

CHRS Recruiting

Reviewing Lecturer Pool Applicants

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Notes

Lecturer Applications may be reviewed at any time – as soon as they are submitted they become visible.

When an application is submitted, the applicant is notified that the application was received. However, there is no notification sent to the department or staff.

The search committee chair and members, department chair, Associate Dean, Dean, department administrative coordinator, and college resource analyst all have access to review applicants, bulk compile documents, and download applicant lists.

Your view of applicants will depend on your permissions and whether you are added to the job card as the search committee chair. If you are on the job card as search committee chair, *even if* you are also the department chair, AD, or dean, you will have the [search committee chair view](#). If you are a department chair, AD, or dean and you are *not* listed as the search committee chair, review the section beginning on [page 9 for chairs, ADs, and deans](#).

Search Committee Chair

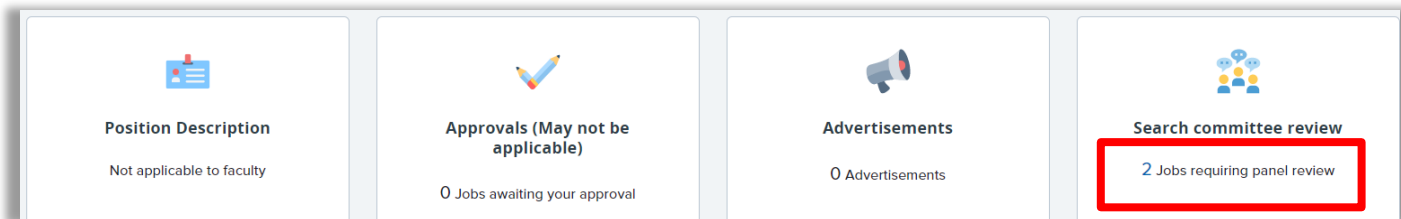
(and department chairs that are also listed as Search Committee Chairs)

View Applicants

To open CHRS Recruiting, navigate to my.csus.edu and click CHRS Recruiting – PageUp from the list under Faculty/Staff Related Links:



On your dashboard (home page of CHRS Recruiting) you will see several tiles (your view may have more or fewer tiles than shown here). In the **Search committee review** tile, click the link that says **# Jobs requiring panel review**.





Locate the position you need to review and click **View Applicants**.

Total applications	Your role			
5	Search Committee Chair	View Applicants (2)	View responses	Edit job
20	Search Committee Chair	View Applicants (16) (highlighted with a red box)	View responses	Edit job

Applicants will be sorted into groups on the left based on whether they are New Applicants or Existing Lecturers. Existing Lecturers need not be reviewed in the system. Scroll to the **In Pool – New Applicant** section.

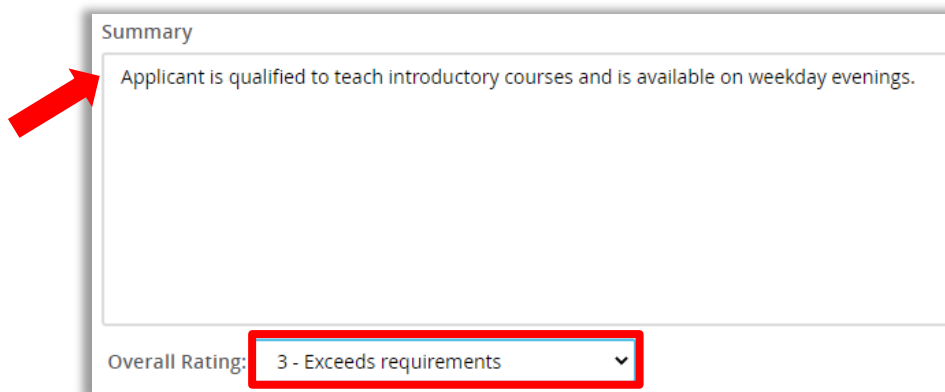
Review Applicants Individually

To review the applicant's full application, click the View Answers  button next to their name. To review the applicant's resume/CV only, click the View resume/CV  button next to their name.



