CHRS Tenure-Track and Full-Time Faculty Recruiting

Search Committees Review of Applications Guide

Hello Committee!

A note from your Academic Personnel Analyst for Tenure Track and Full Time Faculty Hiring:

> This guide contains a wealth of information on reviewing applications within **CHRS**. Much of the information in this guide is based on the assumption that the committee will be reviewing and scoring applicants within the **CHRS** system. With the implementation of the **EEO Toolkit**, the review and scoring process for applicants has changed and is outside of the **CHRS** system.

> Rather that delete important information about how to use **CHRS**, I am writing to encourage you to read the entire guide so you can best decide how you wish to move forward. Committees may find it helpful to use the communication functions within **CHRS** or committees may choose to skip to the section called **Bulk compile and send documentation**.

> I encourage committees to use a BOX folder to host applicant materials for faculty review to avoid having applicant information downloaded to multiple PCs and for security purposes to avoid mishandling of documents that may be considered Protected Data: https://www.csun.edu/it/protected-data.

The Basics of CHRS Search Committee Applications Review

This guide is intended to aide the search committee review applications submitted through the Common Human Resources System (CHRS) for recruiting. Some tasks are specific to the Search Committee Chair. Other tasks are completed by everyone on the search committee. Search committee members are given access to their recruitment when they are entered into the job card by the department coordinator/requisition creator or the hiring manager.

*Please Note: If a candidate has an application in "Incomplete" status, the application will not be visible to the search committee.

Process

- Committee members rate the applicants based on the approved EEO evaluation rubrics/criteria/materials and have the option to add comments within **CHRS**. Search committee members cannot see other member's comments, review or rating within the system.

- The Search Committee Chair reviews the ratings and comments.

- The Search Committee Chair sends the search committee recommendations to begin the interview process.

What you will do?

- View applicants

- View resume and answers to questions

- Bulk compile and send applicant documents

- Rate applicants

- Review search committee feedback (Search Committee Chair only)

- (Optional) Assign an applicant to a bucket so they can be included in bulk actions

Definitions

| Term	Definition
Search Committee Chair	A user who is able to read other committee members' responses and rank applicants during the search committee review.
Search committee member	A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of selection criteria or job competencies, then decide whether the candidate meets the requirements. Committee members can add comments. Decisions and comments made by committee members are visible only to the Search Committee Chair.
Selection Criteria Outcome	Criteria that are used to assess an applicant's overall rating during the selection process. Example of a search criterion: *4 – Far exceeds requirements, 3 – Exceeds requirements, 2 – Meets requirements, 1 – Meets some requirements, 0 – Meets none of the requirements*

