

CHRS Recruiting

Search Committee Members and Chair

Tenure Track Faculty Recruitments

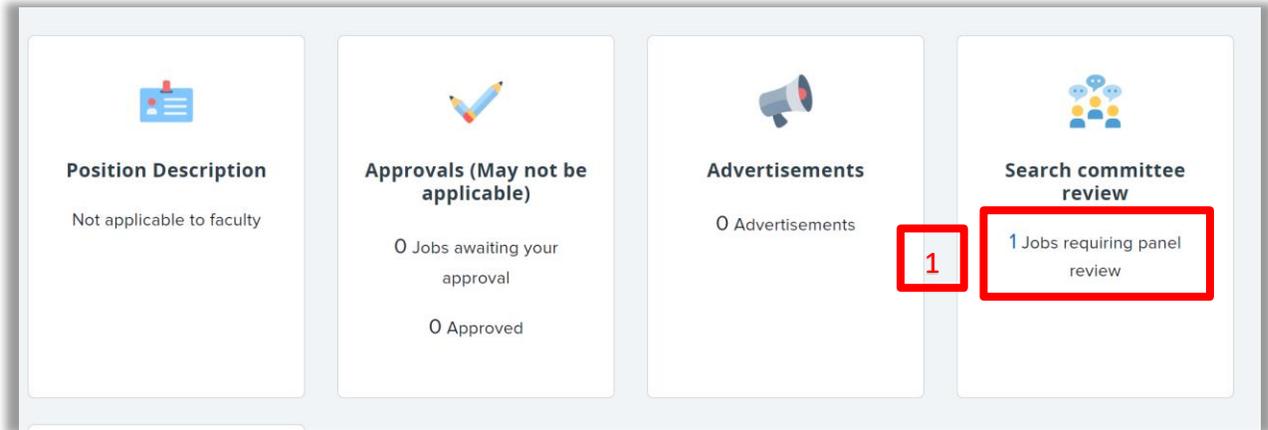
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Instructions for Search Committee Members and Chair

How to view applicants

1. Click the **Jobs requiring panel review** link on the dashboard



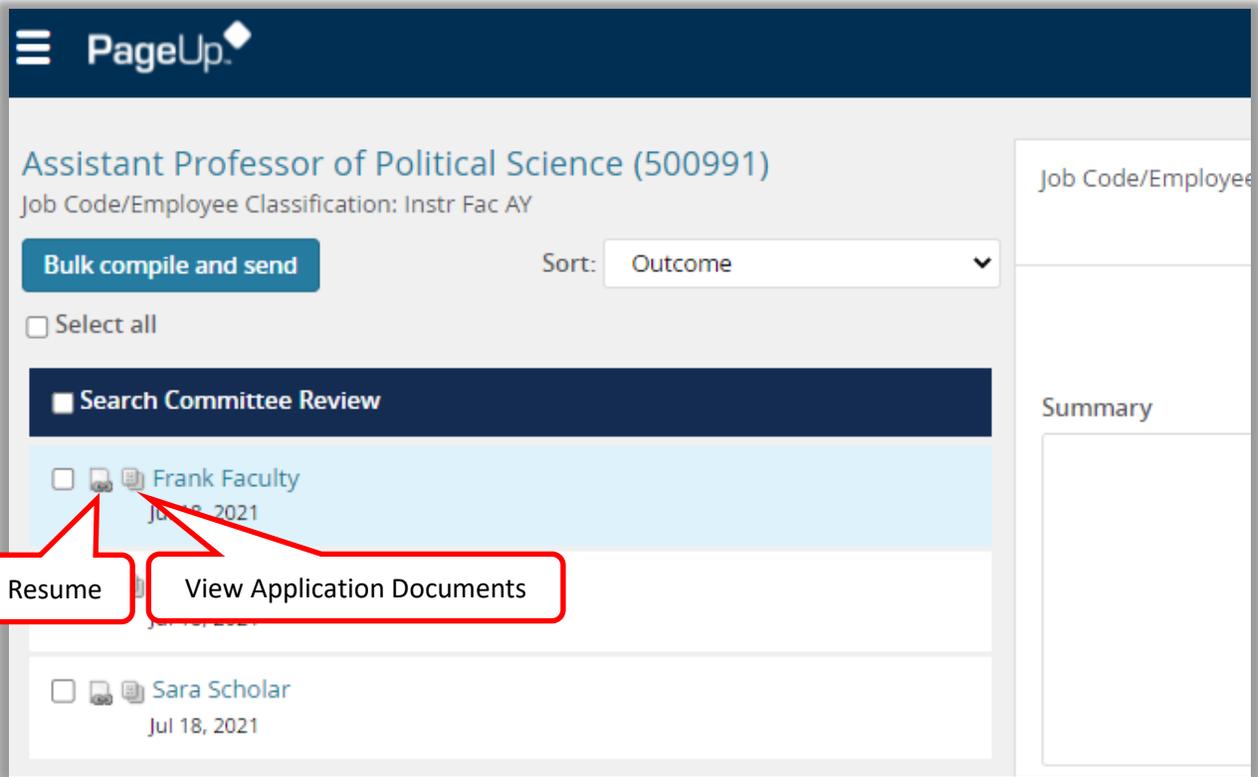
You can also access applications waiting for review by selecting Search committee review from the main menu (hamburger icon  on left side of the screen).

2. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

My search committee jobs							
Job number	Date added	Status	Title	User	Total applications	Your role	
500991	Jun 29, 2021	Approved	Assistant Professor of Political Science	JC	9	Search Committee Member	 View Applicants (8) View job

How to view resume and application documents

The view resume and view application documents icons are next to the applicant's name in the applicants list. Click the applicable icon to view each.

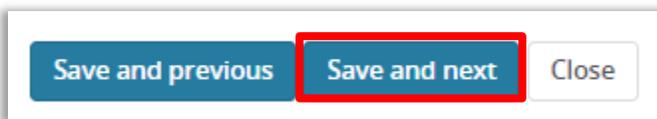


View Resume

View Application Documents

To add comments or notes, type them into the Summary text box. An overall rating can be selected from the drop-down.

Click **Save and previous** or **Save and next** to continue reviewing applicants.



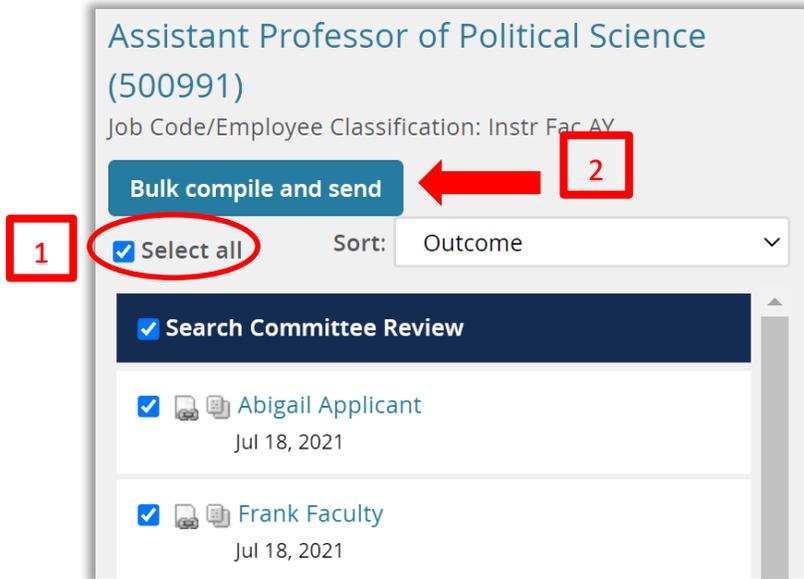
Additional information

- All comments can be viewed by others in the system and are discoverable in any public request for information. Comments should be limited to those about a candidate's application specifically related to this job.
- Search committee members cannot view other members' responses.
- Clicking the applicant's name will open up the Applicant Card. See [Appendix B](#) for more information about the applicant card.

