

CHRS Recruiting

Lecturer Pool Refresh

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Overview of Pool Refresh Steps

1. Departments finish hiring for the Spring semester and move applicants to their final status.
2. Office of Faculty Advancement (OFA) closes the pool and removes it from the careers.csus.edu website on February 28.
3. Departments draft the job card for the new pool posting by copying the previous job card.
4. OFA posts new pools for the upcoming year starting March 1.
5. Departments invite previous applicants to apply to the next pool.

Finalize Applicant Statuses

Navigate to my.csus.edu and click **CHRS Recruiting – PageUp** from the list under Faculty/Staff Related Links:



On the CHRS Recruiting home page, click **Jobs** from the blue banner at the top of the page.



To open the applicant list, click on the number of applications for the job you are reviewing.

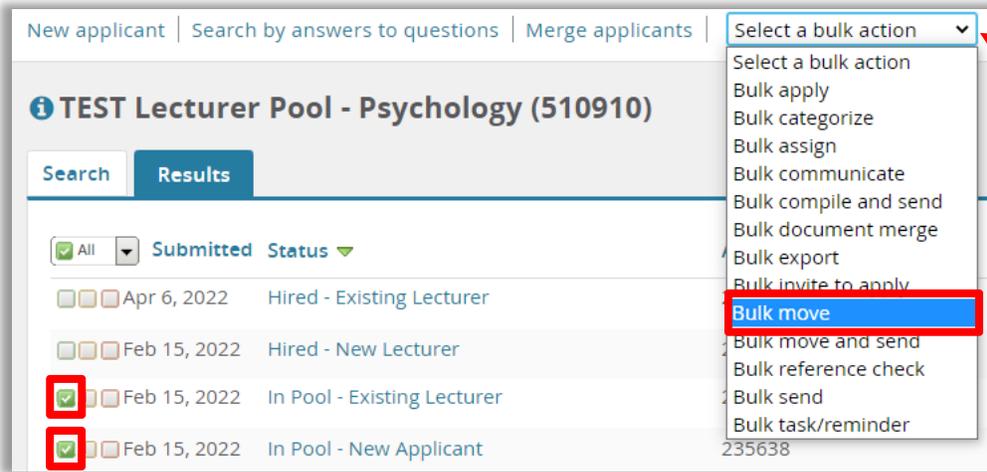
Job No.	Title	Campus	Department	Status	Applications
504540	Tenure Track Faculty-Cultural Psychology	Sacramento	Psychology - 38600	Interviewing	5
505746	Lecturer Pool - Psychology	Sacramento	Psychology - 38600	Approved	20

You will see the list of applicants, along with their current status and other information.

By the end of February, departments must move any applicants remaining in an “In Pool” status (**In Pool – New Applicant** and **In Pool – Existing Lecturer**) to the **Pool Closed – Not Hired** status.

On February 28, OFA will close the current pool posting and remove it from the careers.csus.edu page. (If there is a need to process a late hire after this time, please contact OFA for assistance.)

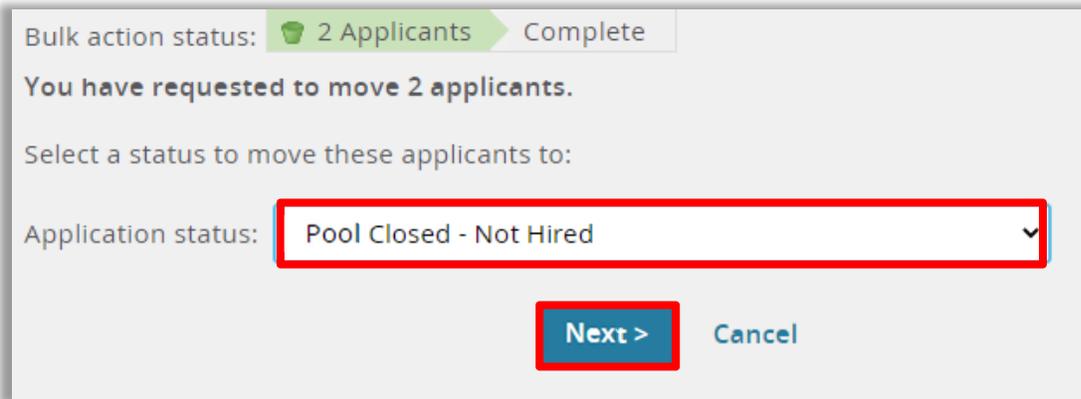
Check the green boxes for any applicants in the **In Pool – New Applicant** or **In Pool – Existing Lecturer** status. Then, select **Bulk move** from the bulk action drop-down menu.