How to Access CHRS Recruiting

Log into the CSUN Portal @ csun.edu to access CHRS Recruitment.
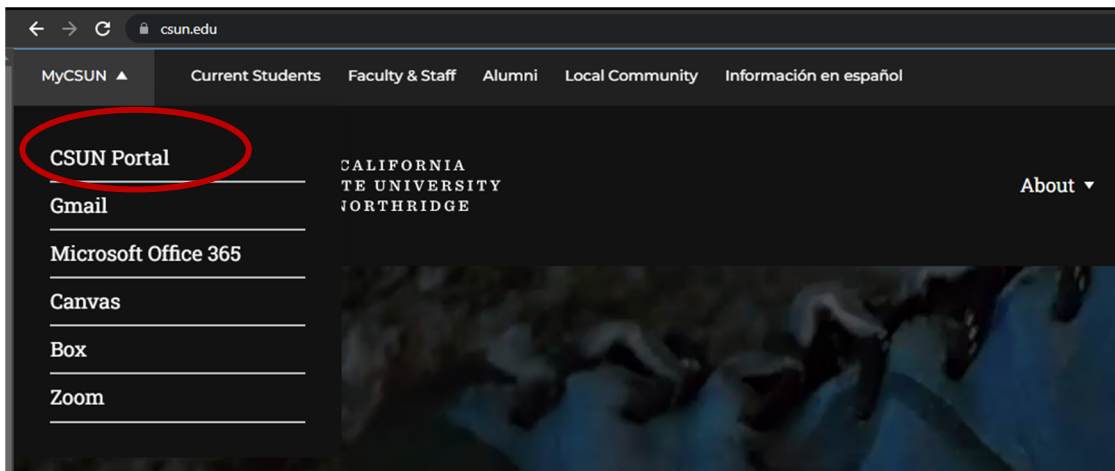
Click the HR dropdown menu, and locate the CHRS Recruitment link. Click on the link. You will be guided to select your campus and then you will be logged in to the system
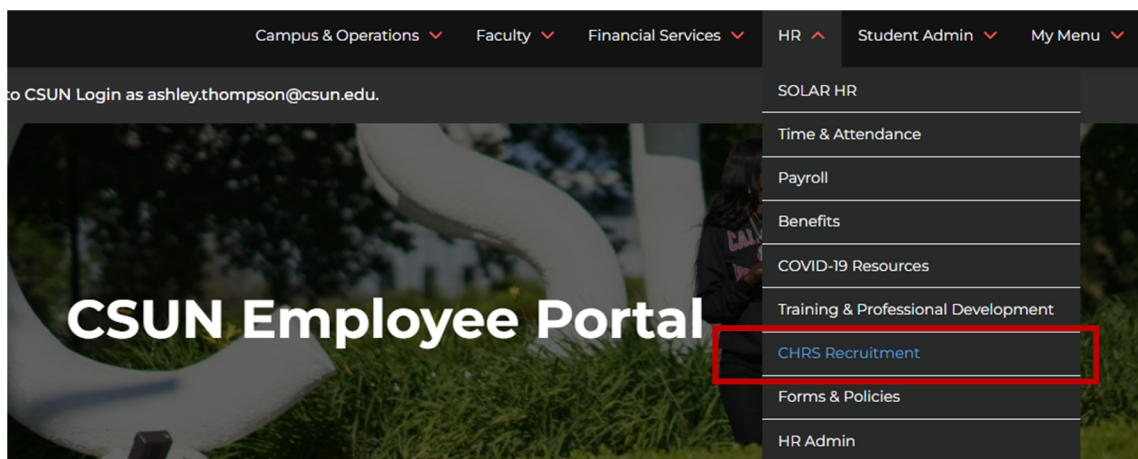
Your dashboard will look something like this:
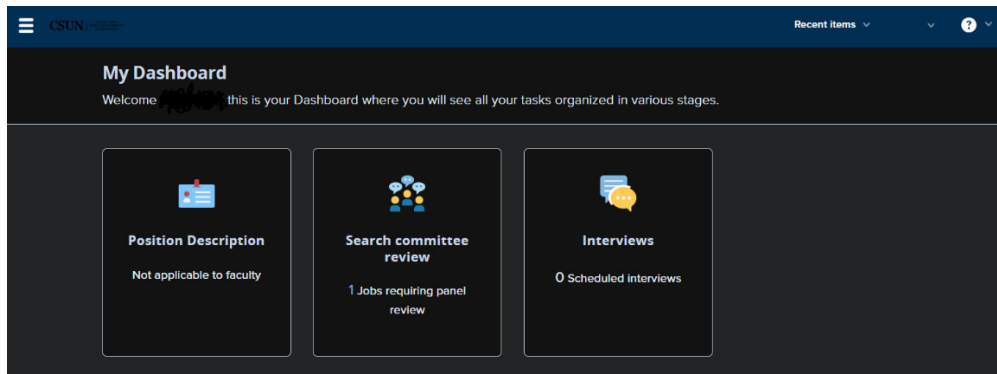
Viewing applicants

When an application is submitted, search committee members see an alert on their dashboards indicating that a job has applicants waiting for review.