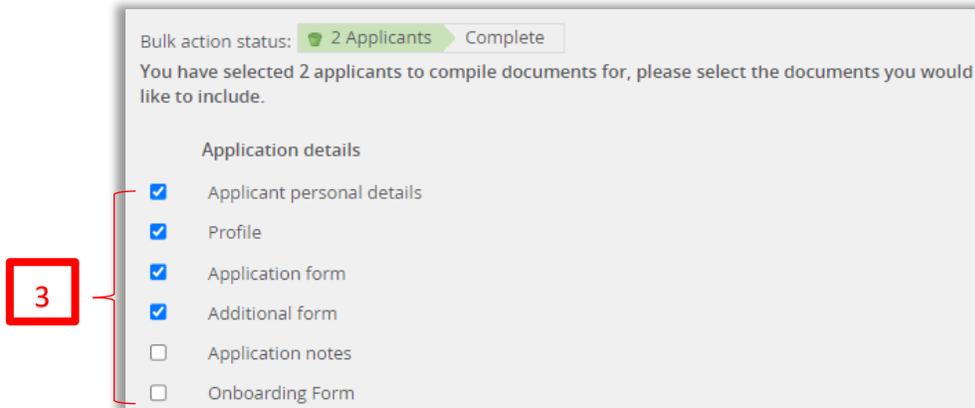
How to use bulk compile and send

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.

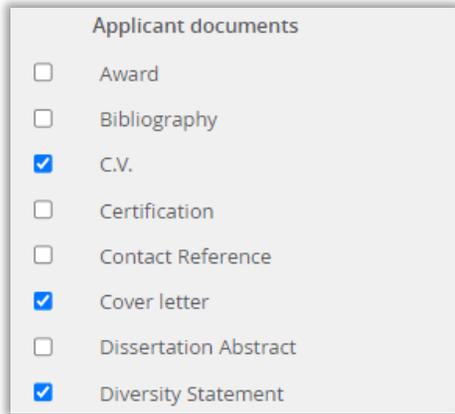
1. On the View Applicants page, select the applicants that you want to view, or check the **Select All** check box.
2. Click **Bulk compile and send**.



3. On the **document selection page**, select the documents to include in the PDF.



4. Scroll down to include documents submitted by the applicant, such as the CV, cover letter, diversity statement, and any other documents that were required for this search.



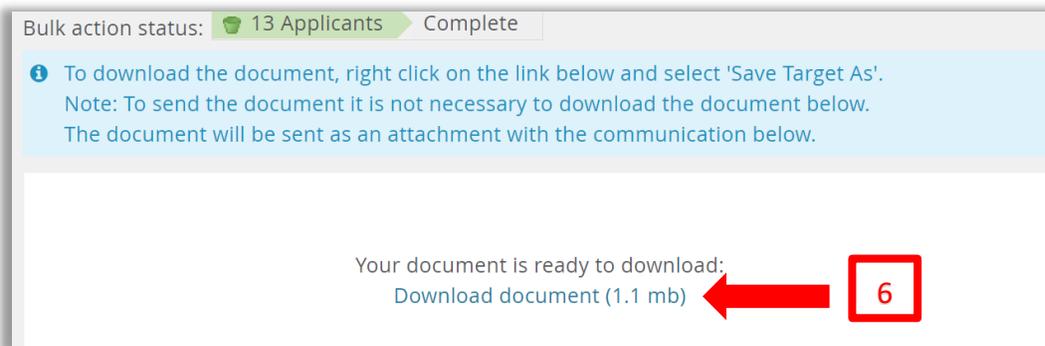
Applicant documents	
<input type="checkbox"/>	Award
<input type="checkbox"/>	Bibliography
<input checked="" type="checkbox"/>	C.V.
<input type="checkbox"/>	Certification
<input type="checkbox"/>	Contact Reference
<input checked="" type="checkbox"/>	Cover letter
<input type="checkbox"/>	Dissertation Abstract
<input checked="" type="checkbox"/>	Diversity Statement

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



Create PDF Cancel

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



Bulk action status: ✔ 13 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 \(1.1 mb\)](#) ← 6

7. Click the download link to download, or use the search field to send the document in an email to a user.
8. Click **Okay**.

