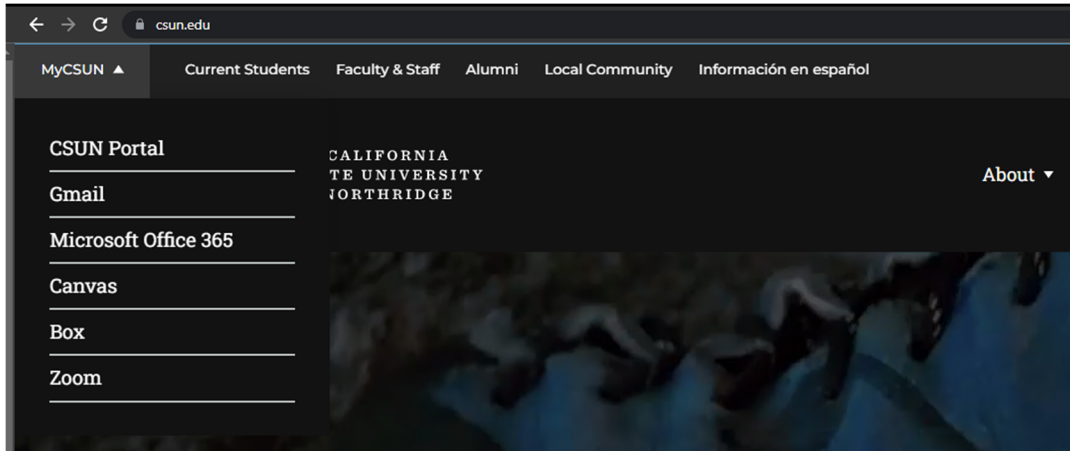


CHRS Tenure-Track and Full-Time Faculty Recruiting

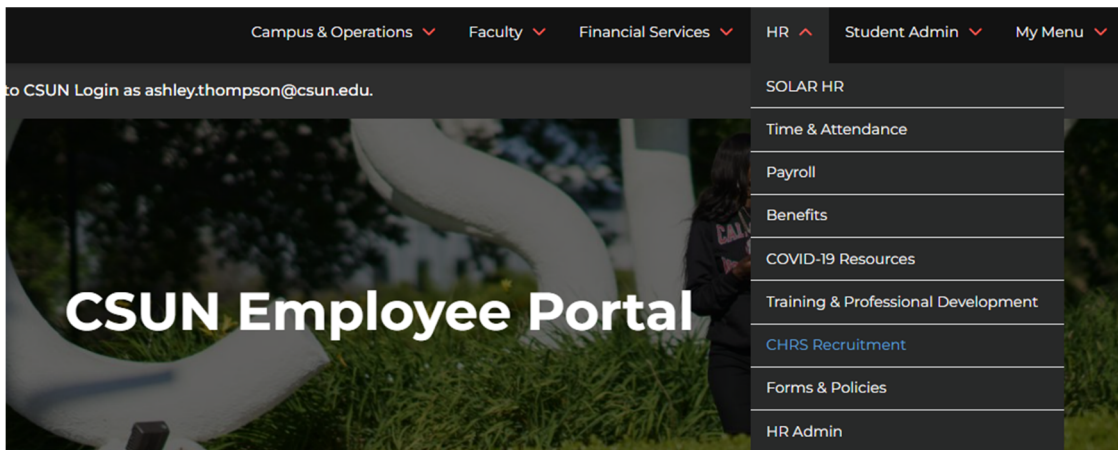
How to Change an Applicants Status

*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.

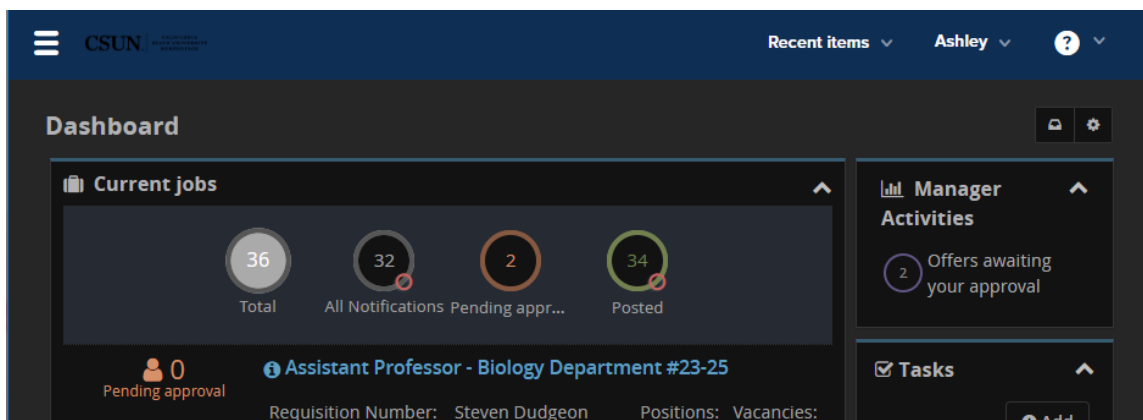


Click the HR dropdown menu, and locate the CHRS Recruiting link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.