When viewing applications, committee members can do the following:

- Review answers on the application.

- Review the applicable documentation from the applicant.

- Provide the selection criteria outcome.

- Add comments.

When to view applicants

The search committee may begin reviewing applications on the **Review Begin Date** given in the advertisement and reported in CHRS.

What you will need

- Access as a search committee member for a job. *This access is generally assigned to faculty upon hire. If you have been identified as a search committee member you will need to ensure that your department recruitment coordinator grants you access by entering your name into the search committee member field of the requisition.*

- Selection criteria that has been agreed upon by the search committee and that has been reviewed by the FECR/FEAs.

How to view applicants

1. On your dashboard, you will see jobs that are waiting for your review. Click the **Jobs requiring panel review** link on the dashboard.

Updated by Faculty Affairs on 9/18/23
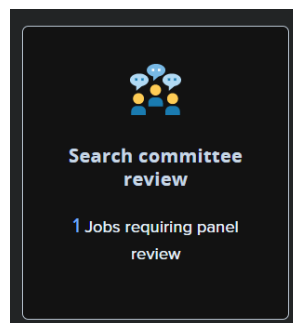
2. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

Additional information

- If you are a Search Committee Chair, you have links to view responses.

- Search committee members <u>cannot</u> view other members' responses.

How to view resume and answers to questions

The view resume and view answers icons are next to the applicant's name in the applicants list. Click the applicable icon to view each.
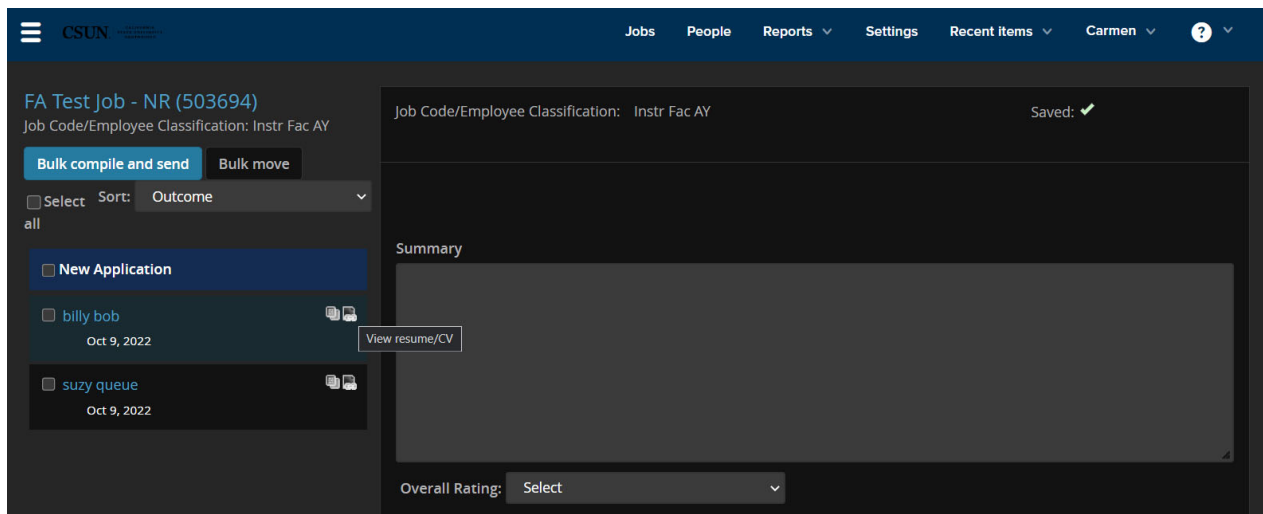
# Bulk compile and send documentation

You can use the Bulk compile and send function to gather the applicants' documents together and create a PDF file for you to review or to send to a user.

When to use bulk compile and send

- You are reviewing applicants during search committee review.

