CHRS Recruiting

Search Committee Members and Chair

Staff and MPP Recruitments
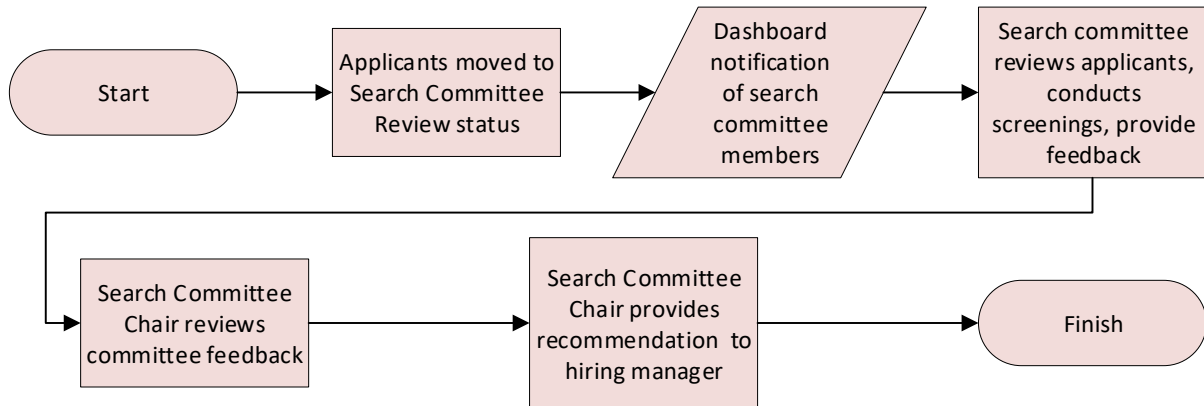
Contents

Introduction

This guide shows you how to participate in a search committee review. Some tasks are specific to the Search Committee Chair. Other tasks are completed by everyone on the search committee.

Process Diagram

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Start → Applicants moved to Search Committee Review status → Dashboard notification of search committee members → Search committee reviews applicants, conducts screenings, provide feedback

Search Committee Chair reviews committee feedback → Search Committee Chair provides recommendation to hiring manager → Finish
```

- When applications are moved to the Search Committee Review status, committee members are notified.

- Committee members rate the applicants based on the agreed-upon selection criteria and add comments. Search committee members cannot see other member's comments, review or rating.

- The Search Committee Chair reviews the ratings and comments.

- The Search Committee Chair sends the search committee recommendations to the Hiring Manager or HR/Faculty Affairs Representative, based on your campus's business process.

What you will do

- View applicants
- View resume and answers to questions
- Bulk compile and send applicant documents
- Rate applicants by using selection criteria
- Review search committee feedback

Definitions

Term	Definition
Job competencies	Job competencies are used by search committees to assess applicants during the selection process. On the Requisition Information form, job competencies are shown as Groups of selection criteria. Job competencies can be pre-configured to be selected from the competency library. Example of a job competency: Builds effective teams
Panel	Panel is the term for search committee that is used in PageUp documentation.
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	Criteria that are used to assess applicants during the selection process. Search committees use these them during the selection process to assess applicants. Example of a search criterion: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals. Selection criteria belong to a job competency group and can either be selected from a list or written in.

Accessing Applicant Information

Option I:

When applications are moved to the search committee review status, search committee members see an alert on their dashboards indicating that a job has applicants waiting for review. Only when an applicant is moved to the search committee review status can search committee access assigned applications.