The screenshot shows the 'TEST Lecturer Pool - Psychology (510910)' interface. At the top, there are navigation links: 'New applicant', 'Search by answers to questions', and 'Merge applicants'. Below this is a search bar and a 'Results' tab. A table of applicants is displayed with columns for 'Submitted' and 'Status'. Two rows are highlighted with green checkmarks in the 'Submitted' column: 'Feb 15, 2022 In Pool - Existing Lecturer' and 'Feb 15, 2022 In Pool - New Applicant'. A dropdown menu is open, showing a list of bulk actions. The 'Bulk move' option is highlighted in blue. A red arrow points to the dropdown menu, and a red box highlights the 'Bulk move' option.

*Note: Applicants that were left in the **In Pool – Existing Lecturer** status should have been evaluated prior to hiring any new lecturers. Departments should maintain documentation justifying why an existing lecturer was not offered work and/or hired for the academic year.*

Select **Pool Closed – Not Hired** from the drop-down menu and click **Next**.



The screenshot shows a confirmation dialog for a bulk action. At the top, it says 'Bulk action status: 2 Applicants Complete'. Below this, it says 'You have requested to move 2 applicants.' and 'Select a status to move these applicants to:'. The 'Application status:' dropdown menu is set to 'Pool Closed - Not Hired'. At the bottom, there are two buttons: 'Next >' and 'Cancel'. The 'Next >' button is highlighted with a red box.

You will see a preview of the email that will be sent to the applicants:

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Pool Closed - Not Hired".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants: Yes No

From:* noreply@csus.edu

Subject:* Pool Closed

Message: Merge fields

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 **SACRAMENTO STATE**

Thank you for your interest in joining the pool for TEST Lecturer Pool - Psychology. This pool is now closing, but may be reopening for the next academic year. Please monitor careers.csus.edu for an updated pool position to which you may apply again if you wish.

Sincerely,

Office of Faculty Advancement

For Pool Closed – Not Hired reason, choose **Position Filled** from the drop-down menu.

Pool Closed - Not Hired reason

Please indicate the reason for selecting the pool closed - not hired status:*

Position filled

Select **Yes** on the “Update job status to Filled” option.



Update job status from Testing to Filled: Yes No

Click **Move now**.



Move now Cancel

Applicants in the following statuses do not need to be changed:

- Not Qualified for Pool
- Hired – New Lecturer
- Hired – Existing Lecturer

Applicants that are in the process of being hired for the Spring semester at the time of pools closing should be left in their current status until OFA has notified you of the completion of their hire.

Copy Previous Job Card to Create New Job Card

The easiest way to create a new pool job card is by copying an existing job card and then making modifications as needed.

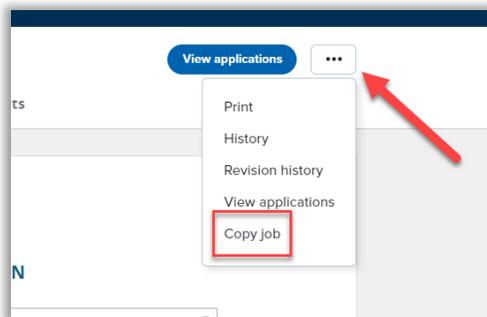
Navigate to the existing job card you wish to copy by clicking **Jobs** from the blue banner at the top of the page.



Click the title of your pool to open the job card.

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In the top right corner, select the additional actions menu  and click **Copy job**.



A new job card will open. Most, but not all, fields will be populated from the previous job card. Please review all fields and update the job card as needed for the upcoming academic year using the information in the [Lecturer Pool – Initiating a Lecturer Pool Job Card](#) user guide. Please pay special attention to the following areas:

- a. CSU Working Title: the title should be updated to include the academic year in the following format: **20XX-XX AY Lecturer Pool – [department/discipline]**
 - i. Example: 2024-25 AY Lecturer Pool – Psychology
- b. Position number: Enter **SA-** followed by your 8-digit position number. This is likely the same position number used on your previous job card. Select **New** for the Type.
 - i. Example: SA-00000964

- c. Due to a recent policy change, salary information must be included in our postings. Please copy and paste the information below into the posting under **“Position Details”**:

Initial rank and salary for lecturer faculty are based on professional experience and educational background and are determined by the hiring department. Most new lecturers are hired at the Lecturer A or B rank. As of July 2022, the classification salary ranges for the respective ranks are:

Lecturer A: \$4,530-\$6,056

Lecturer B: \$5,406-\$11,994

Lecturer C: \$6,190-\$13,172

Lecturer D: \$7,794-\$13,797

The salary ranges indicated are based on a "full-time rate" (15 weighted teaching units [WTUs]). A semester's worth of compensation is made up of six (6) payments of the given amount. To calculate your salary for a semester, the base rate would be pro-rated based on the units worked out of 15 WTUs.

If you were a Lecturer A assigned 3 units at the minimum salary, your pay would be structured as follows:
 $\$4,530 \times 3/15$ (3 units out of a possible 15 units total) = $\$912.60 \times 6$ checks = $\$5,475.60$ total for 3 units/semester.

