




# **Recruitment Process Guide for Part-Time Lecturers and Academic Student Employees (ISA, TA, GA)**

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## About this Guide

 **A red star is used throughout this guide to call out steps that are meant to be completed or reviewed by the Dept. Chair or Dept. Coordinator.** There might be more than one way to complete a step or navigate in the system, so the red star may be repeated. Other steps without the red star show the overview of the recruitment process and reveal what AHRS or the Final Candidate will do at certain parts of the recruitment.




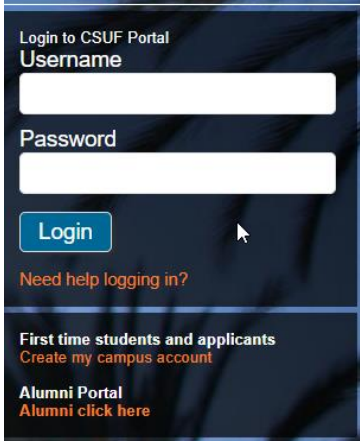
- If you have questions about CHRS Recruiting, please reference the Helpful Tips and Getting Started guide, which can be found on the [CHRS Recruiting website](#).
- Academic recruitments utilize CHRS Recruiting differently than Staff recruitments due to the decentralized nature of the academic hiring process. If you are accustomed to staff recruitments, some screenshots may look different. Be sure to always follow staff guides for staff recruitments and academic guides for academic recruitments.
- This guide covers the Part-Time Faculty and Academic Student Employee recruitment process. All the application statuses that are referred to throughout the guide comprise the overall PTF & ASE recruitment process.
- The screenshots in this guide correspond to a part-time lecturer recruitment. Certain fields would be labeled differently if the recruitment was for an ISA, TA, or GA.

## Accessing 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.

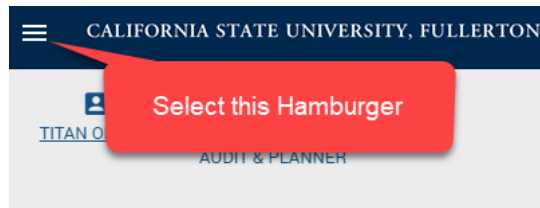
SSO stands for single sign-on, also known as our campus portal. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

Depending on your user role, there are fields shown throughout this guide that are accessible for your view. 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.

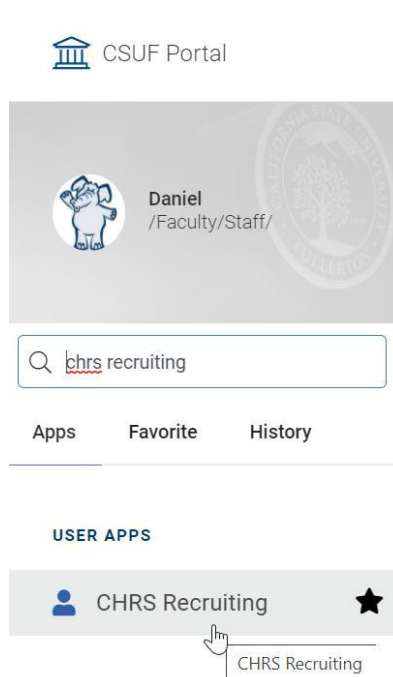
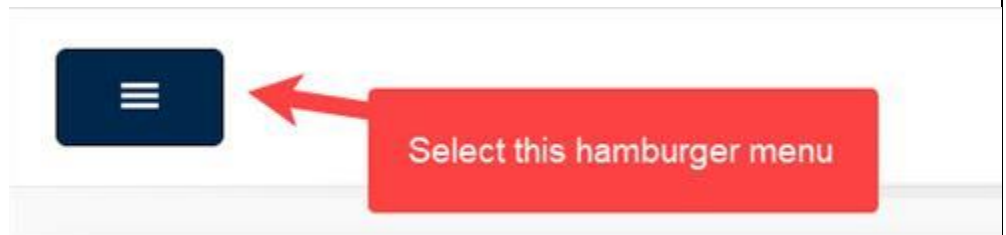
<p><b>1.</b> Open a web browser (Google Chrome is recommended)</p> <p><b><u>IMPORTANT: POP-UP Blocker needs to be turned-off.</u></b></p> 	
<p><b>2.</b> Log into the Portal and enter your username and password</p> 	

3. Search for the CHRS Recruiting App

**Current Portal (before 10/4/2021):**



**New Portal (as of 10/4/2021):**



# Department Chair and Academic HR Services Approve Job Requisition

Academic HR Services (AHRs) will prepare a Job Requisition to recruit for Part-Time Lecturers, ISA, TA, or GA positions. When the Job Requisition is made, the Department Chair will be asked to approve.

The Department Chair can approve by responding to an automatically generated system email or by navigating to the Job Requisition in CHRS Recruiting and approving in the system. After the Job Requisition is approved by both the Department Chair and AHRs, the requisition will be posted by AHRs and used as a pool to collect applicants.

## 1. Dept. Chair Approves Job Requisition

### There are two ways to approve Job Requisitions:

- **To approve by email**, follow Step 1A
- **To approve by navigating in CHRS Recruiting**, follow Step 1B or 1C




A. When Academic HR Services completes the job requisition, they will route it to the Department Chair for review and approval. The Department Chair will receive an email like the one at right. **To approve by email**, click reply and type the word "Approve."

NOTE: Only the single word response of "Approve" will work with this method. Do not write "Approved" or anything else.



[External] Fwd: Job Requisition Approval

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

A requisition for position Part-Time Faculty Pool-MS in Instructional Design Program - Job Number: 497035 has been routed to you for approval.

You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter before approving. You can also decline the job if this requisition is not approved.

Quick Reference Job Details:  
Job Title: Part-Time Faculty Pool-MS in Instructional Design Program  
Job Number: 497035  
Classification Title: Lecturer AY  
Department: VP, Academic Affairs  
Manager: Stephanie Raymundo, Admin Support Coord 12 Mo  
Hiring Type: Temporary  
Position Type: Instructional Faculty - Temporary / Lecturer  
FTE:  
Pay Plan: AY  
Salary Range: 2358-A-Grade-2

**A**

To approve the job requisition via email, please reply to this email with the word "Approve". Please Note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login:

[View requisition](#)

Regards,

Fullerton Recruitment Team

B. The Department Chair can approve the job by navigating to CHRS Recruiting. The easiest way to do this is to click the "View Requisition" link in the email. After logging in, the requisition that requires approval will be opened. Scroll down to review the requisition and then click the "Approve" button at the bottom.



