Helpful Tips and Getting Started

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Introduction

This guide is an introduction to the CHRS Recruiting system for end-users. If you are new to the CHRS Recruiting system, this guide will provide fundamental skills that you need to know to be successful in utilizing the CHRS Recruiting system.

Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identify you as an internal CSU user. Only internal users can access the system.

SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If your access is limited, a request must be submitted to Chris Schloffer at cschloffer@fullerton.edu .
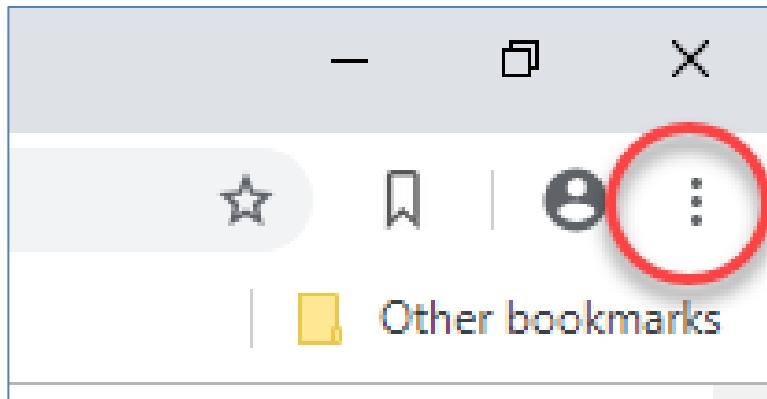
Enable Pop-ups

Many browsers include pop-up blockers. Sometimes, these pop-up blockers are on by default. Pop-up blockers prevent some CHRS Recruiting interface elements from displaying. You must enable pop-ups for the CHRS Recruiting site to use all features of the system.

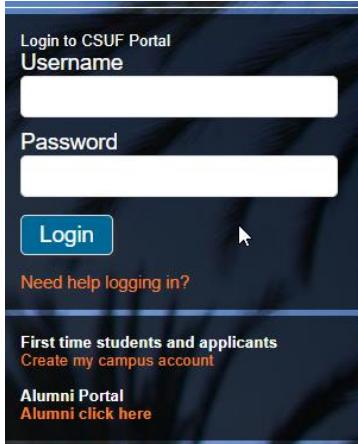|	
1. **Open a web browser (Google Chrome is recommended)** **IMPORTANT: POP-UP Blocker needs to be turned-off.**	

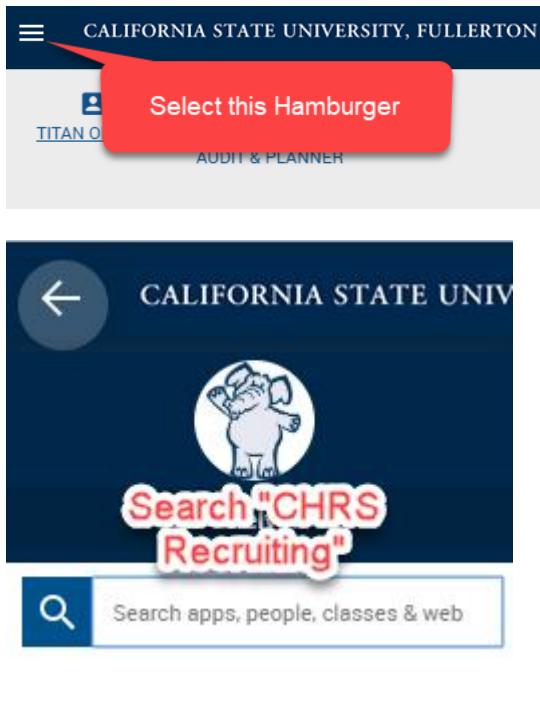|	
2. **You can keep pop-ups blocked globally if you enable pop-ups for the PageUp website.** • In Google Chrome, open the "Customize" menu by clicking the 3-dot icon. • Click Settings and expand the "Advanced" options at the bottom of the page. • In "Content Settings," click Pop-ups and redirects. Then click "Add" in the "Allow" area. • Enter the following text: [*.]pageuppeople.com and click "Add." Pop-up windows are now enabled for CHRS Recruiting	
3. **Log into the Portal and enter your username and password**	

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4. Search for the CHRS Recruiting App	CALIFORNIA STATE UNIVERSITY, FULLERTON Select this Hamburger TITAN O AUDIT & PLANNER ← CALIFORNIA STATE UNIV Search "CHRS Recruiting" 🔍 Search apps, people, classes & web