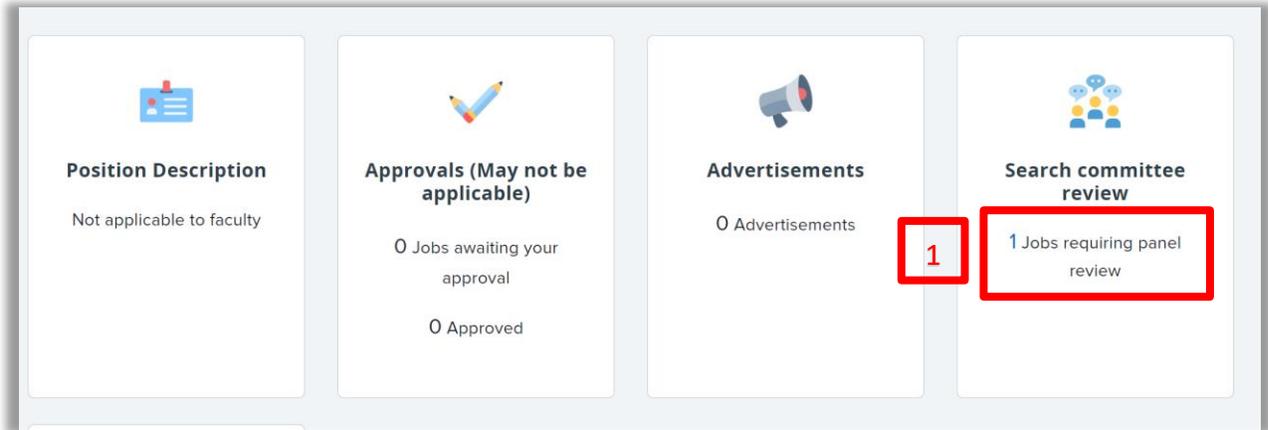
What happens next

- All selected documentation for the selected applicants are included in one PDF file.
- If you downloaded the document you can review it on your workstation.
- If you sent the document in an email, the selected user receives an email with the document as an attachment.

Instructions for Search Committee Chair (only)

How to review search committee feedback

1. Click the **Jobs requiring panel review** link on the dashboard.



The dashboard consists of four panels:

- Position Description:** Not applicable to faculty
- Approvals (May not be applicable):** 0 Jobs awaiting your approval, 0 Approved
- Advertisements:** 0 Advertisements
- Search committee review:** 1 Jobs requiring panel review (highlighted with a red box labeled '1')

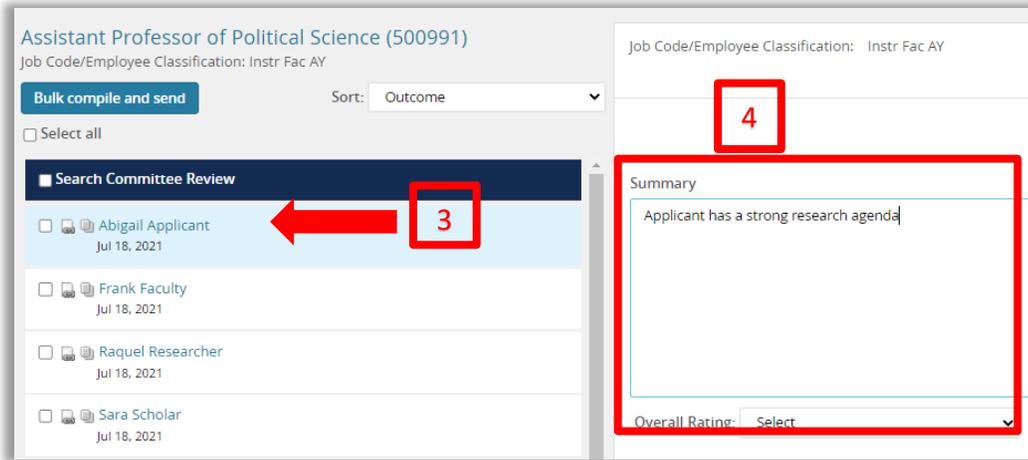
2. Click **View Responses** on the line of the applicable job. The **View Responses** page opens.

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role		
500991	Jun 29, 2021	Approved	Assistant Professor of Political Science	JC	14	Search Committee Chair	View Applicants (13)	View responses

The 'View responses' link in the table is highlighted with a red box labeled '2'.

3. Click the row of the applicant you are reviewing to bring up their **Summary** panel.
4. In the **Summary** panel you will see any comments left by other search committee members for each applicant.



Changing Applicant Statuses

Applicant statuses can be changed individually or in bulk from the **View Applicants** page.