The look of the Dashboard page will vary depending on your type of CHRS access.

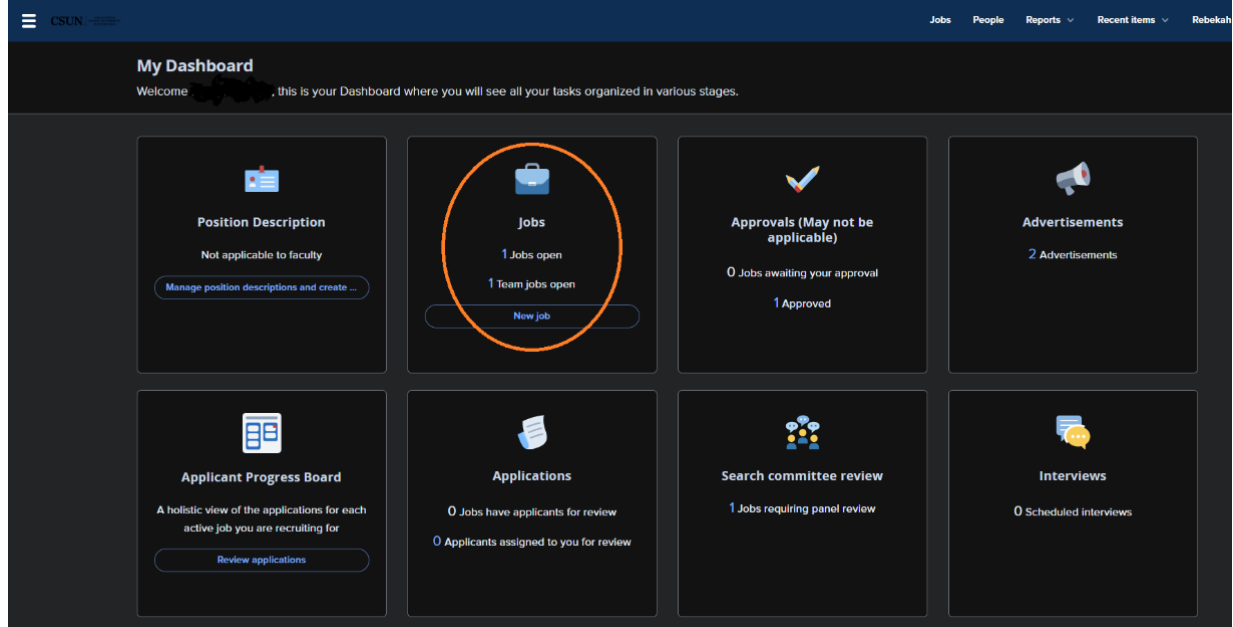
The Dean's Assistant and Department Coordinator dashboards should look similar to the image below.





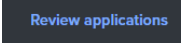

CHRS Tenure-Track and Full-Time Faculty Recruiting

How to Change an Applicants Status

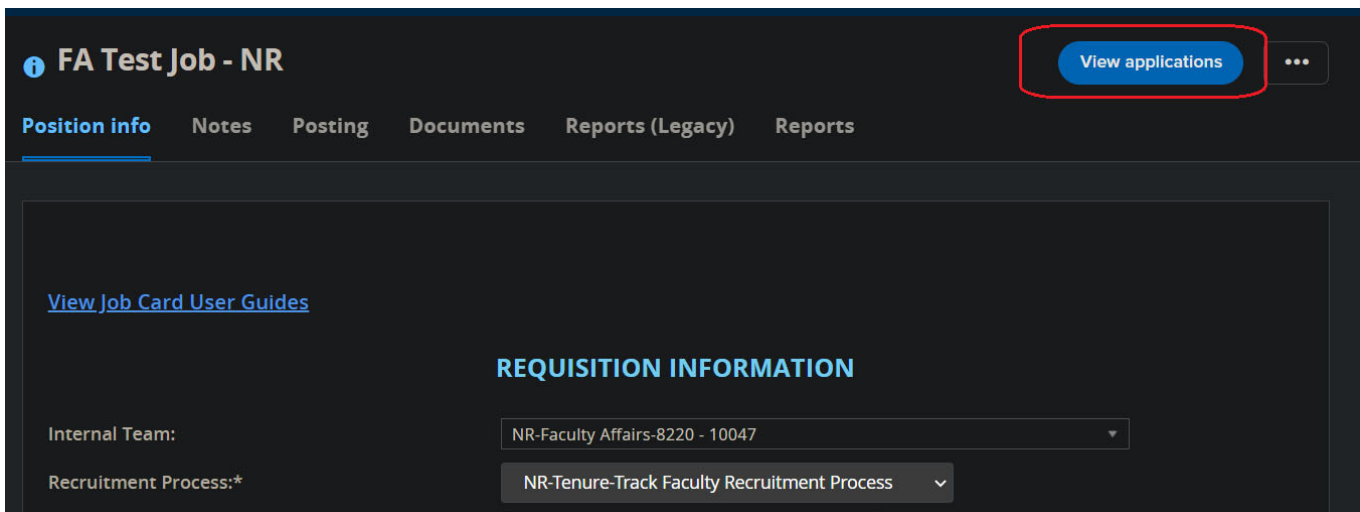
The Department Chair and Dean's dashboards should look similar to the image below.