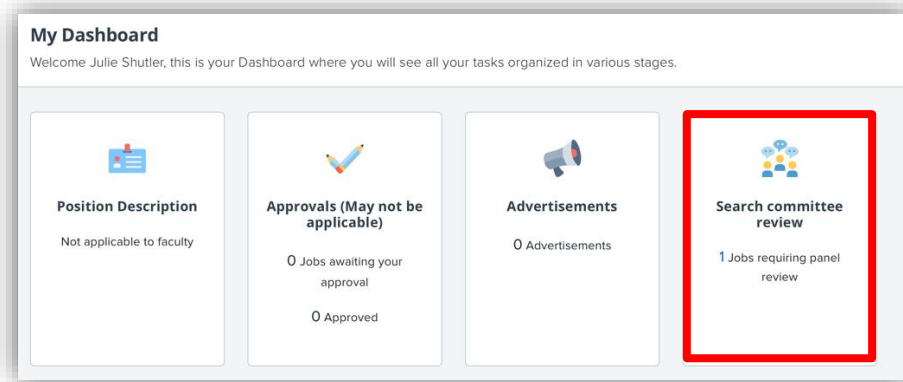
Option II:

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).

When viewing applicants, committee members can do the following:

- Review answers on the application.
- Review the applicable documentation from the applicant.
- Rate applicants against the selection criteria.
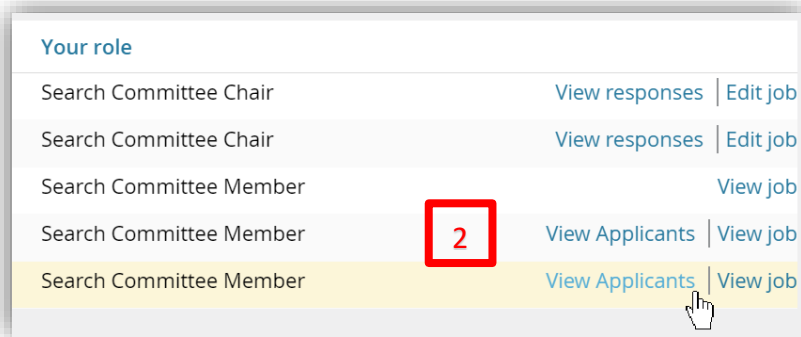- Add comments.

How to View Applicants

Note: Search committee members cannot view other members' responses, only Committee Chairs can view Member responses.

1. Click the **Jobs requiring panel review** link on the dashboard.
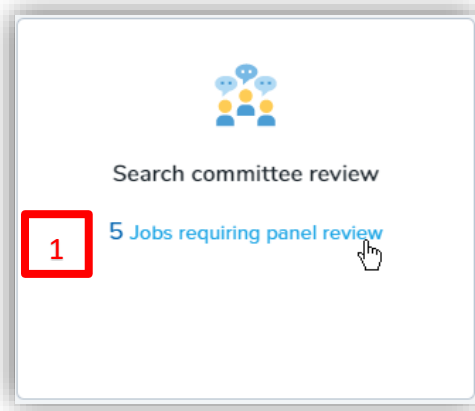
2. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

View resume and answers to questions

You can quickly open an applicant's resume, or view their answers to the job application questions by using two small icons on the View Applicants page

Search Committee Review

☐ ☐ **De'Aaron Fox**   Reviewed

Ju___ 5, 2021   2 - Meets all requirements

View Resume

View Application Documents

Bulk Compile and Send Documentation

Note: 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.

How to use bulk compile and send