Apple Safari – Enable Pop-ups

Safari for macOS has no per-website control over blocking pop-up windows. Pop-ups are   either blocked, or they are not. To allow pop-ups:

From the Safari menu, choose Preferences > Click the Security tab > Ensure the Block   pop-up windows option is not checked > To block pop-ups once again, check the Block   pop-up windows checkbox.
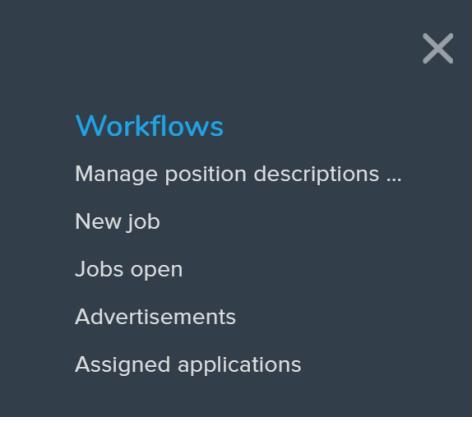
Pop-up Guidelines

- If possible, enable pop-ups for the CHRS Recruiting site to avoid security issues when you visit other sites.
- Consider using a dedicated Chrome browser just for CHRS Recruiting.

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Access the Main Menu

The main menu provides links to the all the main pages that you need to access. You open the   main menu by clicking the menu icon (currently in the top left corner).

Although you can reach the most common pages from your dashboard or from the top navigation   bar, the main menu provides a common navigation tool from any page.

1. Open the Main Menu A. Click the menu button to open the main menu	
B. Click the link to the page that you need. For example, New Job The blue text in this screen capture is a category for the links below it, not a link itself	

Identify Mandatory Fields

When you complete online forms, some fields are mandatory. If you attempt to submit the form with mandatory fields left blank, you will be required to find the field and to provide a value.

Fields can be mandatory for several reasons:

- CSU Policy, Federal, or state law

- PageUp system requirements

- CSU reporting

How to identify mandatory fields			
Mandatory fields are marked with an asterisk (*) on all forms.	**Asterisk location**	**Example**	**Required by**
	End of the Field Name	Recruitment Status*	CSU or PageUp

Guidelines

- Become familiar with the forms that you are using.

- Have all required data available before you complete the form.

- You can save a draft without completing all the mandatory fields, but some fields are mandatory, even for drafts.
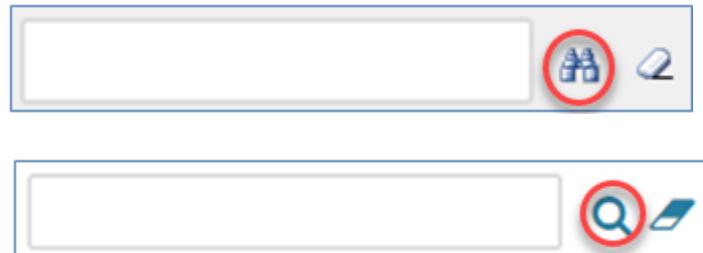
Use Binocular and Magnifying Glass Field Search

When you need to select an item from a long list, the field provides a binocular or magnifying glass icon. You can use this icon to open a search window.

Binocular and magnifying glass fields have nearly identical functionality. When you click the button, a window pops up that provides a search interface.

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1. Binocular and magnifying glass field search A. Click the binocular or magnifying glass button B. Enter your search criteria C. Click the Search button D. Click "Okay" at the bottom of the window OR click the Select link next to the item that you want to select E. Use the eraser button to clear the search field	

2. Prefix to find items A. In many cases, you need to use our campus 2-letter prefix (FL) to find items B. When selecting a magnifying glass to search for a position number on the job requisition card, entering FL in the "Number Field" and then selecting search will populate results that are specific to Cal State Fullerton C. If you do not see an "Okay" button, use the scroll bar to scroll down to find the button	Title: [ ] Number: [FL] Search | Title ▽	Position no	▷
---	---	---
Accompanist II	FL-00025584	
Accompanist II	FL-00025583	
Accompanist II	FL-00029630	
Accompanist II	FL-00023454	
Accompanist II	FL-00024904	
Accompanist II	FL-00023902	
Accompanist II	FL-00023487	
Accountant I	FL-00028173		 Page 1 of 767 ▷ ▷▷ | Show all records | Jump to page: [ ] ▷ Records 1 to 8 of 6130 **Position information:** Position no: FL-00023902 Position: Accompanist II Incumbent: Grant L. Rohr Okay Cancel

