Search Committee Chair: How to Change Application Statuses

Quick Reference Guide

*Staff/MPP recruitments: Users who have been granted search committee chair or hiring manager permissions and are listed as the search committee chair on the requisition are able to change applicant statuses. All other users should contact their recruiter for assistance.

Directions:

1. Log into CHRS Recruiting

From the myHumboldt homepage, click the Faculty/Staff Resources dropdown, and select CHRS Recruiting (PageUp), then select Humboldt from the Select Login Choice dropdown menu. Click Login.



2. From the Search committee review tile, click on # Jobs requiring panel review.



3. Click on View Applicants.



4. Click on the applicant to open the applicant card.

Payroll Technician II - HR Training Only (494869) Job Code/Employee Classification: Payroll Technician II			
Bulk compile and send	Sort:	Outcome	•
🔲 Select all			
Jan 15, 2020			•
Dohn Jingle 🗐 John 17, 2020			
🔲 🔒 🗐 John Wayne Jan 15, 2020			

5. Under "Status changed" click on the application status.

nician II - HR Training Only			•••
Applied via	Status changed Jan 17, 2020	Offer	
Other job boards	Search Committee Review	No offer	
Form			
View	\		
	hician II - HR Training Only Applied via Other job boards Form View	Applied via Status changed Jan 17, 2020 Other job boards Search Committee Review Form View	nician II - HR Training Only Applied via Status changed Jan 17, 2020 Offer Other job boards Search Committee Review No offer Form View

6. Select the application status you want to move the applicant into. Click Next.

Change application status	₽
New Application	^
Search Comm Review	
Search Comm Review: CSUEU 9.3 Elig	
Search Committee Reviewed: MQs Met	
MQs Not Met-Applicant Notified	
Request to Interview (HR Approval Required)	
Request to Interview - HR Approved	
Request to Interview - HR Hold/Denied	c
Invite for 1st Interview	
Interview Invitation Accepted	
Interview Invite Declined	

7. You will be directed to the confirm status change page.

If E-mail Applicant pre-populates to "Yes" an applicant communication has been built into the system and will pre-populate on the screen. All communications built into the system have been vetted by the Talent Acquisition team. Do not edit the communication. Click Move Now.

If E-mail Applicant pre-populates to "No" this means that applicant communication is not required for this status. Click Move Now.

E-mail: Applicant: 🔿 Yes 🛛 O	No		
O No SMS will be sent to the a	pplicant as they do not v	vish to receive them.	
Additional users from Job: 0	′es ⊙No		
Additional users from Job			
Administrative Support		Hiring Administrator	
HR/Faculty Affairs Represented in the second sec	sentative	Reports to Supervisor Name	
Search Committee Chair	-	Search Committee Member	
Additional users from Offer			
Onboarding Delegate 2		Onboarding Delegate 3	
Reports To			
Other additional users			
		9.4	
E-mail from:*	careers@bumboldt.edu	~	
2	careers@nambolac.edd		
E-mail subject:*	{JOBNO} {JOBTITLE} MO	Qs Met	
E-mail body:*			Merge fields
B / ⊻ ᢒ ■ ⋮	- 💷 🔟 Formats -	<u>A - M -</u> & III- <u>I</u> , ·>	0
CAL PO Hello,	LY HUI	MBOLDT	
_	Move n	ow Cancel	

8. The applicant will be moved into the new status.

How to bulk move application statuses

1. From the Search committee review tile, click on **#** Jobs requiring panel review.



2. Click on View Applicants.



3. Select the applicants you want to bulk move.



4. Click Bulk Move.



5. Select the application status you want to move the applicants into.

Bulk action status:	2 Applicants Complete		
You have requested to move 2 applicants.			
Select a status to mo	ove these applicants to:		
		_	
Application status:	Select	~	
	Select		
	New Application/Search Committee Review		
	Phone/Zoom Interview Accepted		
	Phone/Zoom Interview Declined		
	Decuest Letter of Decommendation		

6. Click Next



7. You will be directed to the confirm status change page.

If E-mail Applicant pre-populates to "Yes" an applicant communication has been built into the system and will pre-populate on the screen. All

communications built into the system have been vetted by the Talent Acquisition team. Do not edit the communication. Click Move Now.

If E-mail Applicant pre-populates to "No" this means that applicant communication is not required for this status. Click Move Now.

E-mail: App	olicant: O Yes 🔘 No			
From:*	careers@humboldt.edu			
Subject:*	Cal Poly Humboldt Interview Confirmation			
Message:	: Merge fiel	ds		
BI		?		
CA	L POLY HUMBOLDT	^		
Dear {FIRSTNAME} {LASTNAME},				
This em	ail serves as confirmation for your on-campus interview scheduled for (date).			
Please p Kindly m (Building	purchase a daily parking permit from any kiosk within our campus parking lot(s) upon arrival. neet the interview team in the office of (office location) at (time), which is located in the g location)			
	Move now Cancel			

8. The selected applicants will be moved into the new status.