1. On the **View Applicants** page select the applicants that you want to view, or check the **Select All** check box.
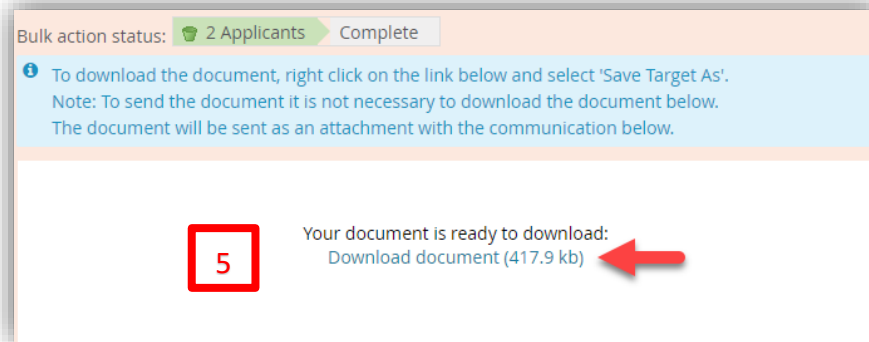
2. Click **Bulk compile and send**.
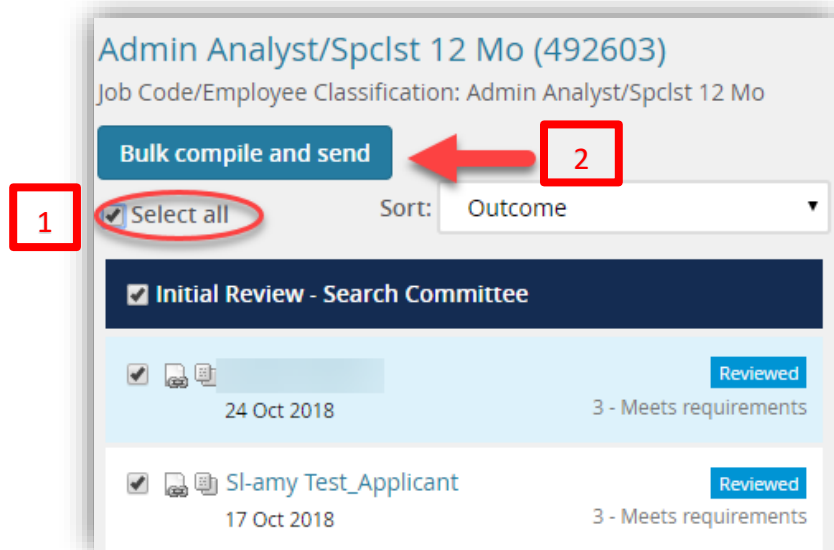
3. On the **document selection page**, select the documents to include in the PDF.
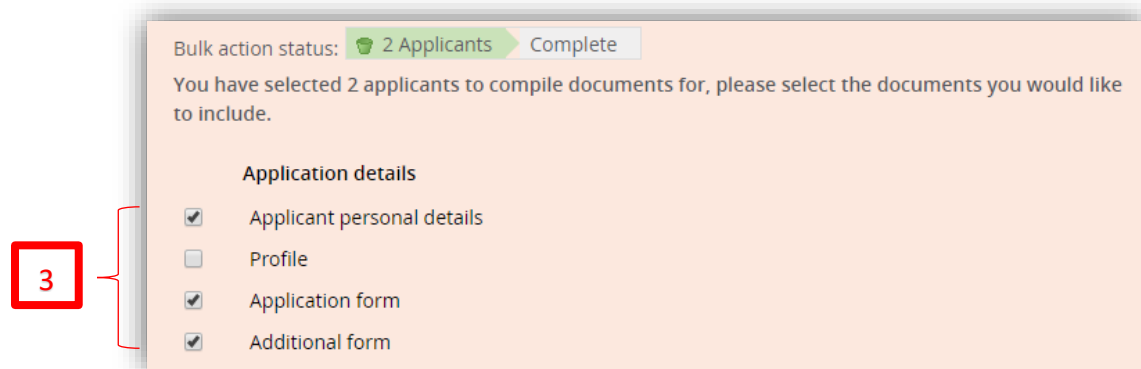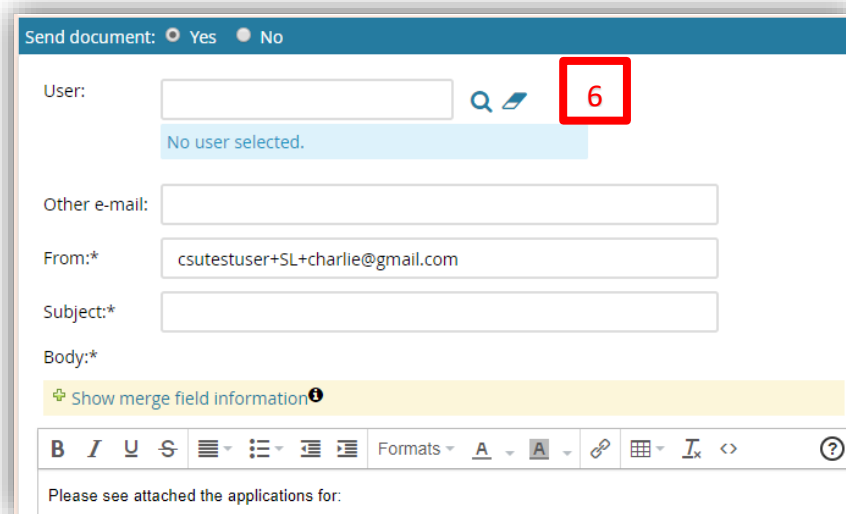
4. Click **Create PDF** at the bottom of the page. CHRS Recruiting generates a PDF file.

5. When the PDF file is ready, you can **download** the file.

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

7. 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.
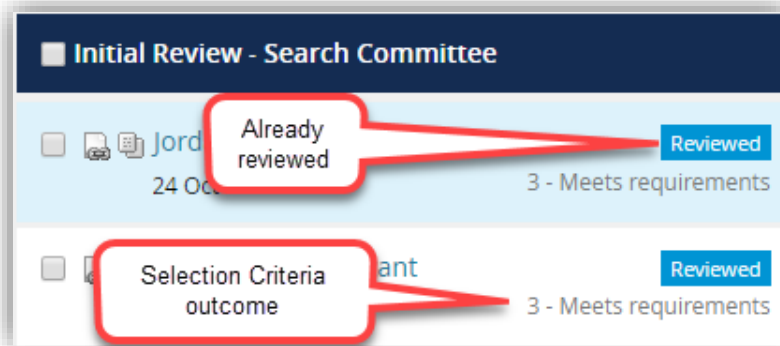
Rate applicants using Selection Criteria

Note: Use the selection criteria to rate applicants. You rate each applicant on each selection criterion and provide a summary at the end. The selection criteria outcome is displayed in the applicant list.

How to rate applicants by using selection criteria