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D. When using binoculars to find a position number on the job template, you can enter "FL" to populate results that are specific to Cal State Fullerton
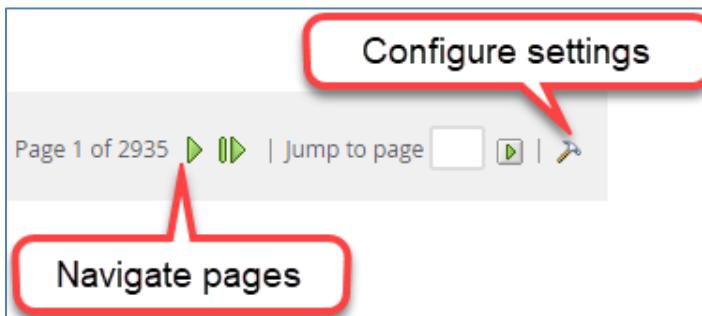
E. When using the binoculars to search, click the "Select" button to the right to make a selection

Title:		Number:		Clear	Search
		FL			

Title	⟷	Position no	▶
Accompanist II		FL-00025584	Select
Accompanist II		FL-00025583	Select
Accompanist II		FL-00029630	Select
Accompanist II		FL-00023454	Select
Accompanist II		FL-00024904	Select
Accompanist II		FL-00023902	Select
Accompanist II		FL-00023487	Select
Accountant I		FL-00028173	Select
Accountant I		FL-00028956	Select
Accountant I		FL-00027244	Select

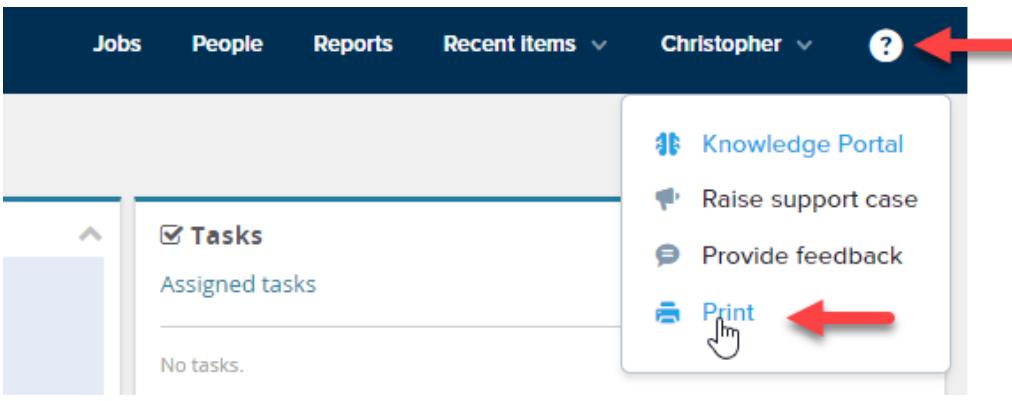Page 1 of 613 ▶ ▌▶ | Jump to page [ ] ▶ | ⚒   Records 1 to 10 of 6130

Manage Multiple Pages of Information

Some lists are too long to see in a single page, so lists include controls for navigating and customizing your view. Use the list controls whenever you view a large list of items that cannot be presented on a single page.

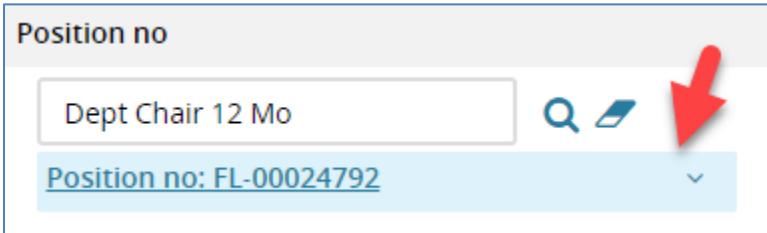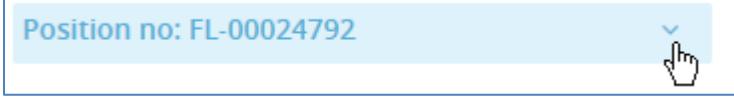|	
3. Navigate pages and configure settings A. Navigate Pages arrows page forward and back through the list B. You can type a page directly into the Jump to page field C. Use the Hammer icon to open the settings for the search to configure the following: • Columns to display • Number of results to display on a page	

Print a Page

If you need to print a page from the CHRS Recruiting system, you can use the print function. The print function prints the entire page.