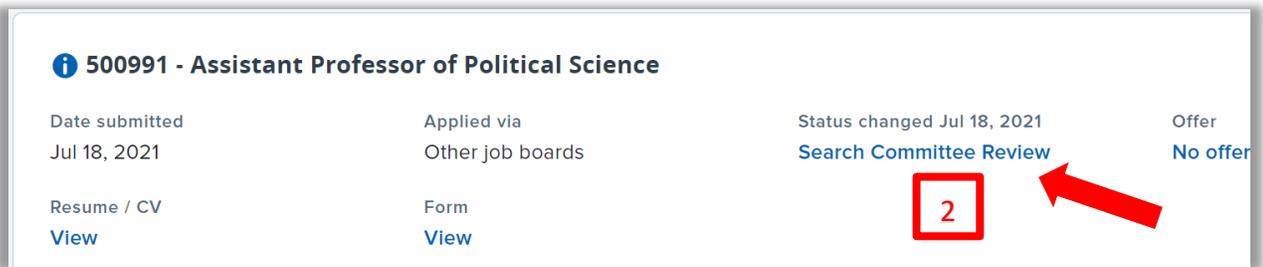
NOTE: Statuses should be used throughout the process to track applicants through the workflow. While some statuses are required, it is not required to use all statuses that are available. Statuses should be used as appropriate for the search. Some statuses send an email to the applicant(s). You will be prompted to review the email before it is sent. Statuses that remove an applicant from consideration (**Search Committee Review Unsuccessful** and **Phone/Video Interview Unsuccessful**) trigger a regrets notification and also remove the applicant from the list of viewable applicants. Please review [Appendix A](#) for more detailed information about statuses and to see which statuses are required.

Individual Status Change

1. Click the applicant's **name** to open the Applicant Card.



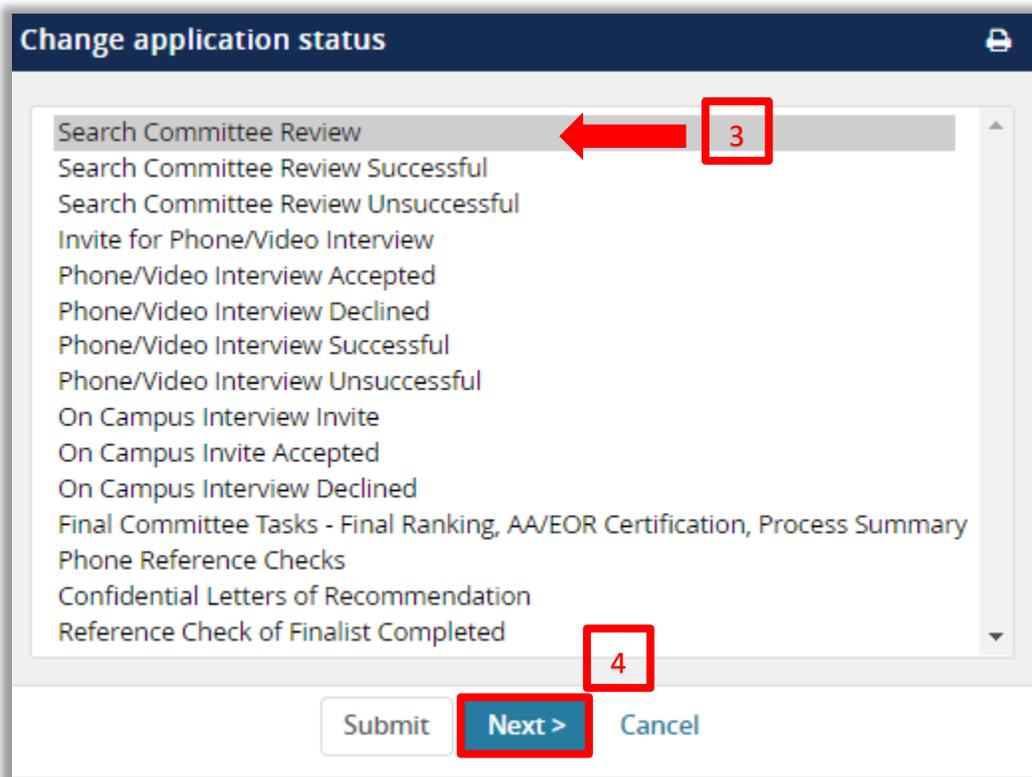
2. In the **Applications tab**, click the applicant's current status.



i 500991 - Assistant Professor of Political Science

Date submitted Jul 18, 2021	Applied via Other job boards	Status changed Jul 18, 2021 Search Committee Review	Offer No offer
Resume / CV View	Form View		

3. In the **change applicant status** window, select the status to which the applicant is to be moved.
4. Click **Next**.