## (497035) Part-Time Faculty Pool-MS in Instructional Design Program

[View applications](#)



[Position info](#) [Notes](#) [Documents](#)

[View Job Card User Guides](#)

### REQUISITION INFORMATION

Hiring Administrator:\*

Stephanie Raymundo



Email address: [fl.hrditest+1001@gmail.com](mailto:fl.hrditest+1001@gmail.com)

Approval process:\*

FL - Part Time Faculty

1. Department Chair: Cynthia Linh **You are here**  
[Resend email to approver](#)
2. Natalie Bersig: Natalie Bersig

HR/Faculty Affairs Representative:\*

FL-HRDI DIEP-ATM

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

[Save a draft](#)

[Approve](#)


[Decline](#)

[Cancel](#)

B

C. The Department Chair's dashboard will include an "Approvals" tile. Click the number next to "Jobs awaiting Your Approval" to open a list of job requisitions that require approval. Click "View" to open the Job Requisition. Scroll down the Job Requisition to review and then click the "Approve" button at the bottom (reference screenshot 1B).





### Approvals (May not be applicable)

1 Jobs awaiting your approval

0 Approved

#### Manage approvals

Approval status: Pending [Clear](#) [Search](#)

Date raised	Job No.	PD No.	Job title	Classification Title	Previous/Current Incumbent	Hiring Administrator	New Replacements	
Sep 9, 2021	497035	497035	Part-Time Faculty Pool-MS in Instructional Design Program			Stephanie Raymundo	0 1	<a href="#">View</a>

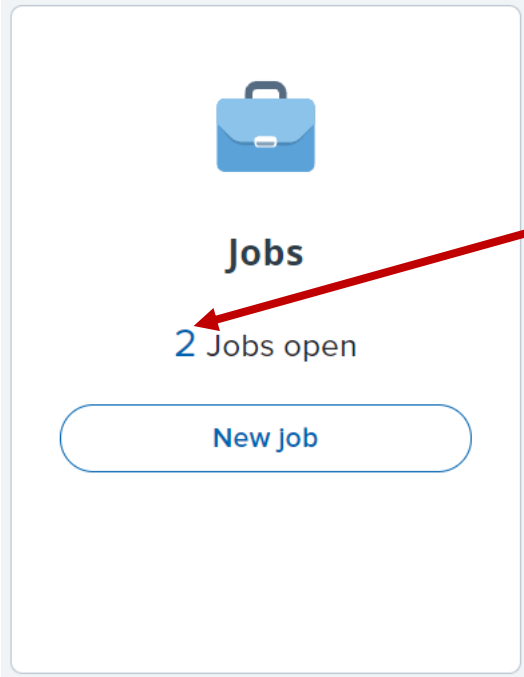
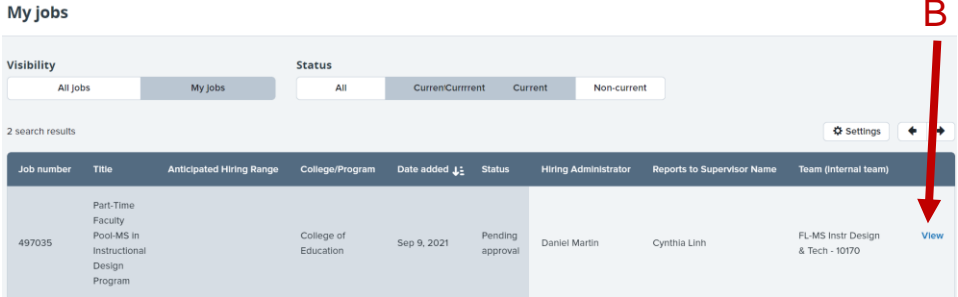
C

[View](#)

# Department Chair Reviews Applicant Pool and Selects a Final Candidate

To find a potential candidate, the Department Chair will navigate to the appropriate Job Requisition in CHRS Recruiting, review the applicant materials, and select a Final Candidate. Once a Final Candidate is selected and accepts a verbal offer from the Department Chair, the Chair will notify their Department Coordinator, who will continue the recruitment process.

In some instances, Department Chairs may have a Final Candidate in mind for the position who has not yet applied to the Job Requisition. In that case, instruct the Final Candidate to apply for the position through our [Careers website](#). After the Final Candidate applies for the position and accepts a verbal offer from the Chair, the Department Coordinator can move them forward in the recruitment process (see page 19).

<p><b>1. Navigate to the Job Requisition:</b> the Department Chair will locate the Job Requisition that is used for the applicant pool</p> <p>D. Log in to CHRS Recruiting and locate the Jobs tile on your dashboard. Click the number where it says "Jobs Open"</p>																					
<p>E. Locate the corresponding Job Requisition number, scroll to the right and click "View" to open the Job Requisition</p>	 <table border="1"> <thead> <tr> <th>Job number</th> <th>Title</th> <th>Anticipated Hiring Range</th> <th>College/Program</th> <th>Date added</th> <th>Status</th> <th>Hiring Administrator</th> <th>Reports to Supervisor Name</th> <th>Team (Internal team)</th> <th></th> </tr> </thead> <tbody> <tr> <td>497035</td> <td>Part-Time Faculty Pool-MS in Instructional Design Program</td> <td></td> <td>College of Education</td> <td>Sep 9, 2021</td> <td>Pending approval</td> <td>Daniel Martin</td> <td>Cynthia Linh</td> <td>FL-MS Instr Design &amp; Tech - 10170</td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Job number	Title	Anticipated Hiring Range	College/Program	Date added	Status	Hiring Administrator	Reports to Supervisor Name	Team (Internal team)		497035	Part-Time Faculty Pool-MS in Instructional Design Program		College of Education	Sep 9, 2021	Pending approval	Daniel Martin	Cynthia Linh	FL-MS Instr Design & Tech - 10170	<a href="#">View</a>
Job number	Title	Anticipated Hiring Range	College/Program	Date added	Status	Hiring Administrator	Reports to Supervisor Name	Team (Internal team)													
497035	Part-Time Faculty Pool-MS in Instructional Design Program		College of Education	Sep 9, 2021	Pending approval	Daniel Martin	Cynthia Linh	FL-MS Instr Design & Tech - 10170	<a href="#">View</a>												

F. Click "View Applications" to continue on to the next step and review the applicant pool, or scroll down and read through the Job Requisition to learn more about the position's description and posting details.

**(497035) Part-Time Faculty Pool-MS in Instructional Design Program**

[View applications](#)

[Position info](#) [Notes](#) [Documents](#)

[View Job Card User Guides](#)

**REQUISITION INFORMATION**

Internal Team: FL-MS Instr Design & Tech - 10170  
 Recruitment Process:\* FL - Part-Time Faculty & Academic Student Employees  
 Application Form: FL-PT Faculty & Unit 11 Application Form [Preview](#)  
 Job Code/Employee Classification:\* Lecturer AY



**2. Department Chair will review the applicant pool**

**There are two ways to review applicants:**

- To review individual applicants one at a time, follow Steps 2A through 2E.
- To review multiple applicants, follow Steps 2F through 2M.