- d. Users: ensure the correct person has been entered in any user fields (Hiring Administrator, HR/Faculty Affairs Representative, etc.) as these fields sometimes auto-populate and could be incorrect.
- e. Approvers: ensure that **SA-Faculty Lecturer Pools Approval** has been selected, and that the correct person has been entered in the approver fields as these fields sometimes auto-populate and could be incorrect.

Once you have made any edits and updates, you may submit the job card for approval. OFA will review and post beginning on March 1 and will continue to post as job cards are received and approved.

OFA will confirm with departments once their positions are posted and provide them with a direct link to the posting.

Invite Previous Applicants to Apply

In addition to external advertising, departments should contact the applicants from the previous pool to invite them to apply. One way to do this is by using the Bulk Communicate feature in CHRS Recruiting.

On the CHRS Recruiting home page, click **Jobs** from the blue banner at the top of the page.



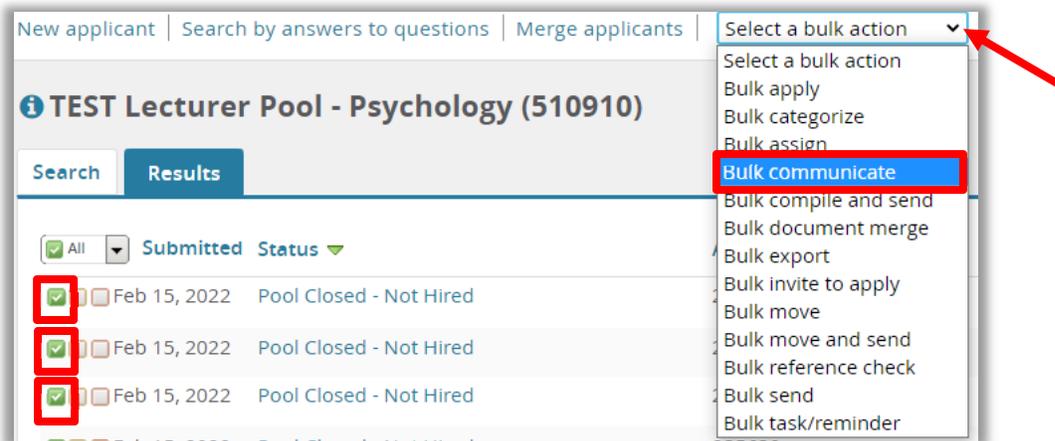
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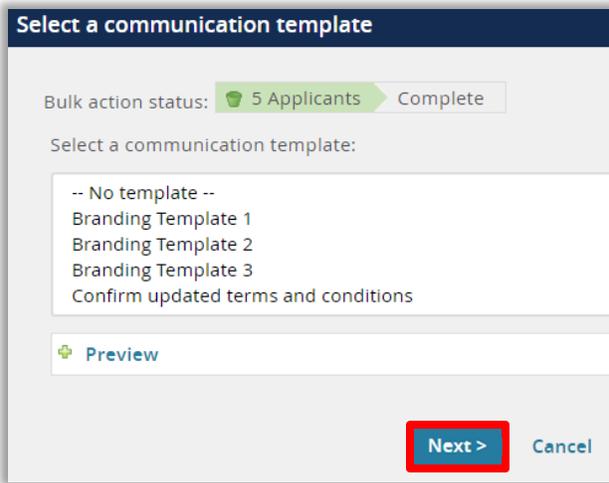
Check the green box for applicants you wish to communicate with. You can also use the All

All check box in the column headers to select all of the applicants in the pool. From the bulk action drop down menu, select **Bulk communicate**.

*NOTE: applicants left in the **Not Qualified for Pool** status should not be invited to apply for a pool unless you are changing your qualifications to be more inclusive.*

