

How-To: CHRS Recruiting – Review Applicants

Table of Contents

- 1. Introduction 1
- 2. Reviewing Applicants..... 1

1. Introduction

The search committee chair and search committee members have different permissions in CHRS Recruiting.

The **search committee members** only have permission to review the applicants, make a note about each one, and rank their qualifications.

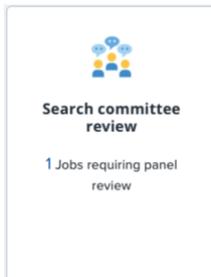
The **search committee chair** also has the ability to review the members notes and rankings, rank the applicants in order of hiring preference, and move the applicants to the next steps in the process.

If you prefer to use the Screening Matrix excel file instead of using the ranking system, you can download it from the Search Committee Google folder that the Recruitment Manager shared with you.

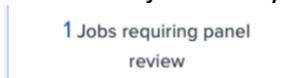
2. Reviewing Applicants

Whether you are a search committee member or the chair, you’ll review the applicants in the same way.

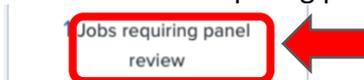
1. In the CHRS Recruiting home page, look for the Search Committee Review block.



2. Notice that you will see a number next to the words “Jobs requiring panel review”. This is the number of jobs that you are part of a committee.



3. Click the “Jobs requiring panel review” link.



- 4. In the “My Search Committee Jobs” page, you will see a list of all the jobs that you are part of a committee.

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
505808	Mar 23, 2022	Posted	Academic Advisor	AW	2	Search Committee Member	View Applicants (2) View job

If the position you’re looking for is not in the Current Jobs list, please contact a member of the recruitment team.

- 5. You will see the role that you have in the committee ¹ and on the right hand side of each row, you will see the number of applicants for each job ².

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
505808	Mar 23, 2022	Posted	Academic Advisor	AW	2	Search Committee Member	View Applicants (2) View job

- 6. Click the “View Applicants” link.



- 7. The Job Applicants list for that particular job will open.

Academic Advisor (505808)
Job Code/Employee Classification: SSP I

Bulk compile and send

Select all Sort: Outcome

New Application

- Carlos Santana
Mar 23, 2022
- Peter Frampton
Mar 23, 2022

- 8. Click the “View Answers” icon to see that person’s application.



- 9. The application page will open in a pop-up window. Scroll down to see all the applicant’s education, certifications, References, and any documents that were uploaded, like the cover letter and resume. You can print the documents by clicking the “Print Application” link at the top of the page if you like.

Carlos Santana

Applicant address: 123 Street
Arcata, California
95521, United States

Applicant phone: 707-444-4444

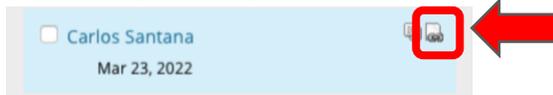
Applicant e-mail: santana+ac3599@humboldt.edu

Application: Academic Advisor
Applied via: HM-Careers UAT
Source: Contacted by Recruiter - Campus Recruiter contacted me directly
Description: Come work with the Academic & Career Advising Center Team!

Primary application form - HM-Staff Application SSP IA

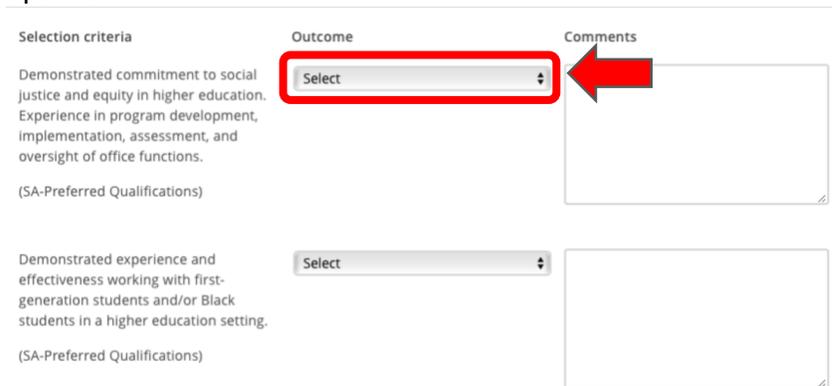
Question & response	Weighted score
What is your highest level of education? Bachelor's Level Degree	0
Expected completion date	

10. You also have the option of opening only the resume by clicking the resume icon. Let's try that, click the resume icon.

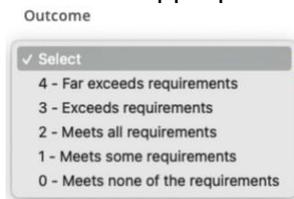


a. A pop-up window will open the applicant's resume or it will download if it is a word document. You can download it or print it from here. Once done, close the pop-up window.

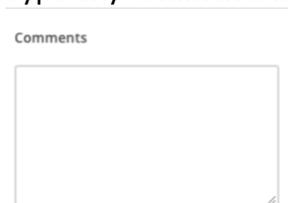
11. Back in the applicant's list page, click the Outcome drop-down field of each Selection Criteria to open it.



a. Select the appropriate option for that particular criteria.



b. Type any comments in the Comments field.



12. After you are done ranking every Selection Criteria, type any comments that you want to share with the committee for each applicant in the Summary field at the bottom of the page.

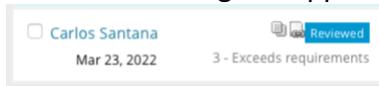


13. Select the appropriate option in the Overall Rating menu.

Overall Rating:

14. Click either the “Save and Previous” or “Save and Next” buttons, depending on which applicant you started reviewing.

15. A “Reviewed” tag will appear in the applicant’s block.



16. Continue with the rest of the applicant’s in the same way.