PageUp Jobs People

Select a bulk action

**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranking	Phone	Mobile
<input type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble		808-701-	
<input type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082		Wilma	Flintstone		808-321-	

Page 1 of 1

A. The applicant pool is accessed on this Manage Applications page. To review an individual applicant, click on their first or last name to access their Applicant Profile.

PageUp Jobs People

Select a bulk action

**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranking	Phone	Mobile
<input type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble		808-701-	
<input type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082		Wilma	Flintstone		808-321-	

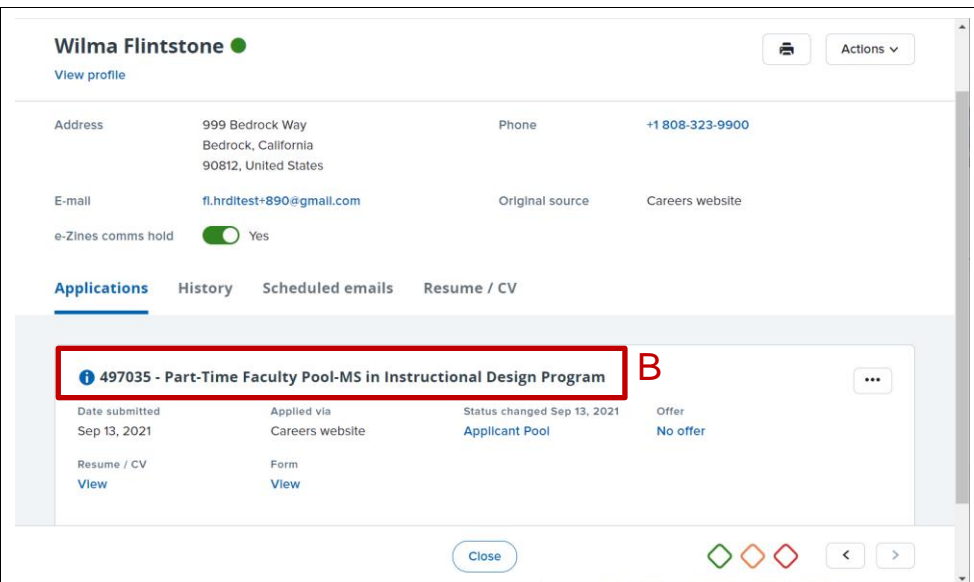
Page 1 of 1

A





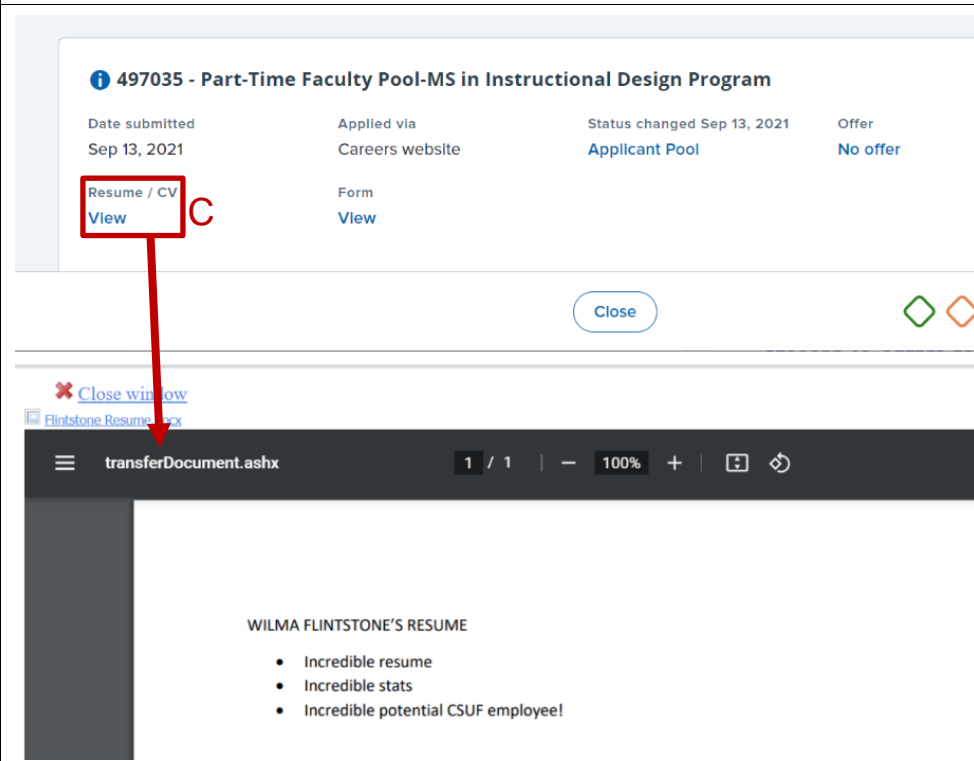
B. The Applicant Profile contains the applicant's contact information and lists each position they have applied for. Locate the corresponding Job Requisition listed under the Applications heading on their Applicant Profile.



The screenshot shows the Applicant Profile for Wilma Flintstone. At the top, there is a header with the name "Wilma Flintstone" and a "View profile" link. Below this, contact information is displayed: Address (999 Bedrock Way, Bedrock, California 90812, United States), Phone (+1 808-323-9900), E-mail (fl.hrditst+890@gmail.com), and Original source (Careers website). There is also a toggle for "e-Zines comms hold" which is turned on. Below the contact info, there are tabs for "Applications", "History", "Scheduled emails", and "Resume / CV". The "Applications" tab is active, showing a table of job requisitions. One requisition is highlighted with a red box and labeled "B": "497035 - Part-Time Faculty Pool-MS in Instructional Design Program". The table also shows the date submitted (Sep 13, 2021), applied via (Careers website), status changed (Sep 13, 2021), and offer status (No offer). There are links for "Resume / CV" and "Form".



C. Under the appropriate Job Requisition title, click "View" below the Resume/CV heading. This opens a new window, allowing access to view and/or download the Applicant's resume/CV.



The screenshot shows the details for the job requisition "497035 - Part-Time Faculty Pool-MS in Instructional Design Program". It includes the same information as the previous screenshot: Date submitted (Sep 13, 2021), Applied via (Careers website), Status changed (Sep 13, 2021), Offer (No offer), and links for "Resume / CV" and "Form". A red box labeled "C" highlights the "View" link under "Resume / CV". A red arrow points from this link to a new browser window. The new window has a title bar "transferDocument.ashx" and shows the content of the resume: "WILMA FLINTSTONE'S RESUME" followed by a bulleted list: "Incredible resume", "Incredible stats", and "Incredible potential CSUF employee!".



