Post-Interview

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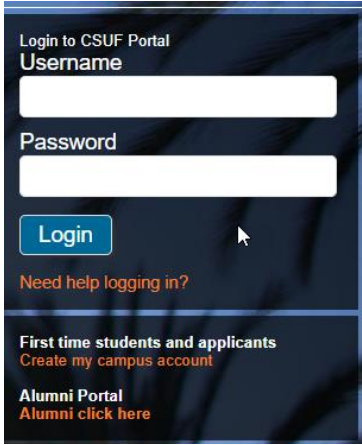
Access to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Your campus user name and password identifies you as an internal CSU user. Only internal users can access the system.
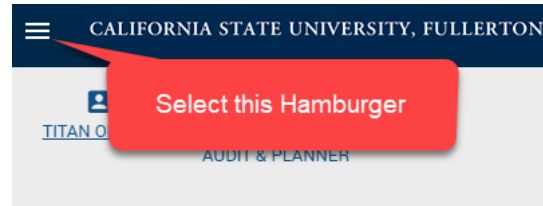
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your review. If you need to change your user role or access in CHRS Recruiting, the IT HR Access Request Form (ARF) must be completed. The Department IT Coordinator (DITC) will typically complete the IT HR ARF for new employees. Current employees who need to change their access must also submit an IT HR ARF; check with your department for guidance.
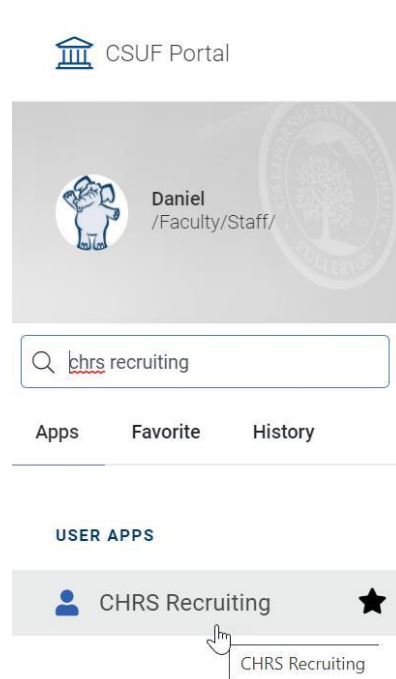
1. **Open a web browser (Google Chrome is recommended)** **IMPORTANT:** **POP-UP Blocker needs to be turned-off.**	
2. **Log into the Portal and enter your username and password**	Login to CSUF Portal **Username** [ ] **Password** [ ] [Login] Need help logging in? **First time students and applicants** Create my campus account **Alumni Portal** Alumni click here

3. Search for the CHRS Recruiting App	**Current Portal (before 10/4/2021):** Select this Hamburger Search "CHRS Recruiting" Search apps, people, classes & web **New Portal (as of 10/4/2021):** Select this hamburger menu CSUF Portal Daniel /Faculty/Staff/ chrs recruiting Apps Favorite History **USER APPS** CHRS Recruiting ★ CHRS Recruiting
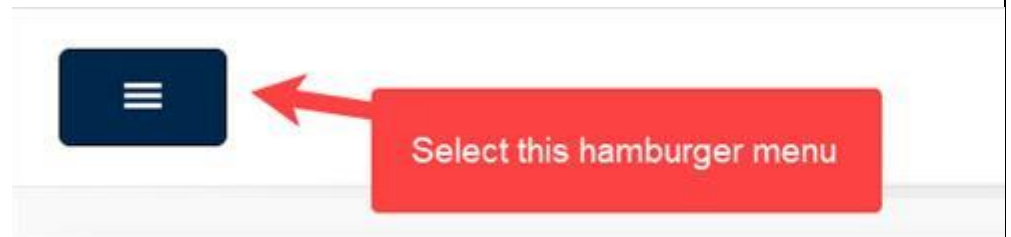
Post-Interview

After completing the interview process, you may request a reference check for a candidate. Also, you will complete an interview evaluation form for each candidate who was interviewed. Once the reference check is completed, and the offer has been extended, the recruiter will initiate a background clearance check to begin the pre-employment process.