1. Select the applicant that you are reviewing from the panel on the left. If you have already reviewed the applicant, you will see a Reviewed flag.

2. Read the selection criteria.

3. Add comments in the Comments field.

4. Use the **scroll bar** on the right side of the page to scroll down to see all the selection criteria.

5. At the bottom of the page, type in a summary of your views about this applicant.

6. Choose a **Selection Criteria Outcome**.

7. Click **Save and next** to review another candidate, or click **Close** to exit.
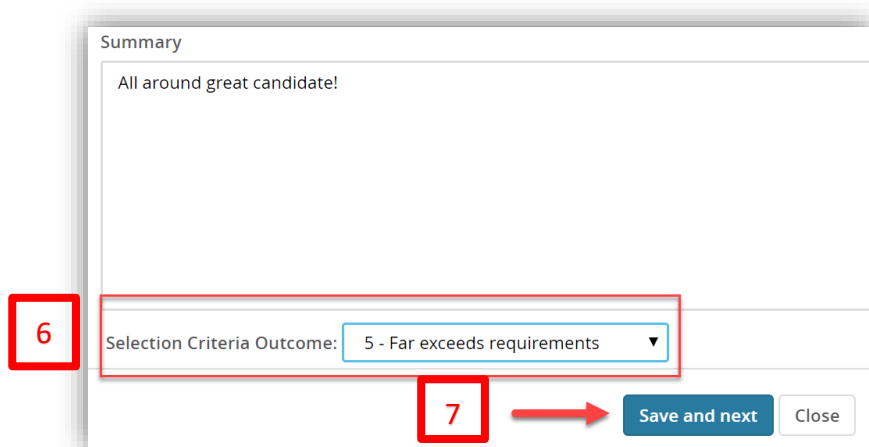
What happens next

- Your review feedback is saved to the applicant card.
- The Search Committee Chair will review your feedback.

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.

Review Search Committee Feedback

Note: The Search Committee Chair can review the feedback from the search committee members. The Search Committee Chair must review the information provided by the members before making a recommendation to the hiring manager.