D. Under the appropriate Job Requisition title, click "View" below the Form heading. This opens a new window, allowing access to view and/or print or download the Applicant's application form.

**497035 - Part-Time Faculty Pool-MS in Instructional Design Program**

Date submitted: Sep 13, 2021 | Applied via: Careers website | Status changed Sep 13, 2021: Applicant Pool | Offer: No offer

Resume / CV: [View](#) | **Form View** **D**

Close

Print application Close window

**Wilma Flintstone**

Applicant address: 999 Bedrock Way  
Bedrock, California  
90812, United States

Applicant phone: 808-323-9900

Applicant e-mail: fl.hrditest+890@gmail.com

Application: Part-Time Faculty Pool-MS in Instructional Design Program

E. There is another option to review an individual applicant's information from the Manage Applications page. Scroll to the right and use the icons for quick access. From left to right, click the first icon to View Resume, the second to Download Resume, and the third to View Answers to the application form. Clicking "View Application" opens the Applicant Profile.

Undisclosed? Employee Source Sub-source **E**

Undisclosed?	Employee	Source	Sub-source	Flags
False		Internet Website		<a href="#">View application</a>
False		Internet Website		<a href="#">View application</a>

F. Department Chairs have an option to review multiple applicants' application forms and resume/CV's at once. Navigate to the Manage Applications page and click the checkboxes next to the applicants you would like to review.

NOTE: If too many applicants are checked, it might generate a file that is too large for CHRS Recruiting to process. Reviewing about 20 applicants at a time typically works best. Ultimately, whether or not the document is successfully generated will depend on how many Applicant Documents (resumes/CV's, cover letters, diversity statements, etc.) are included.



### Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Search		Results					
Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	
<input checked="" type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092	Barney	Rubble		
<input checked="" type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082	Wilma	Flintstone		

F

G. Use the dropdown menu to select "Bulk compile and send"

Select a bulk action G

- Select a bulk action
- Bulk compile and send**
- Bulk move
- Bulk task/reminder

Search		Results					
Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	
<input checked="" type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092	Barney	Rubble		
<input checked="" type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082	Wilma	Flintstone		



H. Under the Application Details heading, be sure only the "Applicant personal details" and "Application form" boxes are checked. Do not check any more boxes under the Application Details heading (if you select more, the document won't be generated).



**Bulk compile**

Bulk action status: 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

**Application details**

- Applicant personal details **H**
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed interview forms
- Completed online reference check form

**Applicant documents**

- Award

I. Scroll down to the Applicant Documents heading. Be sure the appropriate Applicant Documents boxes are checked. (Typically, most applications ask for CV, Cover Letter, Resume, and Diversity Statement.)



**Applicant documents**

- Award
- Bibliography
- C.V.
- Certification
- Contact Reference
- Cover letter
- Dissertation Abstract
- Diversity Statement
- Essay
- International Financial Statements
- Job Market Paper
- Letter of Recommendation
- Licensure
- List of courses taught
- Media File
- Motivational Letter

J. Leave all selections unchecked in the Recruiter Documents section and click "Create PDF"



Recruiter documents

- Interview Notes
- Mail matcher document
- Medical
- Other - Recruiter
- Other Recruitment Documents
- Test results

Print options

- Format for double-sided printing

Create PDF Cancel

K. CHRS Recruiting will prepare a downloadable PDF document that contains all documents that were selected in the checkboxes in Steps 2H to 2J.



Creating document

Bulk action status: 2 Applicants Complete

1 Document Processed 0 Warnings 1 Successful

Currently processing Wilma Flintstone (Application documents)

L. When the document is ready, you are given the option to download the document or send it to a user by typing their email in to the User field (or using the Magnifying Glass icon to locate the appropriate user), then scrolling down and clicking the “Okay” button. Please note, If the document is 10MB or larger, it may not be received if sent via email because the file is too large.

NOTE: The PDF only contains files the applicant has uploaded. For example, if an applicant did not upload a cover letter when applying to the position, then that applicant’s cover letter would not be included in the document.



M. Open the document. The first page will look similar to the example at right. Scroll down to review the multiple applicants’ application forms and other applicant documents.

## PageUp People Applicant Bulk Compile

M

Date created: 15 Sep 2021, 1:42 pm - Pacific Standard Time

The following document types are provided for each applicant (where available):  
C.V., Cover letter, Diversity Statement, Resume

The following applicants are included in this document:

Wilma Flintstone  
Barney Rubble\*

Job Details:

Requisition Number: 497035  
CSU Working Title: Part-Time Faculty Pool-MS in Instructional Design Program  
Campus: Fullerton  
Division: VP, Academic Affairs

Number of Applicants: 2

\* Applicant has no documents.



### 3. Changing an applicant's Application Status (if needed)

The Department Chair can move the applicant into 2 application statuses from the Manage Applications page.

#### **There are two ways to move applicants into new application statuses:**

- To move individual applicants one at a time, follow Steps 3A through 3D.
- To move multiple applicants at once, follow Steps 3E through 3I.



A. **To move an individual applicant's status**, click their application status on the Manage Applications page



#### **Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search

Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name
<input type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble
<input type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082		Wilma	Flintstone

#### **Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search

Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name
<input type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble
<input type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082		Wilma	Flintstone



B. Choose either "Qualified Applicant" or "Not Qualified" and then click the "Next" button. The status "Qualified Applicant" can be used to bookmark eligible candidates for future consideration, whereas "Not Qualified" is used for applicants who should no longer be considered. In these instructions, we will move forward with the status "Qualified Applicant."



### Change application status

- Applicant Pool
- Qualified Applicant**
- Verbal Offer Accepted - Request Background Check
- Verbal Offer Accepted - No Background Check Required
- Online Offer Extended
- HRDI Accurate Background Check Initiated
- HRDI Background Check Initiated through Accurate Client Portal
- HRDI Accurate Background Check Pending Data Entry and/or Accurate Processing
- HRDI Accurate Background Check Results Available
- HRDI Accurate Background Check Completed
- Offer Accepted (SYS)
- Offer Accepted, Form Complete - Onboarding (SYS)
- Not Qualified

Submit **Next >** Cancel

C. Click the "Move Now" button to update the Application Status



### Confirm status change

You are about to move Wilma Flintstone to a different status:

From status: Applicant Pool

To status: Qualified Applicant

Communication template: -- No template --

E-mail: Applicant:  Yes  No

**No SMS** will be sent to the applicant as they do not wish to receive them.

Additional users from Job:  Yes  No

Status	Date	Time	User
✓ New application	13 Sep 2021	9:04 am	Daniel Martin
<input checked="" type="checkbox"/> Line manager review 1	Sep 14, 2021	2:55 pm	Cynthia Linh
<input type="checkbox"/> Interview 1			--

**Move now** Cancel



D. Changes to the applicant's application status will be reflected on the Manage Applications page.

**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranking
<input type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble	
<input type="checkbox"/>	Sep 13, 2021	<b>Qualified Applicant</b>	4082		Wilma	Flintstone	



E. To move multiple applicants' status, use the checkboxes. Select checkboxes next to each applicant you want to disposition.