In Pool - New Applicant	
<input type="checkbox"/> Chocolate Chip Jan 20, 2022	 
<input type="checkbox"/> Frog Froggie Jan 20, 2022	 
<input type="checkbox"/> Lemon Lime Jan 18, 2022	 
<input type="checkbox"/> Lucky Clover Jan 21, 2022	 

After reviewing their information, you can write notes in the Summary text field or enter an Overall Rating from the drop-down menu.

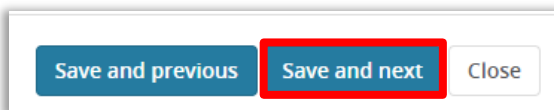


Summary

Applicant is qualified to teach introductory courses and is available on weekday evenings.

Overall Rating: 3 - Exceeds requirements ▼

When you are ready to review the next applicant, click **Save and next**.

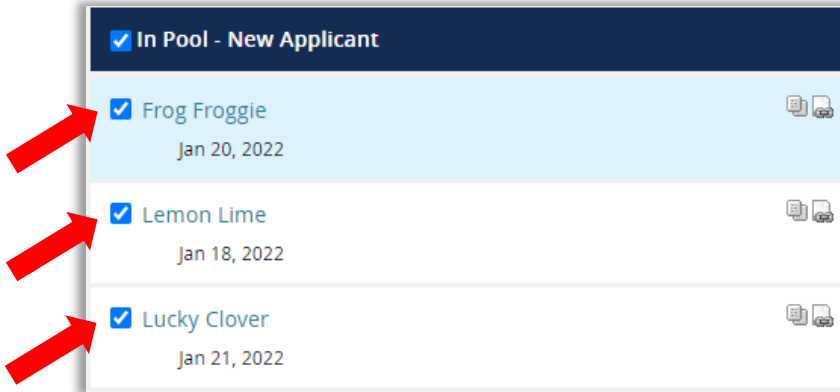


Save and previous Save and next Close

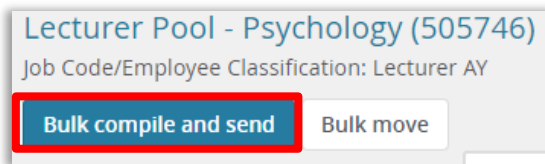
Continue to review all applicants. Click **Close** when finished.

Review All Applicant Documents in Bulk (Bulk Compile)

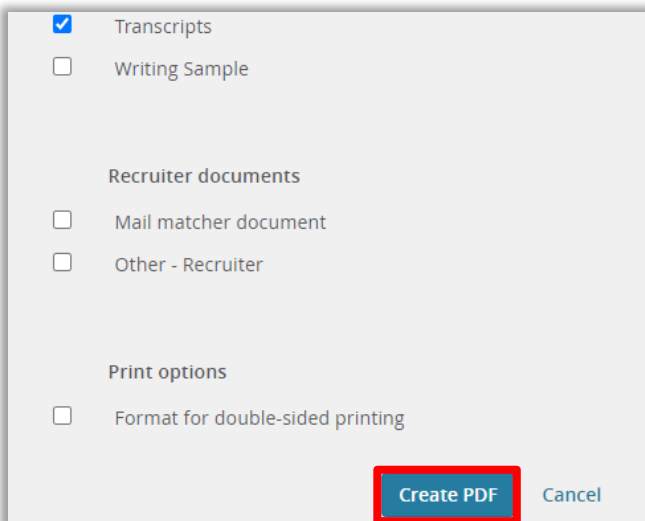
You can also review all applicant documents compiled into one PDF. Click the checkbox for each applicant whose documents you want included.




Click the **Bulk compile and send** button at the top of the page.



The Bulk compile window will open. Select the documents you want included in the compiled PDF. Options are Application Form, CV, Resume, Contact Reference (list of references), Cover letter, Transcripts, and Other Document (this captures any other documents you may have added for your recruitment in particular, such as diversity statement, syllabi sample, course preferences, etc.) Click **Create PDF**.



When the bulk compile completes you can download the document for review.



Bulk action status:  6 Applicants Complete

i To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

Your document is ready to download:
[Download document \(55.8 kb\)](#)

You can also email the document to other users who may want to review it. Enter the user who will be the recipient and click **Okay** at the bottom of the page.