How to review search committee feedback

1. Open **My Search Committee jobs**:

    a. From the Main Menu, click **Search committee review**.

    b. You can also open the page by clicking **Jobs requiring panel review** on the dashboard.
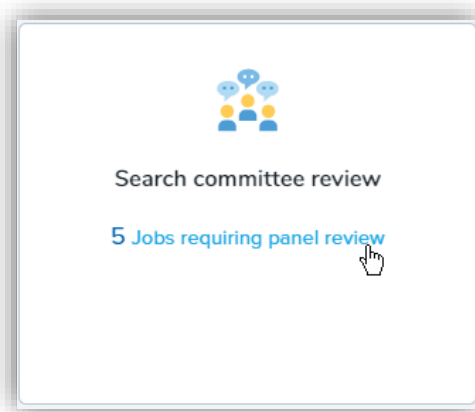
2. Click **View Responses** for the applicable job.
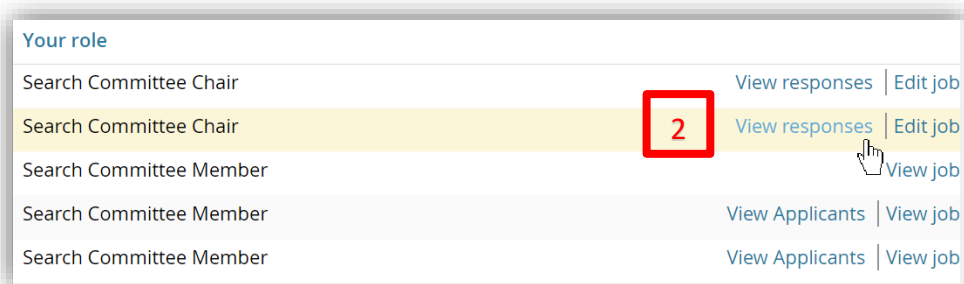
3. Select the applicant that you are reviewing from the panel on the left.
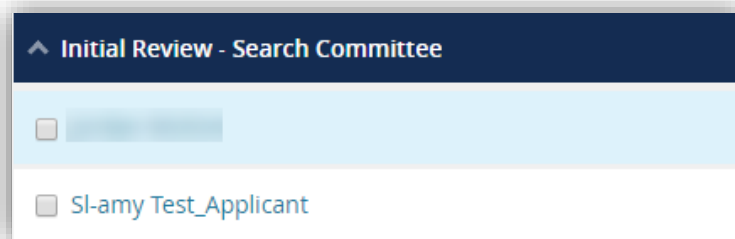
4. In the main panel read the selection criteria and the reviewers ratings and comments.

What happens next

- After reviewing all the responses, you can send recommendations to the hiring manager.

- If applicant ranking is enabled, you can rank the applicants.

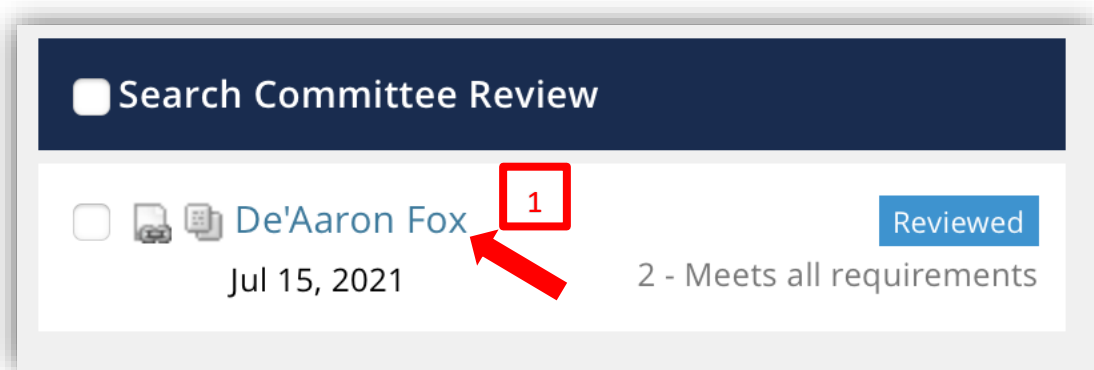# Changing Applicant Statuses

Note: Search Committee Chairs are able to update the status of an applicant as they move through the recruitment process. Applicant statuses can be changed individually or in bulk from the **View Applicants** page.