Dean's Assistants and Department Coordinators can click on the person  next to the title of the search from the list of department searches listed on your dashboard and this will take you to the applicants.

Department Chairs and Deans can click on Jobs Open  which will lead to a dashboard of department searches. To the right of each job, you will see  , click **Review Applications** to view all who applied.

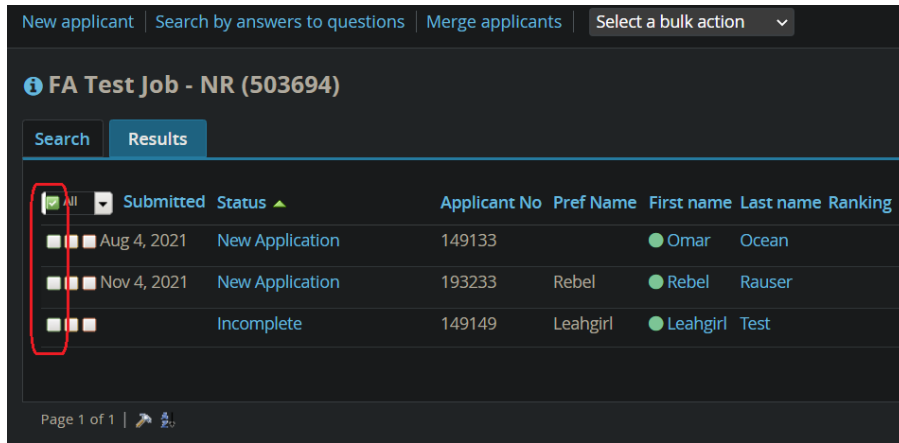
Go to view Applications



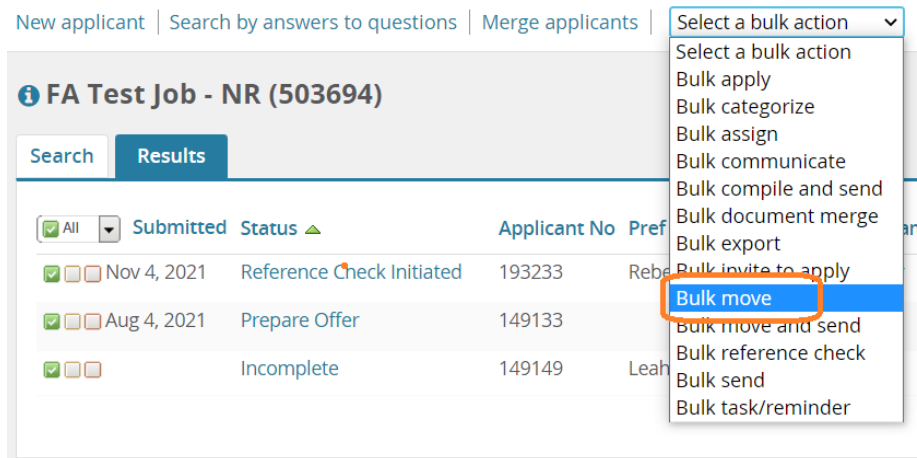
CHRS Tenure-Track and Full-Time Faculty Recruiting