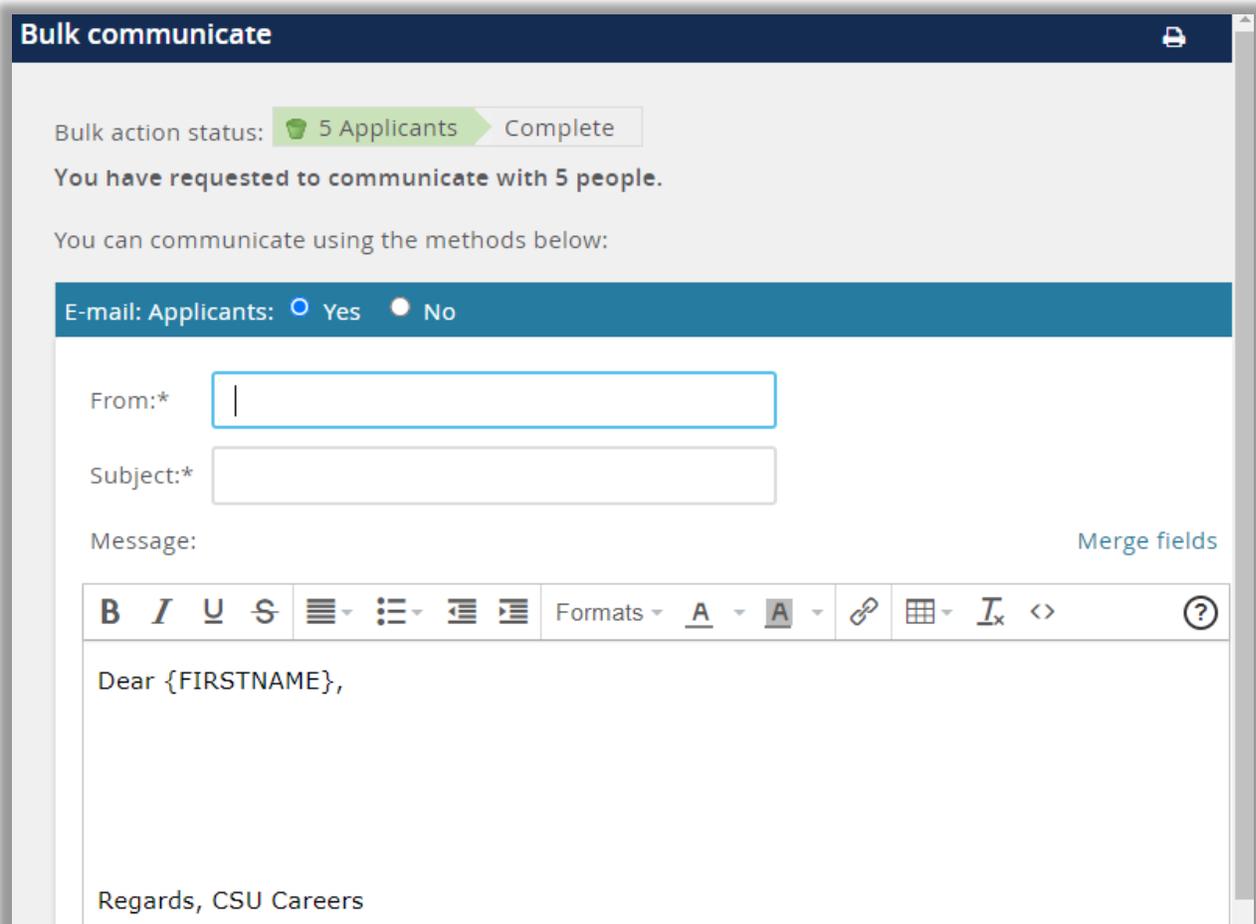


From the Select a communication template window, do NOT select any template. Click Next.



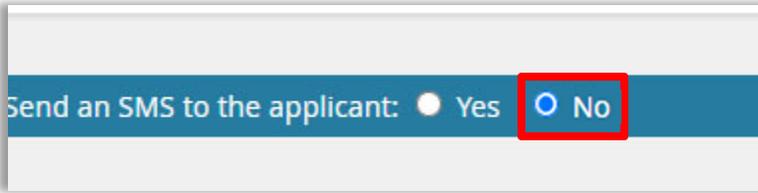
The screenshot shows a dialog box titled "Select a communication template". At the top, it displays "Bulk action status: 5 Applicants" with a green arrow pointing to "Complete". Below this, it says "Select a communication template:". A list of options is shown: "-- No template --", "Branding Template 1", "Branding Template 2", "Branding Template 3", and "Confirm updated terms and conditions". A "Preview" button is located below the list. At the bottom right, there are two buttons: "Next >" (highlighted with a red box) and "Cancel".

In the Bulk communicate window, compose your email to the applicants. Make sure to include the link to your new pool posting.



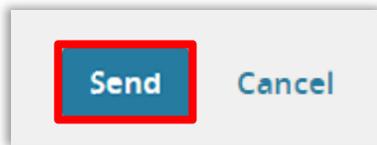
The screenshot shows a "Bulk communicate" dialog box. At the top, it displays "Bulk action status: 5 Applicants" with a green arrow pointing to "Complete". Below this, it says "You have requested to communicate with 5 people." and "You can communicate using the methods below:". A blue bar contains "E-mail: Applicants:" with radio buttons for "Yes" (selected) and "No". Below this are input fields for "From:*" and "Subject:*". A "Message:" section contains a rich text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, formats, font color, background color, link, table, text color, undo, redo) and a "Merge fields" link. The message body contains "Dear {FIRSTNAME}," and "Regards, CSU Careers".

Select **No** on the “Send an SMS to the applicant” option.



Send an SMS to the applicant: Yes No

Once you have composed your email, click **Send**.



Send Cancel