<table>
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Next Steps

Interview evaluation form

This form must be completed based on general competencies, and specific knowledge, skills and ability required to perform the role

1. Select the 3-dot button to open the menu
2. Click on "New Form"

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</table>

Complete Interview Evaluation Form for each candidate interviewed

1. Select "FL – Interview Evaluation Form" under the Additional Information form section

2. Click on the "Next>" button below

3. Complete the form that include the Overall Comments and Final Disposition

— Additional information form

Select an additional information form:

Base Phone Screen - Staff
FL - Internal reference check form (Phone Call)
FL - Interview Evaluation Form
FL - Phone interview form

— Interview guide library

Select an interview guide:
If you know the interview guide number, enter the number below:

Interview guide number: [   ]

OR

✛ Interview guide library

— Form preview

[Next >] Cancel

Upon completion of the On-Campus Interview, departments are required to disposition the applicant into the appropriate status

NOTE:
- To initiate a reference check for a selected candidate, select "Dept Requesting Reference Check." Disposition second or third choices into the "Alternate Choice" status

- Internal candidates require a review of the personnel file

View shortlisted applicants

Admin Support Assistant 12 Mo (Athletics)

Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome
Amanda Aifile	361.555.3107	22 Apr 2019	Department Hiring Pool	Select an outcome
FI-Adam Test_Applicant	9996663333	22 Apr 2019	Department Hiring Pool	Select an outcome
Drew Brees	7147579296	22 Apr 2019	On-Campus Interview Accepted	Select an outcome
Jane Doe	9091234567	22 Apr 2019	On-Campus Interview Accepted	Select an outcome / On-Campus Interview Not Selected
Chelsi Au Hoy	888888888	22 Apr 2019	Phone/Video Interview Declined	Dept Requesting Reference Check
Michelle Kol	(456) 456 - 4568	22 Apr 2019	Department Hiring Pool	Alternate Choice

Reference Check

HRDI initiates the online reference check process for the final candidate only

Once these are completed, departments can view the results

1. Click on the ellipses (3-dot) button

2. Then click on "View references"

3. In Manage references, select the "View answers" link

John Smith
Add flags

Address	Address Info	Phone	
E-mail		Applicant No	
Employment status	Never employed	Original source	Careers website
e-Zines comms hold	No		

Applications   History   CRM   Resume / CV

ⓘ 494714 - 494714 - Labor and Employee Relations Confidential Office Support   ...

Date submitted	Applied via	Status changed Feb 4, 2020	Offer
Dec 13, 2019	Job	Reference Check Initiated...	No offer
Resume / CV	Form		
View	View	Add flags	

rt   ...

New booking to an existing event
New booking to a new event
New task/reminder
New form
New referral
Send application
Send application and change status
View references
Undisclose application

Manage references

Status: Active ▾

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure	
					Protected Info						View answers

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Done

Tracking Progress

Departments will be able to track the status of candidates throughout the remainder of the under "Current application status." This tracking includes Pre-Employment (OnBoarding)

View shortlisted applicants

Admin Support Assistant 12 Mo (Athletics)

Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome
☐	Amanda Aifile	361.555.3107	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	FI-Adam Test_Applicant	9996663333	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	Drew Brees	7147579296	22 Apr 2019	Reference Check Initiated/In Process (External)	Dept Requesting Reference Check

View shortlisted applicants

Admin Support Assistant 12 Mo (Athletics)

Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome
☐	Amanda Aifile	361.555.3107	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	FI-Adam Test_Applicant	9996663333	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	Drew Brees	7147579296	22 Apr 2019	Background check in progress	Dept Requesting Reference Check

View shortlisted applicants

Admin Support Assistant 12 Mo (Athletics)

Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome
☐	Amanda Aifile	361.555.3107	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	FI-Adam Test_Applicant	9996663333	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	Drew Brees	7147579296	22 Apr 2019	Offer accepted	Dept Requesting Reference Ch

View shortlisted applicants

Admin Support Assistant 12 Mo (Athletics)

Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome
☐	Amanda Aifile	361.555.3107	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	FI-Adam Test_Applicant	9996663333	22 Apr 2019	Department Hiring Pool	Select an outcome
☐	Drew Brees	7147579296	22 Apr 2019	Pre-Employment (OnBoarding)	Dept Requesting Reference Ch

9/1/21