How to Change an Applicants Status

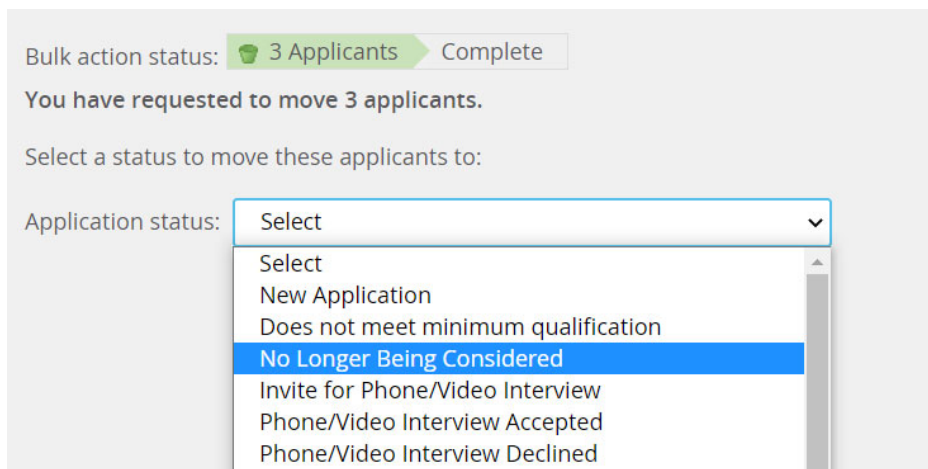
Bulk Change: Use the little boxes to the left of the applicant's name to select them as a recipient of your bulk communication. You can select all or only a few applicants.



Choose **Bulk Move** from the Select a bulk action drop down menu towards the top of the screen



A new window containing a list of all available Applicant status options will pop up.



CHRS Tenure-Track and Full-Time Faculty Recruiting

How to Change an Applicants Status

The status you choose may trigger a new pop-up window to send an email:

The status you choose may lead to the [Confirm status change](#) window. **Do not** select a communication template. Keep **“No”** as the selection for **E-mail: Applicant, Additional user from Job, and Update job status from Posted to Offer**. Then, click on the **Move Now** button at the bottom of the page to open the **Offer details Card**.

Bulk action status: 1 Applicant Complete
You have requested to communicate with one person.
You can communicate using the methods below:

E-mail: Applicant: Yes No

From: ashley.thompson@csun.edu
Subject: Search #23-?

Message: Merge fields

Dear {FIRSTNAME},
YOUR MESSAGE HERE.

Regards, CSU Careers

Drag & Drop files here
Or click to browse from local drive.
1000MB file size limit

Delay e-mail by: No delay

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

Send Cancel

Bulk action status: 3 Applicants Complete
You have requested to move 3 applicants to the status "Conditional Offer Made".
You now have the opportunity to notify these people:

Communication template: -- No template --

E-mail: Applicants: Yes No

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

Additional users from Job: Yes No

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

Update job status from Posted to Offer: Yes No

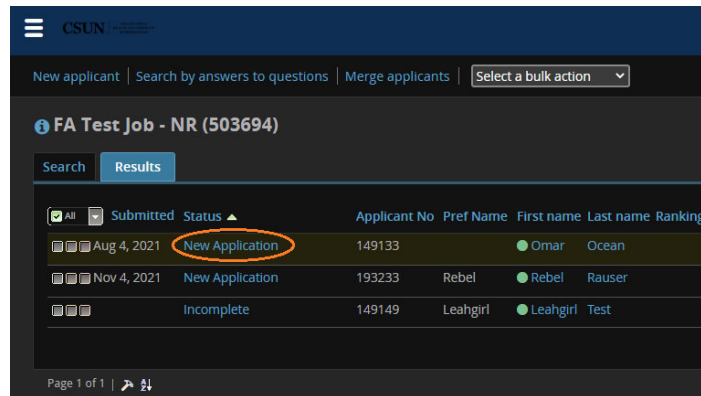
Move now Cancel

- Confirm sender
- Confirm Subject
- Enter message where indicated
- Send

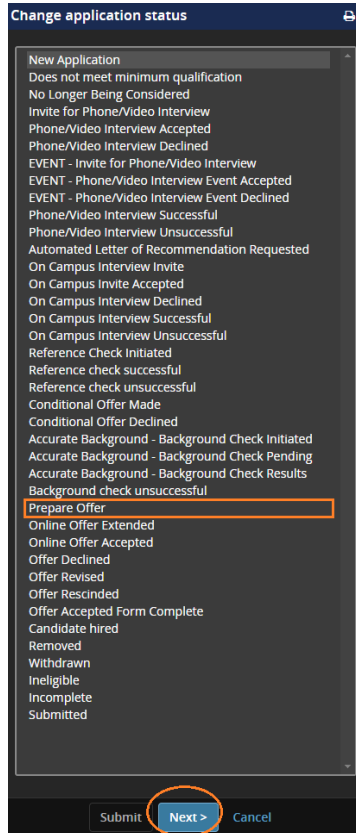
CHRS Tenure-Track and Full-Time Faculty Recruiting

How to Change an Applicants Status

Individual Change: Click on the current status of the applicant.



A window will open to a list of available statuses, click **Prepare Offer** to open the **Offer Card**. Click on the **Next** button to continue:



Again, the status you choose will lead to different pop-up window. Should you have questions or concerns please contact [Ashley Thompson <Ashley.thompson@csun.edu>](mailto:Ashley.thompson@csun.edu).