Select a bulk action

**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Select	Submitted	Status	Applicant N	Pref Nam	First name	Last name
<input checked="" type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble
<input checked="" type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082		Wilma	Flintstone

Page 1 of 1



F. Use the dropdown menu to select "Bulk move"

Select a bulk action

- Select a bulk action
- Bulk compile and send
- Bulk move**
- Bulk task/reminder

**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Select	Submitted	Status	Applicant N	Pref Nam	First name	Last name
<input checked="" type="checkbox"/>	Sep 14, 2021	Applicant Pool	4092		Barney	Rubble
<input checked="" type="checkbox"/>	Sep 13, 2021	Applicant Pool	4082		Wilma	Flintstone



G. Use the dropdown menu to select either "Qualified Applicant" or "Not Qualified" application status and then click the "Next" button. The status "Qualified Applicant" can be used to bookmark eligible candidates for future consideration, whereas "Not Qualified" is used for applicants who should no longer be considered. In these instructions, we will move forward with the "Qualified Applicant" status.

**Bulk move**

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status: Qualified Applicant

Next> Cancel



H. Scroll down and click the "Move Now" button

**Bulk move**

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Qualified Applicant".

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

Status	Date	Time	Applicants affected
<input checked="" type="checkbox"/> New application			0 of 2
<input checked="" type="checkbox"/> Line manager review 1			0 of 2
<input type="checkbox"/> Interview 1	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Interview 2	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Interview 3	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Offer accepted	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Offer declined	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Offer made	<input type="text"/>	<input type="text"/>	All

Show all

Note

The following will be added to the applicant notes for administrators to view:

**H** →



I. Changes to the applicants' application statuses will be reflected on the Manage Applications page.

✔ You have just moved 2 applicants to the status 'Qualified Applicant'.

**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Select	Submitte	Status	Applicant N	Pref Nam	First name	Last name	Rankin
<input type="checkbox"/>	Sep 14, 2021	Qualified Applicant	4092		Barney	Rubble	
<input type="checkbox"/>	Sep 13, 2021	Qualified Applicant	4082		Wilma	Flintstone	

**I** →



**4. After the Dept. Chair selects a Final Candidate and they accept the verbal offer, the Chair notifies the Department Coordinator**

This will happen OUTSIDE the CHRS Recruiting system. The Dept. Coordinator should be provided with the following information:

- Final Candidate Name
- Job Requisition Number

The Dept. Coordinator will now continue the recruitment process for Final Candidate Wilma Flintstone.



No screenshot – Dept. Chair notifies Dept. Coordinator outside CHRS Recruiting.

## **Dept. Coordinator Moves Final Candidate Forward & Requests Background Check (if applicable)**

The Department Coordinator is notified by the Department Chair that the Final Candidate has been accepted the verbal offer. It is time for the Department Coordinator to move the Final Candidate forward in the recruitment process. This is done by moving the Final Candidate to the next appropriate application status, which is determined on whether or not a background check is required.

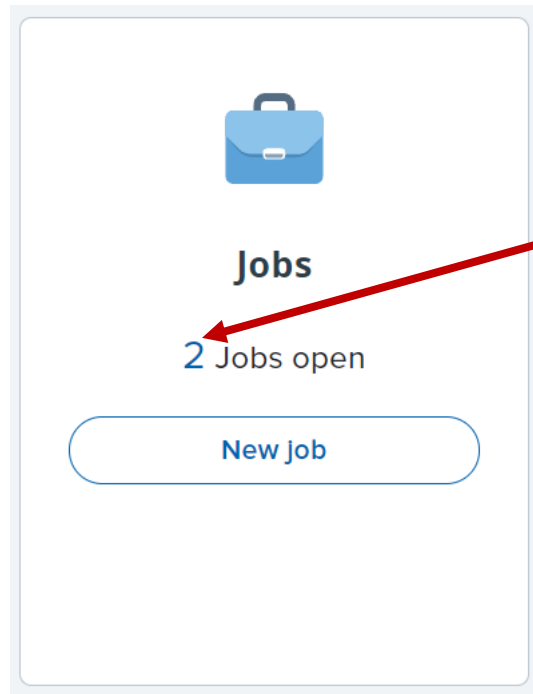
**If the position requires a background check, the Department Coordinator should follow Steps 5A to 6E.**

**If the position does not require a background check, the Department Coordinator should follow Steps 5A to 5C, then Steps 6F to 6J.**

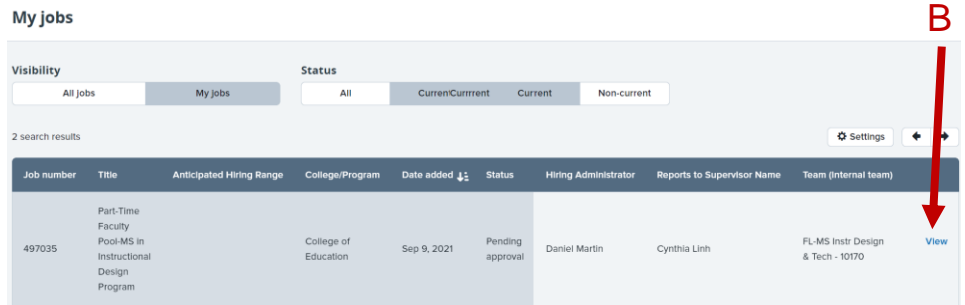
**5. Navigate to the Job Requisition:**

the Department Coordinator will locate the Job Requisition that is used for the applicant pool

A. Log in to CHRS Recruiting and locate the Jobs tile on your dashboard. Click the number where it says "Jobs Open"



B. Locate the corresponding Job Requisition number, scroll to the right and click "View" to open the Job Requisition



C. Click "View Applications" to continue on to the next step and review the applicant pool, or scroll down and read through the Job Requisition to learn more about the position's description and posting details.



**6. The Department Coordinator moves the Final Candidate into the appropriate status, based on whether the Final Candidate requires a background check or not.**

If you are unsure if a background check is needed, reference the advertisement text section of the Job Requisition. If a background check is needed, it will be specified there.

If a background check is needed, follow Steps 6A to 6E.

If a background check is not required, follow Steps 6F to 6J.

**Note: there are two ways to move applicants into new application statuses:**

- **To move individual applicants** one at a time, follow Steps 6A through 6C.
- **To move multiple applicants** at once, reference earlier Steps 3E through 3I, but be sure to move the Final Candidate to the appropriate background check status.