Change application status

- Search Committee Review**
- Search Committee Review Successful
- Search Committee Review Unsuccessful
- Invite for Phone/Video Interview
- Phone/Video Interview Accepted
- Phone/Video Interview Declined
- Phone/Video Interview Successful
- Phone/Video Interview Unsuccessful
- On Campus Interview Invite
- On Campus Invite Accepted
- On Campus Interview Declined
- Final Committee Tasks - Final Ranking, AAVEOR Certification, Process Summary
- Phone Reference Checks
- Confidential Letters of Recommendation
- Reference Check of Finalist Completed

Submit **Next >** Cancel

5. If there is no email to be sent to the applicant, click **Move Now** in the Confirm Status Change window.
6. If there is an email to be sent to the applicant, the email draft will appear in the Confirm Status Change window. Review the email and click **Move Now**. The applicant's status will be changed and the email will be sent immediately.

Note: If the applicant is moved to **Search Committee Review Unsuccessful** or **Phone/Video Interview Unsuccessful**, they will be removed from the search committee members' list of viewable applicants, as they are no longer under consideration.

Confirm status change

You are about to move **Abigail Applicant** to a different status:

From status: Search Committee Review
To status: Search Committee Review Unsuccessful

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* noreply@csus.edu
Subject:* Thank you for your interest

Message: [Merge fields](#)

B *I* U ~~S~~        

 **SACRAMENTO STATE**

Dear Abigail,

Thank you for taking the time to submit your application for the Assistant Professor of Political Science with Sacramento State. After careful consideration of each candidate's qualifications for the position, regret to inform you that you were not selected to move forward in the process.

We encourage you to continue seeking employment at Sacramento State, and hope you are successful in your future endeavors.

Sincerely,

Search Committee of Assistant Professor of Political Science

Sacramento State

Bulk Move Status Change

1. Select at least two or more applicants and click **Bulk Move**.



Assistant Professor of Political Science
(500991)
Job Code/Employee Classification: Instr Fac AY

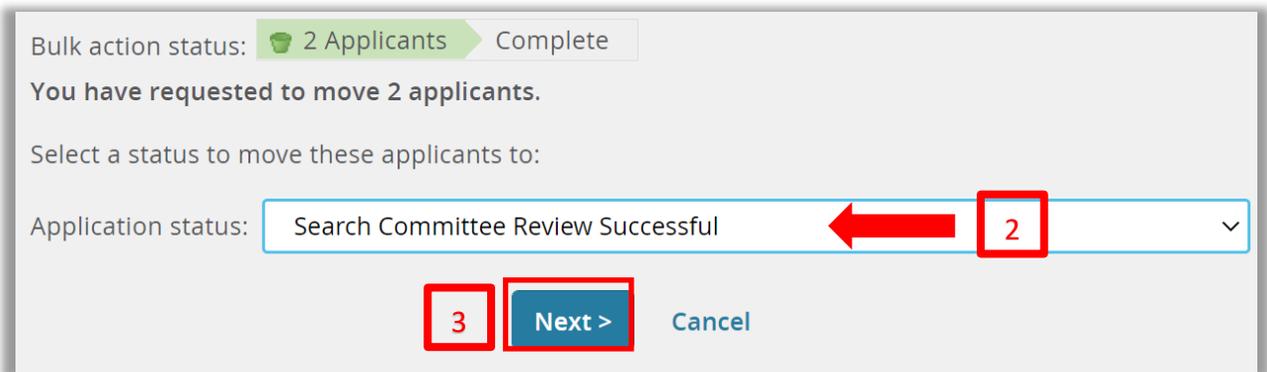
Bulk compile and send Bulk move **1**

Select all Sort: Outcome

Search Committee Review

<input checked="" type="checkbox"/>	 Abigail Applicant	Reviewed
	Jul 18, 2021	
<input checked="" type="checkbox"/>	 Frank Faculty	
	Jul 18, 2021	

2. Click the drop down and select the status to which the applicants are to be moved.
3. Click **Next**.



Bulk action status:  2 Applicants Complete

You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status: Search Committee Review Successful **2**

3 **Next >** Cancel

4. If there is no email to be sent, then click **Move Now**.

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Search Committee Review Successful".