Send document: Yes No


User:  
→ No user selected










Other e-mail:

From:*

Subject:*

Applicant E-mail Body:*

 Show merge field information **i**

B ***I*** **U** ~~**S**~~     Formats **A** **A**     

The following applicants are awaiting your attention:

- Chocolate Chip
- Lucky Clover
- Frog Froggie
- Lemon Lime
- Spotted Mushroom
- Mossy Rocks

Back in the View Applicants page, click Close.

View Responses

To view all of your notes in one place, click **View responses** on the My search committee jobs page. (Note: only the person listed as Search Committee Chair has access to **View Responses**).

Total applications	Your role			
5	Search Committee Chair	View Applicants (2)	View responses	Edit job
20	Search Committee Chair	View Applicants (16)	View responses	Edit job

Click through applicants to view the notes on the right-hand side.

Lecturer Pool - Psychology (505746)

Feedback from search committee members


All

Select all Print

^ In Pool - Existing Lecturer

- Bunny Rabbit

^ In Pool - New Applicant

- Chocolate Chip 
- Frog Froggie
- Lemon Lime

Application status: In Pool - New Applicant

Overall

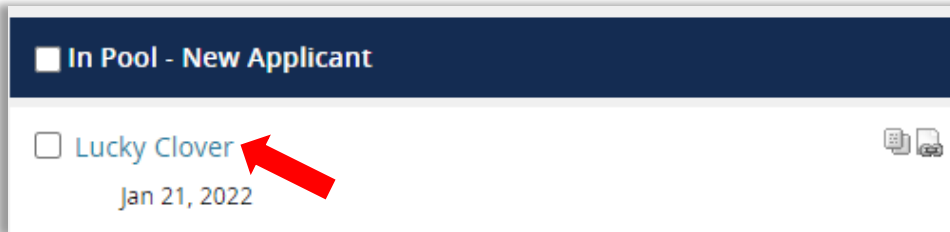
"3 - Exceeds requirements"

Applicant is qualified to teach in weekday evenings.

Remove Unqualified Applicants

If there are applicants who do not meet the minimum requirements for the pool, they can be removed from the list by changing their status. This will send a regrets notification to the applicant as well.

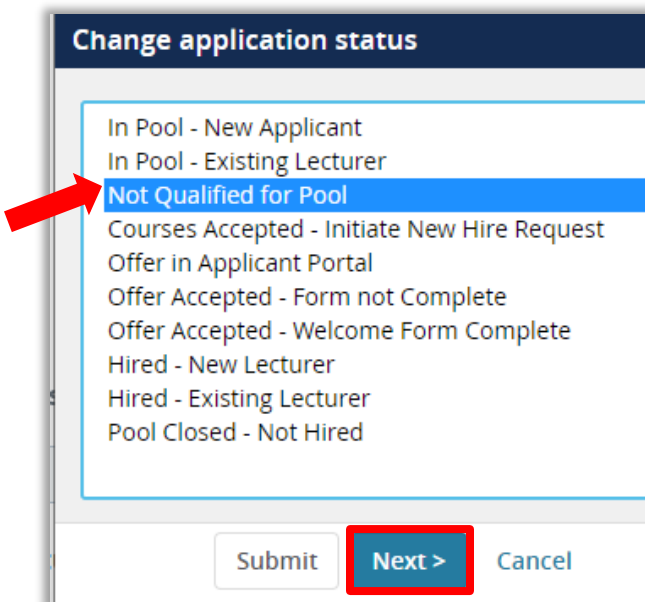
Click the name of the applicant to open the applicant card.



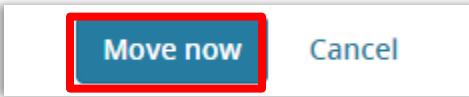
In the applicant card, click the status.



Select the status **Not Qualified for Pool** and click **Next**.



In the Confirm status change window, you can review the regrets notification that will be sent. It is not necessary to make changes to any fields. Scroll to the bottom and click **Move now**.



The applicant will now be removed from the visible list of applicants. For this reason, it is recommended to only use this status for applicants who are truly not qualified and will not be considered at any time. If an applicant isn't being considered for courses in the fall semester, but may be qualified for different courses offered in the spring, leave the status as **In Pool – New Applicant**.