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.

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.
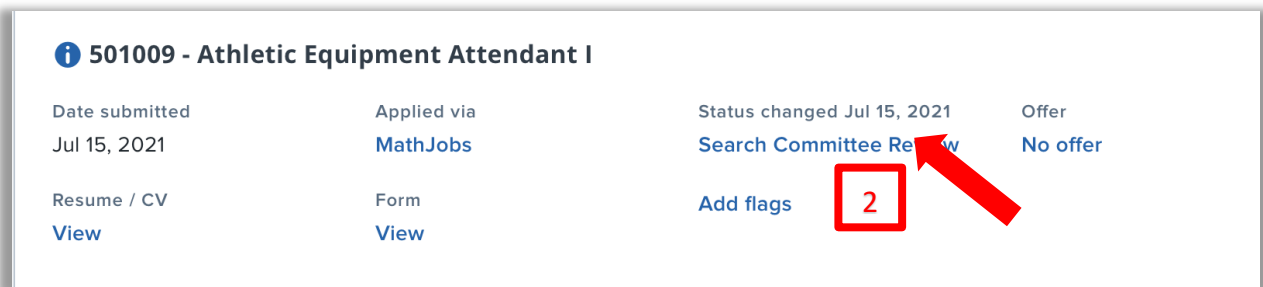
3. In the **Change Applicant Status** window, select the status to which the applicant is to be moved. Click **Next.**

Change application status

Search Committee Review
Further Review
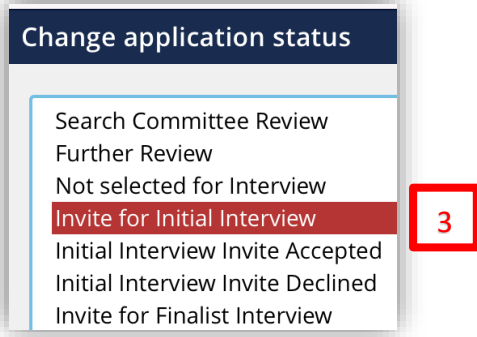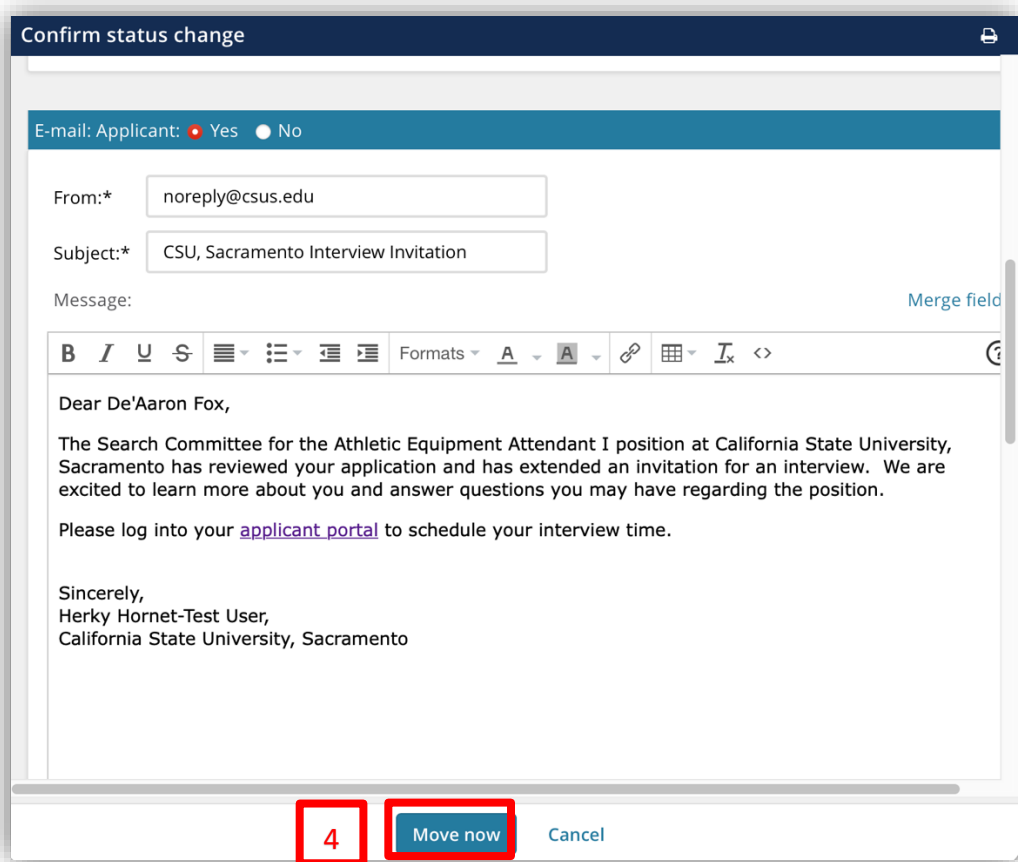Not selected for Interview
Invite for Initial Interview   3
Initial Interview Invite Accepted
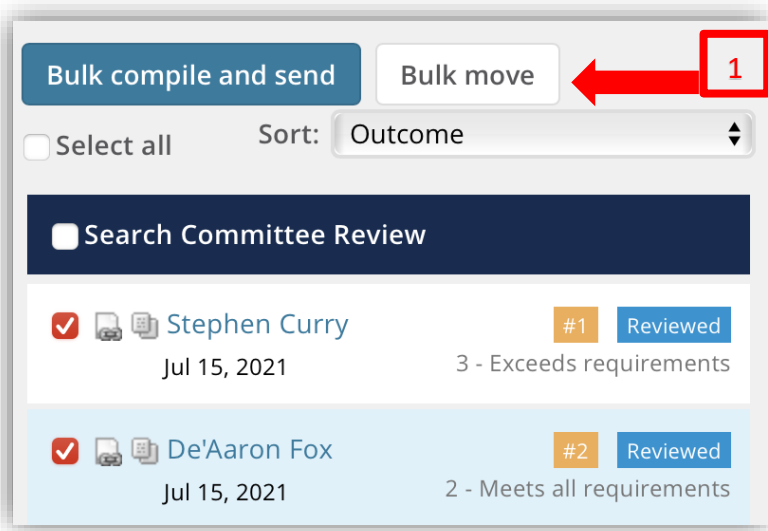Initial Interview Invite Declined
Invite for Finalist Interview

If there is no email to be sent to the applicant, click **Move Now** in the Confirm Status Change window.

4. 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.

Confirm status change

E-mail: Applicant: ● Yes   ○ No

From:*   noreply@csus.edu

Subject:*   CSU, Sacramento Interview Invitation

Message: Merge field

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Dear De'Aaron Fox,

The Search Committee for the Athletic Equipment Attendant I position at California State University, Sacramento has reviewed your application and has extended an invitation for an interview. We are excited to learn more about you and answer questions you may have regarding the position.

Please log into your applicant portal to schedule your interview time.