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 Offer to Shortlisting: Yes No

4 **Move now** Cancel

5. If there is an email to be sent to the applicants, review the email before clicking **Move Now**. You will notice that there are merge fields to pull in the applicant names and other information. See example:

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Search Committee Review Unsuccessful".

You now have the opportunity to notify these people::

Communication template: -- No template -- ▼

E-mail: Applicants: Yes No

From:* noreply@csus.edu

Subject:* Thank you for your interest

Message:

[Merge fields](#)

B *I* U ~~S~~

Next Steps After Final Interviews Are Complete

1. Communicate the search committee's final recommendation to the dean per standard department/college process, and email the names of those finalists to your Dean's Office so they may proceed with their next steps.
2. Within several days, all search committee members should receive an email from the system containing links to the recruitment process summary form, AA/EOR Certification, and search process feedback form.
3. If applicable, the search committee chair may choose to update the status of remaining applicants to reflect their final position in the search. The statuses "Search Committee Review Unsuccessful" and "Phone/Video Interview Unsuccessful" will send a regrets notification when selected. See [Appendix A](#) for more information.
4. Schedule the third check-in meeting with your Diversity Faculty Fellow to review the search process and discuss lessons learned that may be applied to future searches.

Appendix A: Status Information

Statuses used by the search committee are shown below. At a minimum, applicants must be moved through the statuses marked with a red star. Remaining statuses may be used if appropriate for the search, or by users outside the committee (college staff/OFA Analysts).



Status Details

Status Name	Used by	Notes	Result
Search Committee Review	OFA Analyst	Moved by OFA Analyst on initial review date. If committee wishes to review applications submitted after initial review date they must contact OFA Analyst.	Committee members are able to view applicants once they're in this status.
Search Committee Review Successful	Search Committee Chair	Used for applicants who meet the minimum requirements and are still under consideration.	No email sent to applicant.
Search Committee Review Unsuccessful	Search Committee Chair	Use this status for applicants who do not meet the minimum requirements and are no longer under consideration.	System sends email to applicant notifying them that they are no longer under consideration. Applicant and application are removed from search committee view.
Phone/Video Interview Successful	Search Committee Chair	Used for applicants who completed a phone/video interview and are still under consideration.	No email sent to applicant.
Phone/Video Interview Unsuccessful	Search Committee Chair	Used for applicants who completed a phone/video interview and are no longer under consideration.	System sends email to applicant notifying them that they are no longer under consideration. Applicant and application are removed from search committee view.