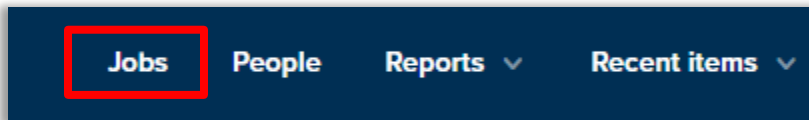
Department Chair, Associate Dean, Dean, and Staff

View Applicants



To open CHRS Recruiting, navigate to my.csus.edu and click CHRS Recruiting – PageUp from the list under Faculty/Staff Related Links:



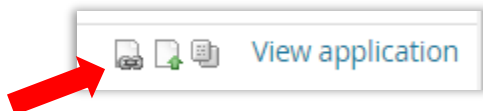
On the CHRS Recruiting home page, click **Jobs** from the blue banner at the top of the page.



Click on the number of applications for the job you are reviewing.

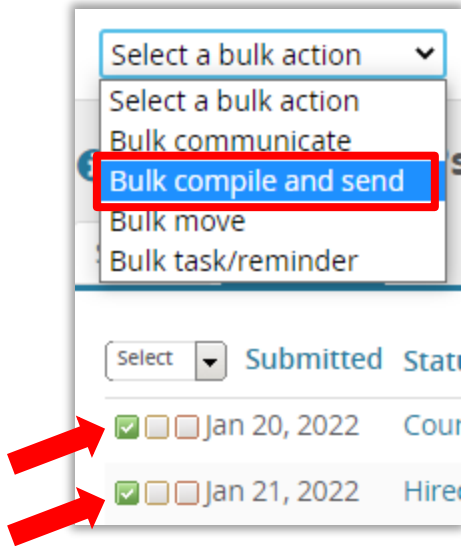
Job No.	Title	Campus	Department	Status	Applications
504540	 Tenure Track Faculty-Cultural Psychology	Sacramento	Psychology - 38600	Interviewing	5
505746	 Lecturer Pool - Psychology	Sacramento	Psychology - 38600	Approved	20

You will see the list of applicants, along with their current status and other information. To review an individual applicant's information, scroll to the buttons on the far right, which allow you to view the CV, download the CV, view answers to the application, or view the entire application.

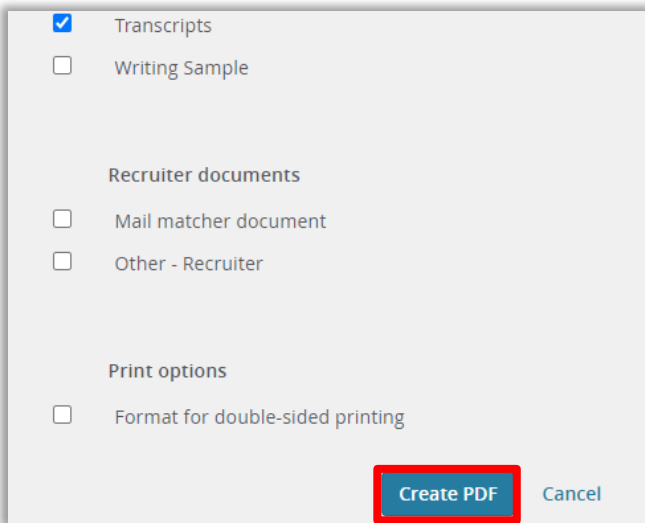


Bulk Compile

Select the applicants whose documents you wish to compile, then select **Bulk Compile and Send** from the drop-down.



The Bulk compile window will open. Select the documents you want included in the compiled PDF. Options are Application Form, CV, Resume, Contact Reference (list of references), Cover letter, Transcripts, and Other Document (this is the list of courses for which the applicant is qualified to teach, if it was included as part of the application). Click **Create PDF**.



When the bulk compile completes you can download the document for review.



Bulk action status: 6 Applicants Complete

i To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

Your document is ready to download:
[Download document \(55.8 kb\)](#)

You can also email the document to other users who may want to review it. Enter the user who will be the recipient and click **Okay** at the bottom of the page.