**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search		Results			
Select	Submitte Status	Applicant N	Pref Nam	First name	Last name
<input type="checkbox"/>	Sep 14, 2021 Qualified Applicant	4092	●	Barney	Rubble
<input type="checkbox"/>	Sep 13, 2021 Qualified Applicant	4082	●	Wilma	Flintstone

**If a Background Check is Required:**

- A. Click the Final Candidate's status on the Manage Applications page



**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search		Results			
Select	Submitte Status	Applicant N	Pref Nam	First name	Last name
<input type="checkbox"/>	Sep 14, 2021 Qualified Applicant	4092	●	Barney	Rubble
<input type="checkbox"/>	Sep 13, 2021 Qualified Applicant	4082	●	Wilma	Flintstone



B. Select "Verbal Offer Accepted – Request Background Check" and then click the "Next" button

**NOTE: Never select "HRDI Accurate Background Check Initiated" or any of the other application statuses with HRDI or (SYS) in the title.**



### Change application status

Applicant Pool  
Qualified Applicant  
**Verbal Offer Accepted - Request Background Check** ← B  
Verbal Offer Accepted - No Background Check Required  
Online Offer Extended  
HRDI Accurate Background Check Initiated  
HRDI Background Check Initiated through Accurate Client Portal  
HRDI Accurate Background Check Pending Data Entry and/or Accurate Processing  
HRDI Accurate Background Check Results Available  
HRDI Accurate Background Check Completed  
Offer Accepted (SYS)  
Offer Accepted, Form Complete - Onboarding (SYS)  
Not Qualified

Submit **Next >** Cancel

C. Scroll down and click the "Move Now" button.

**NOTE: The "Verbal Offer Accepted – Request Background Check" status sends an automatically generated system email to the Final Candidate to notify them of the background check. Another automatically generated system email will be sent to the Dept. Coordinator (listed as Hiring Admin) and AHRS. The email reminds the Dept. Coordinator to complete the Offer Card and notifies AHRS the verbal offer was accepted and to initiate the background check. Both emails are on this Confirm Status Change page.**



### Confirm status change

You are about to move Wilma Flintstone to a different status:

From status: Qualified Applicant

To status: Verbal Offer Accepted - Request Background Check

Communication template: -- No template --

E-mail: Applicant:  Yes  No

From:\* noreplyacadhr@fullerton.edu

Subject:\* Background Check Process - {JOBTITLE}, {JOB#}

Message:

Merge fields

**B** I U S [List Icons] Formats A A [Link Icon] [Table Icon] Ix <> ?



Dear Wilma,

For the next stage of the recruitment process, we need to conduct a background check per the CSU Background Check Policy. You will soon receive an email from Accurate Background Inc., which will prompt you to initiate the screening process.

Please complete the background check request within 10 days, otherwise the background check will

**C** → **Move now** Cancel

D. Immediately after moving the Final Candidate to "Verbal Offer Accepted – Request Background Check," the Offer Card will open.

**Please refer to page 26 and the Offer Card guide to complete the Offer.**

Dept. Coordinators can complete the Offer Card right away or click the "Cancel" button to close it. Step 6K to 6L will show how you can access the Offer Card at a later time.



Offer details

Wilma Flintstone

Personal details

Address: 999 Bedrock Way  
Bedrock, California  
90812, United States  
Phone: 808-323-9900  
E-mail: fl.hrditest+890@gmail.com  
[View profile](#)

Current or previous employee details

**For assistance completing this section, please review the instructions: [Employee Profile Link Instructions Job Aid](#)**  
**PLEASE NOTE:**  
Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Select current  
active  
employee  
only

Save and close Submit Cancel

E. The Final Candidate's updated status will be shown on the Manage Applications page.



Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Search Results

All	Submitted	Status	Applicant No	Pref Name	First name	Last name
<input type="checkbox"/>	<input type="checkbox"/>	Sep 13, 2021	Verbal Offer Accepted - Request Background Check	4082	Wilma	Flintstone
<input type="checkbox"/>	<input type="checkbox"/>	Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble



**If a Background Check is Not Required:**

F. Click the Final Candidate's status on the Manage Applications page.



Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Search Results

Select	Submitted	Status	Applicant N	Pref Nam	First name	Last name
<input type="checkbox"/>	<input type="checkbox"/>	Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble
<input type="checkbox"/>	<input type="checkbox"/>	Sep 13, 2021	Qualified Applicant	4082	Wilma	Flintstone



G. Select "Verbal Offer Accepted – No Background Check Required" and then click the "Next" button

### Change application status

Applicant Pool  
Qualified Applicant  
Verbal Offer Accepted - Request Background Check  
**Verbal Offer Accepted - No Background Check Required**  
Online Offer Extended  
HRDI Accurate Background Check Initiated  
HRDI Background Check Initiated through Accurate Client Portal  
HRDI Accurate Background Check Pending Data Entry and/or Accurate Processing  
HRDI Accurate Background Check Results Available  
HRDI Accurate Background Check Completed  
Offer Accepted (SYS)  
Offer Accepted, Form Complete - Onboarding (SYS)  
Not Qualified

Submit **Next >** Cancel



H. Scroll down and click the "Move Now" button.

NOTE: The "Verbal Offer Accepted – No Background Check Required" status sends an automatically generated system email to the Department Coordinator (listed as Hiring Admin) and AHRS. The email reminds the Dept. Coordinator to complete the Offer Card and notifies AHRS the verbal offer was accepted. This email can be found on this Confirm Status Change page.

### Confirm status change

You are about to move Wilma Flintstone to a different status:

From status: Verbal Offer Accepted - Request Background Check

To status: Verbal Offer Accepted - No Background Check Required

Communication template: -- No template --

E-mail: Applicant:  Yes  No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job:  Yes  No

Additional users from Job

- |                                                       |                                                     |
|-------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Department Admin             | <input checked="" type="checkbox"/> Hiring Manager  |
| <input checked="" type="checkbox"/> HR Representative | <input type="checkbox"/> Reports to Supervisor Name |
| <input type="checkbox"/> Search Committee Chair       | <input type="checkbox"/> Search Committee Member    |

Additional users from Offer

- |                                                |                                                |
|------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Onboarding Delegate 2 | <input type="checkbox"/> Onboarding Delegate 3 |
|------------------------------------------------|------------------------------------------------|

**H** → **Move now** Cancel





I. Immediately after moving the Final Candidate to “Verbal Offer Accepted – No Background Check Required,” the Offer Card will open.

**Please refer to page 26 and the Offer Card guide to complete the Offer.**

You can complete the Offer Card right away or click the “Cancel” button to close it. Step 6K to 6L will show how you can access the Offer Card at a later time.