Sincerely,
Herky Hornet-Test User,
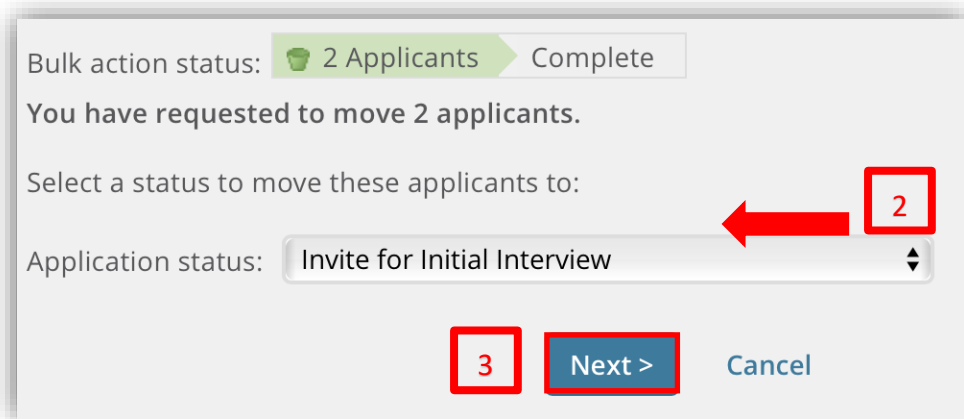California State University, Sacramento

4   Move now   Cancel

Bulk Move Status Change

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

2. Click the **drop down** and select the status to which the applicants are to be moved.
3. Click **Next**, and if there is no email to be sent, then click Move Now.

4. 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:

E-mail: Applicants: ● Yes ○ No

From:* noreply@csus.edu

Subject:* CSU, Sacramento Interview Invitation

Message: Merge fields

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Dear {FIRSTNAME} {LASTNAME},

The Search Committee for the Athletic Equipment Attendant I position at California State University, Sacramento has reviewed your application and has extended an invitation for an interview. We are excited to learn more about you and answer questions you may have regarding the position.

Please log into your applicant portal to schedule your interview time.

Sincerely,
Herky Hornet-Test User,
California State University, Sacramento

Appendix A: Status Information

Statuses used by the search committee chair are shown below.

Change application status

Search Committee Review: CSUEU 9.3 qualified
Search Committee Review
Further Review
Invite for Initial Interview
Initial Interview Invite Accepted
Invite for Finalist Interview
Finalist Interview Accepted
Hiring Manager Review

Appendix A: Status Details

Status Name	Used by	Notes	Result
Search Committee Review: CSUEU 9.3 qualified	Recruitment Analyst	Applicants that meet 9.3 of CSUEU contract (internal applicants) are moved by Recruitment Analyst on the priority eview date. Committee must review/interview these applicants prior to external applications being released.	Committee members are able to view applicants once they're in this status.
Search Committee Review	Recruitment Analyst	Recruitment Analyst move applicants for review on the priority review date. If committee wishes to review applications submitted after priority review date they must contact Recruitment Analyst.	Committee members are able to view applicants once they're in this status.
Further Review	Search Committee Chair	Use this status when applicants need further review, i.e. committee not sure if applicant meets MQs	No email sent to the applicant.
Invite for Initial Interview	Search Committee Chair	Use this status for applicants who are invited to initial interview.	If using Events module, system sends email to candidate notifying them that they have been invited for initial interview. Candidate can then go in to select date/time for interview.
Initial Interview Accepted	Search Committee Chair	Use this status for candidates who accept invite for initial interview.	If using Events module candidate will automatically be moved here once they self-select a date/time for interview. If not using Events module, Search Committee Chair will need to move candidates to this status after interview is accepted via phone/email. Email confirmation is sent to candidate.
Invite for Finalist Interview	Search Committee Chair	Use this status for candidate who are invited to finalist interview.	If using Events module, system sends email to candidate notifying them that they have been invited for finalist interview. Candidate can then go in to select date/time for interview.
Finalist Interview Accepted	Search Committee Chair	Use this status for candidate who accept invite for finalist interview.	If using Events module candidate will automatically be moved here once they self-select a date/time for interview. If not using Events module, Search Committee Chair will need to move candidates to this status after interview is accepted via phone/email. Email confirmation is sent to candidate.
Hiring Manager Review	Search Committee Chair	Used for candiate who committee is forwarding to Hiring Manager for review.	No email sent to candidate.

Appendix B: Applicant Card

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

View Resume/CV

View Form (Application)

Status in search. Can be updated by committee chair.

Offer card appears here if/when an offer is made.