Send document: Yes No


User:  
No user selected









Other e-mail:

From:*

Subject:*

Applicant E-mail Body:*

 Show merge field information **i**

B *I* U ~~S~~     Formats **A** **A**   *I*_x  

The following applicants are awaiting your attention:

- Chocolate Chip
- Lucky Clover
- Frog Froggie
- Lemon Lime
- Spotted Mushroom
- Mossy Rocks










Back in the View Applicants page, click Close.

[Save and previous](#) [Save and next](#) [Close](#)

Remove Unqualified Applicants

If there are applicants who do not meet the minimum requirements for the pool, they can be removed from the list by changing their status. This will send a regrets notification to the applicant as well.

Click on the status of the applicant you wish to change.

  Jan 20, 2022	In Pool - New Applicant	177257	Frogg	 Frog	Froggie
  Jan 20, 2022	In Pool - New Applicant	177260	Goldie	 Gold	Fish
  Jan 20, 2022	In Pool - New Applicant	177261	Choco	 Chocolat Chip	

In the Change application status window, select **Not Qualified for Pool** and click **Next**.

Change application status

- In Pool - New Applicant
- In Pool - Existing Lecturer
- Not Qualified for Pool**
- Courses Accepted - Initiate New Hire Request
- Offer in Applicant Portal
- Offer Accepted - Form not Complete
- Offer Accepted - Welcome Form Complete
- Accurate Background - Background Check Initiated
- Accurate Background - Background Check Pending
- Accurate Background Check - Results Available
- Accurate Background - Background Check Unsuccessful
- Hired - New Lecturer
- Hired - Existing Lecturer
- Pool Closed - Not Hired
- Offer Declined
- Offer rescinded

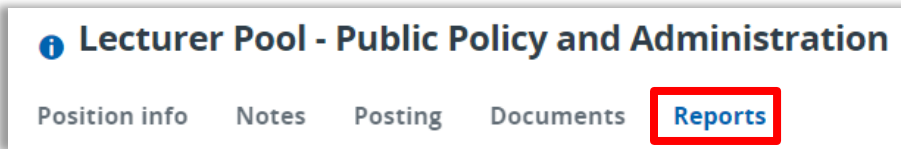
In the Confirm status change window, you can review the regrets notification that will be sent. It is not necessary to make changes to any fields. Scroll to the bottom and click **Move now**.

The applicant will now be removed from the visible list of applicants. For this reason, it is recommended to only use this status for applicants who are truly not qualified and will not be considered at any time. If an applicant isn't being considered for courses in the fall semester, but may be qualified for different courses offered in the spring, leave the status as **In Pool – New Applicant**.

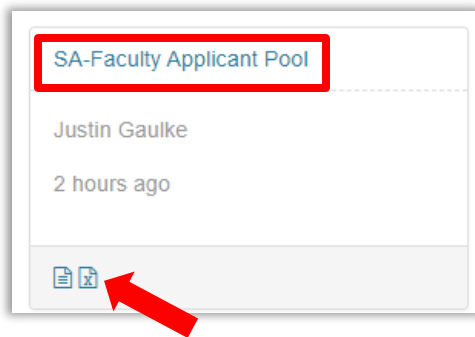
Download an Applicant List

All users can download a list of all applicants which contains their name, application status, contact information, degree information, and whether they are a current CSU employee.

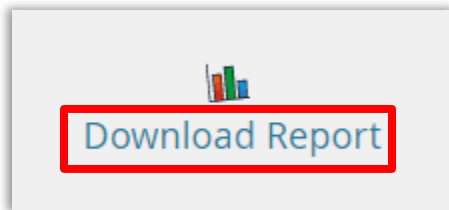
From the job card, click the **Reports** tab underneath the job title at the top of the page.



Scroll until you locate the report titled **SA-Faculty Applicant Pool**. Click on the Excel icon.



A View: Report window will open when the report has run. Click the **Download Report** link.



Next Steps

Once applicants have been reviewed, offer courses following your standard practice in the department. Course offerings do not take place in the CHRS Recruiting system.

When an applicant has been offered and accepted courses, communicate the applicant's name, salary, and grade to the ASC/College Analyst (follow your college practice). The ASC/College Analyst will follow the steps in the **Lecturer Pools – Offer Card User Guide** to process the new hire (note: the offer card can also be done by the department chair or college resource analyst).