**Offer details**

**Wilma Flintstone**

**Personal details**

Address: 999 Bedrock Way  
Bedrock, California  
90812, United States

Phone: 808-323-9900

E-mail: fl.hrditest+890@gmail.com

[View profile](#)

**Current or previous employee details**

**PLEASE NOTE:**  
Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Select current  
active  
employee  
only

Save and close Submit Cancel

J. The Final Candidate’s updated status will be shown on the Manage Applications page



**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Submitted	Status	Applicant No	Pref Name	First name	Last name
Sep 13, 2021	Verbal Offer Accepted - No Background Check Required	4082	Wilma	Flintstone	
Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble	



K. To access the Offer Card at a later time, click the Final Candidate’s name on the Manage Applications page to open their Applicant Profile.



**Part-Time Faculty Pool-MS in Instructional Design Program (497035)**

Search Results

Submitted	Status	Applicant No	Pref Name	First name	Last name
Sep 13, 2021	Verbal Offer Accepted - No Background Check Required	4082	Wilma	Flintstone	
Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble	



L. Click "No Offer," under the Offer heading. This will open the Offer Card. If you have only partially completed the Offer Card it may say "Incomplete." In either case, click to open the Offer Card.

**Wilma Flintstone**  
View profile

Address: 999 Bedrock Way, Bedrock, California 90812, United States  
Phone: +1 808-323-9900  
E-mail: fl.hrdtest+890@gmail.com  
Original source: Careers website  
e-Zines comms hold: Yes

**Applications** | History | Scheduled emails | Resume / CV

**497035 - Part-Time Faculty Pool-MS in Instructional Design Program**

Date submitted Sep 13, 2021	Applied via Careers website	Status changed Sep 16, 2021 Verbal Offer Accepted - R...	Offer No offer
Resume / CV View	Form View		

Close

## Department Coordinator Completes Offer Card to Initiate Offer

When the Department Coordinator moves the Final Candidate to Verbal Offer Accepted status, the Offer Card is automatically opened. The Offer Card plays a large part in processing the Final Candidate as a new hire.

It is extremely important to fill out the Offer Card correctly. If there are mistakes on the Offer Card, the Final Candidate will have problems being processed for hire and could encounter potential delays when onboarding. Please double-check your work on the Offer Card using the [Offer Card Guide](#) for Faculty and Academic Student Employees (Unit 3 and Unit 11), which is available on the CHRS Recruiting website.

### 7. Dept. Coordinator Completes the Offer Card

When the Department Coordinator moves the Final Candidate into either "Verbal Offer Accepted – Request Background Check" or "Verbal Offer Accepted - No Background Check Required" statuses, the Offer Card is automatically opened. Dept. Coordinators must follow the Offer Card Guide to complete the Offer.

Use the Offer Card Guide for Faculty and Academic Student Employees to complete the offer and submit it to Academic HR Services (AHRs) for review and approval.



## User's Guide - Offer Card

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Employment Checks .....	15
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Application Documents .....	20

[Click here to download the Offer Card Guide.](#)

## After the Offer is Initiated

After the Offer Card is reviewed and approved, Academic HR Services (AHRs) will initiate the Offer to the Final Candidate using CHRS Recruiting. The Final Candidate will accept the Offer and may be required to complete a Base New Employee Data Form. Lastly, after the offer is accepted, the Dept. Chair will generate an appointment using the Temp Fac Mod and provide it to the Final Candidate.

**Dept. Chairs should advance to Steps 10C. Steps 8A to 10B and 10D and are for reference only, no action needs to be taken on the part of the Dept. Coordinator for those steps.**

### 8. Academic HR Services Sends Offer to Final Candidate

- A. AHRs sends the Offer to the Final Candidate by moving them into the "Online Offer Extended" application status.

NOTE: This status triggers an automatically generated system email that is sent to the Final Candidate, notifying them to log in to the CHRS Recruiting Applicant Portal to accept their Offer. [This is the link to log in to the Applicant Portal.](#)

#### Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Submitted	Status	Applicant No	Pref Name	First name	Last name
Sep 13, 2021	Online Offer Extended	4082	Wilma	Flintstone	
Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble	



## 9. The Final Candidate logs in to the CHRS Recruiting Applicant Portal to review and accept the Offer

A. The Final Candidate clicks "View Offer" to open the Offer.

NOTE: Some candidates may have the option to access the Onboarding Portal at this point. They should accept the Offer and complete the Base New Employee Data Form (if applicable) prior to accessing the Onboarding Portal. (See Onboarding on page 33 for details.)

Welcome Wilma

Home Update profile Update resumé Account

You have been made an employment offer for your Part-Time Faculty Pool-MS in Instructional Design Program application.  
[View Offer](#)

Just so we can get to know you better, we'd like for you to tell us more about yourself.

So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course - you can always provide us your resume.

### Incomplete applications

You have no incomplete applications.

### Submitted applications

Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Fullerton

Application submitted 13 Sep 2021 at 9:02am PST.

Current status: Offer Made

View application Update references

Update your application

B. The Final Candidate clicks the Offer Letter to download and review it, then clicks the checkbox.

NOTE: The Final Candidate can only click the "I Agree" button and accept the Offer after downloading and opening the Offer Letter (and any other offer documents).

### Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your Part-Time Faculty Pool-MS in Instructional Design Program application.

Please review the following documents before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.

[Offer Letter](#)

By clicking "I AGREE", I acknowledge:

That I have read and agree to the terms of the Offer, including the Position Description. Furthermore, by clicking "I AGREE," I agree that I am applying my electronic signature to this document, and that I am signing the document electronically. I agree that this electronic signature is legally equivalent to my manual signature on the document, and that I consent to be legally bound by the terms of the document. No third party will be required to verify or validate in any way my electronic signature, and the lack of any such verification or validation will in no way affect the enforceability of my electronic signature.

I AGREE I decline Back to home

If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.

Get Adobe Reader

C. After reviewing the Offer Letter and clicking the checkbox, the Final Candidate clicks "I Agree" to accept the offer.

### Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your Part-Time Faculty Pool-MS in Instructional Design Program application.

Please review the following documents before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.

[Offer Letter](#)

By clicking "I AGREE", I acknowledge:

That I have read and agree to the terms of the Offer, including the Position Description. Furthermore, by clicking "I AGREE," I agree that I am applying my electronic signature to this document, and that I am signing the document electronically. I agree that this electronic signature is legally equivalent to my manual signature on the document, and that I consent to be legally bound by the terms of the document. No third party will be required to verify or validate in any way my electronic signature, and the lack of any such verification or validation will in no way affect the enforceability of my electronic signature.

I AGREE I decline Back to home

**10. After accepting the Offer, items 10A to 10C happen simultaneously:**


A. The Final Candidate is automatically moved to "Offer Accepted (SYS)" application status.

NOTE: This status will automatically generate an email to the Final Candidate that reminds them to log in to CHRS Recruiting to check if they need to complete a Base New Employee Data Form.

Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Search Results

All	Submitted	Status	Applicant No	Pref Name	First name	Last name
<input type="checkbox"/>	<input type="checkbox"/>	Sep 13, 2021	Offer Accepted (SYS)	4082	Wilma	Flintstone
<input type="checkbox"/>	<input type="checkbox"/>	Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble



B. Immediately after accepting the offer, the Base New Employee Data Form will open for Final Candidates who need to complete it. (If the Final Candidate did need to sign a Base New Employee Data Form, it would have been specified on the Offer Card.) Final Candidates sometimes exit before this form opens (which is why an email reminder is sent in the previous step 10A).

The Final Candidate should complete the Base New Employee Data Form prior to accessing the Onboarding Portal (see Onboarding on page 33 for details).

NOTE: The Base New Employee Data Form is a systemwide form used to collect vital information to process the Final Candidate for hire. This Form must be signed by certain employees (new hires to the CSU, hires returning after a break in service, etc.). Reference the Offer Card Guide for more details.

The screenshot displays the 'Base New Employee Data Form\_V2020' interface. At the top, there is a dark blue header with a back arrow on the left and a 'Saved' status on the right. Below the header, the 'Biographical Information' section is expanded, indicated by a downward arrow and a red 'B' icon. The form contains three questions with corresponding input fields:

- Question: 'Were you an employee or a student at this campus previously?'  
Input: Radio buttons for 'Yes' and 'No'.
- Question: 'Do you have a Social Security Number?'  
Input: Radio buttons for 'Yes' and 'No'.
- Question: 'Date of Birth'  
Input: An empty text box.

C. The Dept. Coordinator and AHRS received an automatically generated email from CHRS Recruiting indicating the offer was accepted. The Dept. Coordinator should now log in to the Temp Fac Mod to generate the official, formal offer.

NOTE: The Temp Fac Mod is available outside of CHRS Recruiting



Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Search Results

Submitted	Status	Applicant No	Pref Name	First name	Last name
Sep 13, 2021	Offer Accepted (SYS)	4082	Wilma	Flintstone	
Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble	

D. If the Final Candidate needs to complete the Base New Employee Data Form, the system automatically updates their status to "Offer Accepted, Form Complete - Onboarding (SYS)" when they finish the form.

NOTE: This status will send an automatically generated system email to the Onboarding Delegates notifying them to check CHRS Recruiting to monitor the Final Candidate's progress in the Onboarding Portal (see page 33).

Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Search Results

Submitted	Status	Applicant No	Pref Name	First name	Last name
Sep 13, 2021	Offer Accepted, Form Complete - Onboarding (SYS)	4082	Wilma	Flintstone	
Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble	

## During the Background Check and After it is Completed (if applicable)

During the background check, application statuses are updated by Academic HR Services or automatically by CHRS Recruiting's integration with Accurate (the CSU's background check provider). Reference the Background Check Guide for Faculty and Academic Student Employees (Unit 3 and Unit 11) on the [CHRS Recruiting website](#) for exact details on what each background check application status means and the overall background check process.

**Steps 11 to 12 are for reference only; no action needs to be taken on the part of the Dept. Coordinator for these steps.**

**11. During the background check, application statuses are updated by Academic HR Services or automatically by the system's Accurate Integration**

A. Dept. Coordinators should never move Final Candidates to the statuses labeled for HRDI or Accurate Background or (SYS).

Change application status

- Applicant Pool
- Qualified Applicant
- Verbal Offer Accepted - Request Background Check
- Verbal Offer Accepted - No Background Check Required
- Online Offer Extended
- HRDI Accurate Background Check Initiated**
- HRDI Background Check Initiated through Accurate Client Portal
- HRDI Accurate Background Check Pending Data Entry and/or Accurate Processing
- HRDI Accurate Background Check Results Available
- HRDI Accurate Background Check Completed
- Offer Accepted (SYS)
- Offer Accepted, Form Complete - Onboarding (SYS)
- Not Qualified

Submit Next > Cancel

**12. When the background check is complete, the Dept. Coordinator will be notified by AHRS**

A. When the background check is finished, Academic HR Services will update the Final Candidate's application status to "HRDI Accurate Background Check Completed," which sends an automatically generated system email to the Dept. Coordinator to notify them the background check is complete and also remind them to generate the appointment notification using the Temp Fac Mod (if that has not been done yet).

Part-Time Faculty Pool-MS in Instructional Design Program (497035)

Submitted	Status	Applicant No	Pref Name	First name	Last name
Sep 13, 2021	HRDI Accurate Background Check Completed	4082	Wilma	Flintstone	
Sep 14, 2021	Qualified Applicant	4092	Barney	Rubble	



## Onboarding

CHRS Recruiting's Onboarding Portal is where the Final Candidate will complete required employment documents, tasks, and review information for new employees. The user listed as the Reports to Supervisor on the Offer Card will be able to access the Final Candidate's tasks in the Onboarding Portal, along with users listed as Onboarding Delegates 1, 2, and 3. It is recommended the Dept. Coordinator be listed as an Onboarding Delegate 2 or 3 on the Offer Card. A user listed in those fields will get an email reminder to check CHRS Recruiting to see if they needed to complete any new hire tasks for the Final Candidate.

### Important reminder:

- The Part-Time Faculty & Academic Student Employee (ISA, TA, GA) recruitment process is unique, as it allows access to the Onboarding Portal at multiple statuses for Final Candidates who go through a background check. Final Candidates should wait to complete tasks in the Onboarding Portal until after the CHRS Recruiting Offer is accepted and the Base New Employee Data Form is completed (if applicable).

**13. After the Final Candidate accepts the offer and/or finishes the Base New Employee Form (if applicable), they should complete onboarding forms and tasks in the Onboarding Portal. Onboarding Delegates will monitor the Final Candidate's progress and complete their own tasks using CHRS Recruiting.**

A. Onboarding Delegates will be able to access New Hires from the dashboard or side menu. New Hires is where the Final Candidate's Onboarding Portal progress can be monitored.

**Please refer to the [Onboarding Portal guide on the CHRS Recruiting website](#) for complete instructions.**

**Offers**

0 Offers awaiting your approval

5 New hires

4 New hire tasks

**PageUp**

**Workflows**

- Manage position descriptions ...
- New Job
- Jobs open
- Search committee review
- Assigned applications
- My new hires**

Once the Final Candidate completes the required employment documents, other onboarding forms and tasks in the Onboarding Portal, and is processed for hire by HRDI's Payroll team, they are officially a new Titan employee. Congratulations on completing the recruitment process!

**Related documents – available on the [CHRS Recruiting website](#)**

Helpful Tips and Getting Started Guide

Offer Card Guide for Faculty and Academic Student Employees

Background Check Guide for Faculty & ASE (Recruiting Positions in Unit 3 & Unit 11)

Onboarding Guide