4. Print a page A. Click the Question mark icon in the top right B. Select Print C. Specify printer settings D. Click Print	

Expandable Information Box

Some fields have expandable information that you can display by clicking on them. These are sometimes referred to as "blue boxes." They display data that is related to the field value above it.
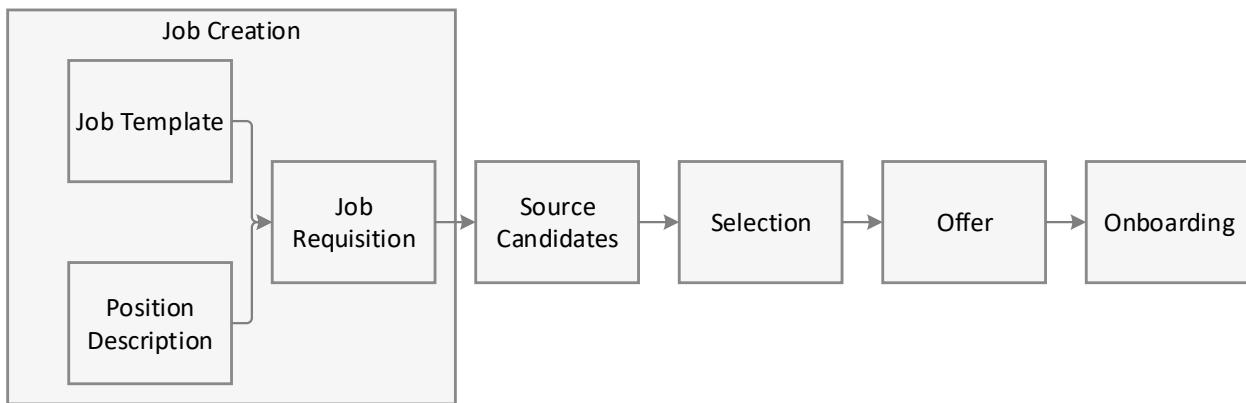
5. Recognize an expandable information box Blue boxes are blue shaded regions below the data field that include a field value and an expansion arrow	**Position no** Dept Chair 12 Mo Q ✏ Position no: FL-00024792 ⌄	
Click the blue bar under the field to view more information about the field	Position no: FL-00024792 ⌄	

PeopleSoft HCM Integration

CHRS Recruiting is one part of the CSU common human resources system, which uses PeopleSoft   HCM. The following data from PeopleSoft HCM is integrated into CHRS Recruiting.

Data	Description
Users	All active employees are set up in CHRS Recruiting and can sign in with Single Sign On. Use your campus email address and password to log in to CHRS Recruiting.
Positions	Position information is imported from the CHRS Recruiting system. Position IDs are searchable.
Hierarchy	The campus organizational structure is represented in CHRS Recruiting.
Sites	Campus locations are configured in CHRS Recruiting, including customization for each campus. A site includes a main campus and any satellite sites where positions can be recruited for.
Pay Scale	CSU Pay Scale, standard across the system, is integrated with CHRS Recruiting.

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Recruiting Process Overview

Job Creation: The recruiting process begins with the creation of a job. If the job requires a position description, then you start with one. Job templates can shorten the time to create a new job.

Source Candidates: After the job is created and approved, you post the job to make it available for applicants. Recruiters can also search through existing talent pools and invite applicants.

Selection: Applications are reviewed and shortlisted. Some applicants are moved forward in a recruitment process.

Offer: When an applicant is selected for the position, an offer is created, approved, and made.

Onboarding: After the applicant has accepted the offer, onboarding tasks begin.

New Hire data from CHRS Recruiting system is sent to PeopleSoft HCM to record employment transactions and to generate pay.

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Explore the Top Navigation Bar

1. Navigation bar • The menu icon opens the side menu. The side menu provides navigation to all other pages. • Your campus logo opens the Dashboard or Home page. • Quick links open the most commonly-used pages for your role. • Your account shows your account name and provides a link to log out. • Recent Items displays the most recent items that you viewed in your account. • The question mark icon provides links to the PageUp Knowledge Portal, Support services, and print function.	

Role-Based Interface Differences

Every user who logs in to the CHRS Recruiting system is assigned to one or more roles. Your role determines what you can see within the CHRS Recruiting system dashboards and menus, including:

- Links available in Quick Links
- Links available in the Navigation menu
- Dashboards
- Buttons, links and controls to perform certain tasks (such as create a job)

Example of role differences

   Different roles have access to different dashboards and menu items.

Search Committee Chair menu	Additional viewer menu
Search Applicant search **Workflows** Search committee review Assigned applications **Applicants** Manage applications **Events** New event Manage events **More...** Reports	**Workflows** Assigned applications **More...** Reports