Statutes Related to References

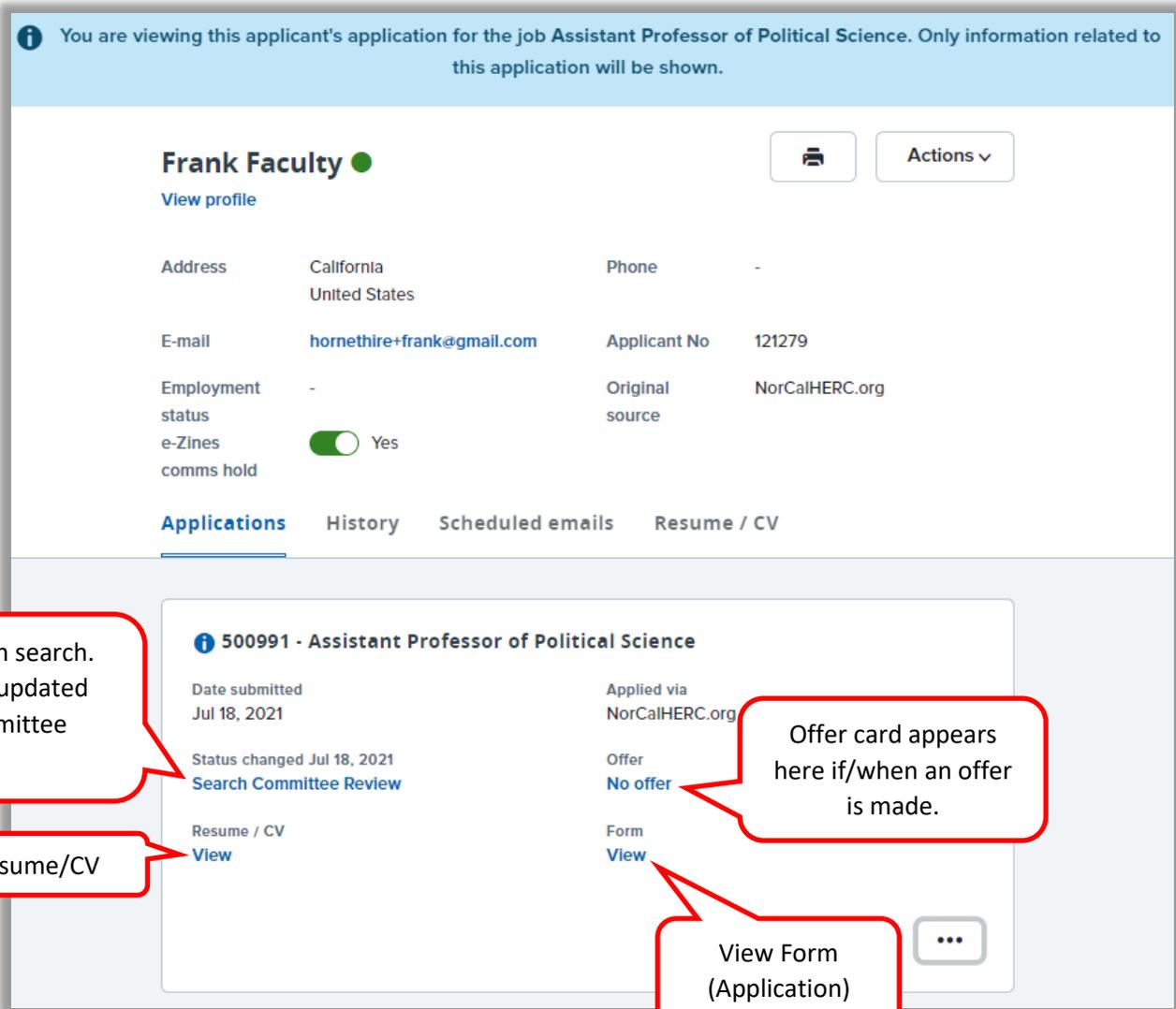
CHRS Recruiting allows for a search committee to conduct phone reference checks, collect letters of recommendation, or both. However, it is best practice, and OFA's recommendation, to conduct phone reference checks, as opposed to letters of recommendation. Please see the [Recruitment Guide page 17](#) for more detailed information. The table below shows more information about each status.

Status Name	Used by	Notes	Results
Phone Reference Checks	Search Committee Chair	Used if committee is conducting reference checks by phone.	Email is sent to applicants in this status alerting them that the references they listed in their application will be contacted by phone.
Letters of Recommendation	Search Committee Chair	Used to collect confidential submissions of letters of recommendation.	Email is sent to applicants in this status alerting them that the references they listed in their application will be sent a form by which a confidential letter of recommendation may be submitted. <i>At the same time,*</i> an email is sent to the references listed asking them to complete a form and upload a confidential letter of recommendation. Committee may view submitted letters of recommendation in the applicant card.
Reference Check of Finalist Completed	Search Committee Chair	Used if reference check was completed for finalist only, as an indicator that this step has been completed.	No email sent to applicant.

**Note that with letters of recommendation, an applicant is not given a chance to notify or change their listed references. The email to the references is sent immediately upon moving the applicant into this status.*

Appendix B: Applicant Card

Clicking the applicant's name opens the applicant card in a separate window.



Frank Faculty ● Print Actions ▾
[View profile](#)

Address	California United States	Phone	-
E-mail	hornethire+frank@gmail.com	Applicant No	121279
Employment status	-	Original source	NorCalHERC.org
e-Zines comms hold	<input checked="" type="checkbox"/> Yes		

[Applications](#) [History](#) [Scheduled emails](#) [Resume / CV](#)

500991 - Assistant Professor of Political Science

Date submitted Jul 18, 2021	Applied via NorCalHERC.org
Status changed Jul 18, 2021 Search Committee Review	Offer No offer
Resume / CV View	Form View

⋮

Callouts:

- Status in search. Can be updated by committee chair.
- View Resume/CV
- Offer card appears here if/when an offer is made.
- View Form (Application)