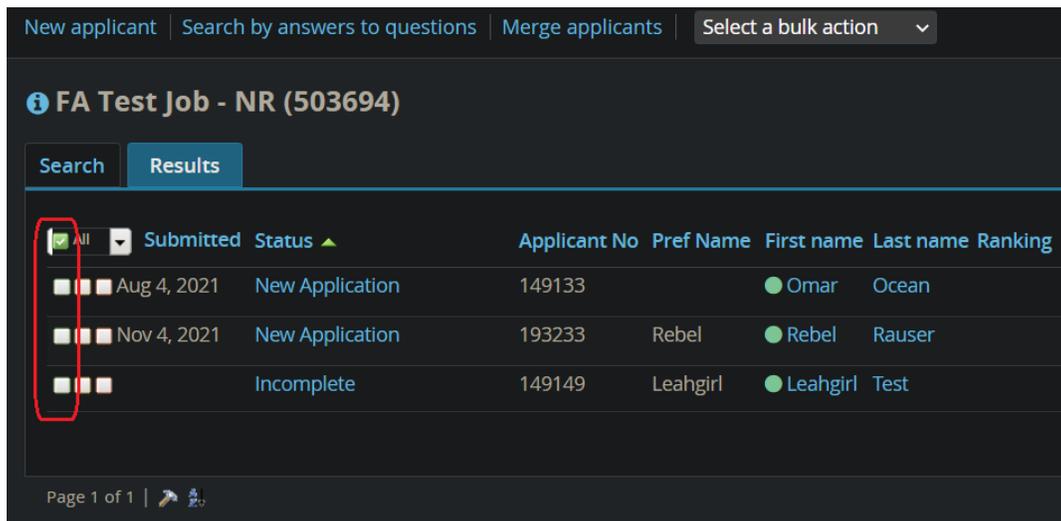
CHRS Tenure-Track and Full-Time Faculty Recruiting

How to Bulk Communicate

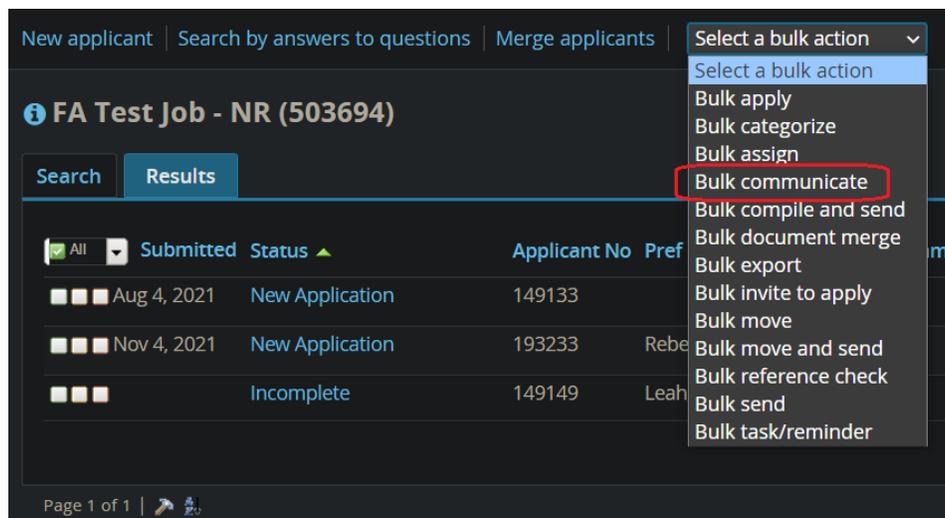
Go to view Applications



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.



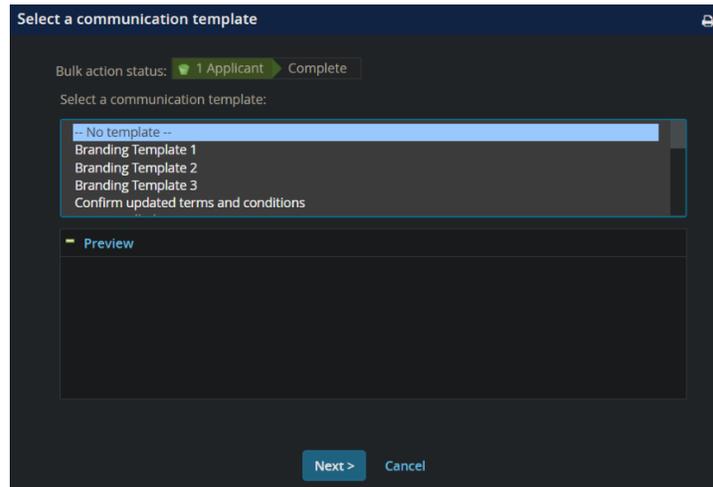
Choose bulk communicate from the Select a bulk action drop down menu towards the top of the screen



CHRS Tenure-Track and Full-Time Faculty Recruiting

How to Bulk Communicate

Use --No template-- and click next.



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