- Before you rate the applicants

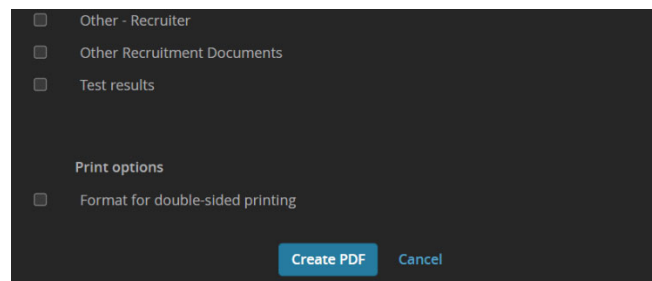**How to use bulk compile and send/bulk move**

1. On the View Applicants page select the applicants that you want to view, or check the **Select All** check box. Click **Bulk compile and send**.
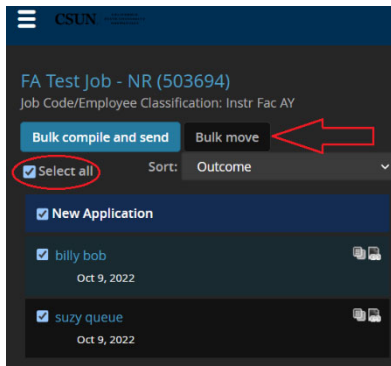
2. On the document selection page, select ALL of the documents you wish to have included in the PDF.
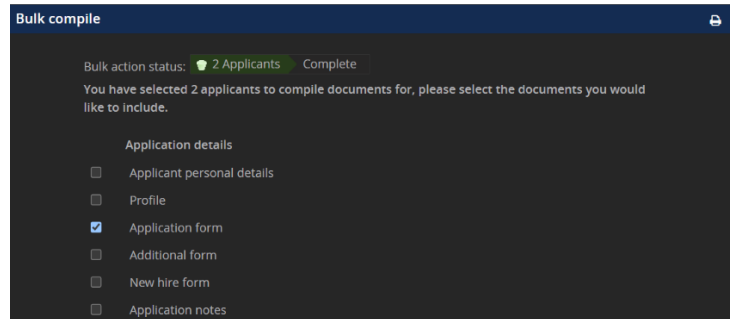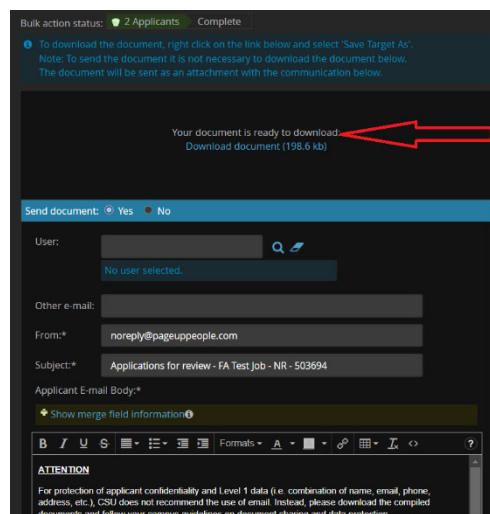

3. Click **Create PDF** at the bottom of the page. CHRS Recruiting generates a PDF file.

4. When the PDF file is ready, you can download the file.

5. Right-click the download link to download, or use the search field to send the document in an email to a user.

6. Click **Okay**.

What happens next

- All of the selected documentation for the selected applicants are included in a single PDF file.

- After downloading the documents, a **BOX** folder can be created to host the applications for the committee to review. *Using a **BOX** folder is encouraged to avoid having applicant information downloaded to multiple PCs and for security purposes to avoid mishandling of documents that may be considered Protected Data: https://www.csun.edu/it/protected-data.

- If you sent the document in an email, the selected user receives an email with the document as an attachment.

    If you have any questions, please reach out to Ashley in Faculty Affairs at ashley.thompson@csun.edu 🌸