

CHRS Recruiting

Using the Events Module

Staff and MPP Recruitments

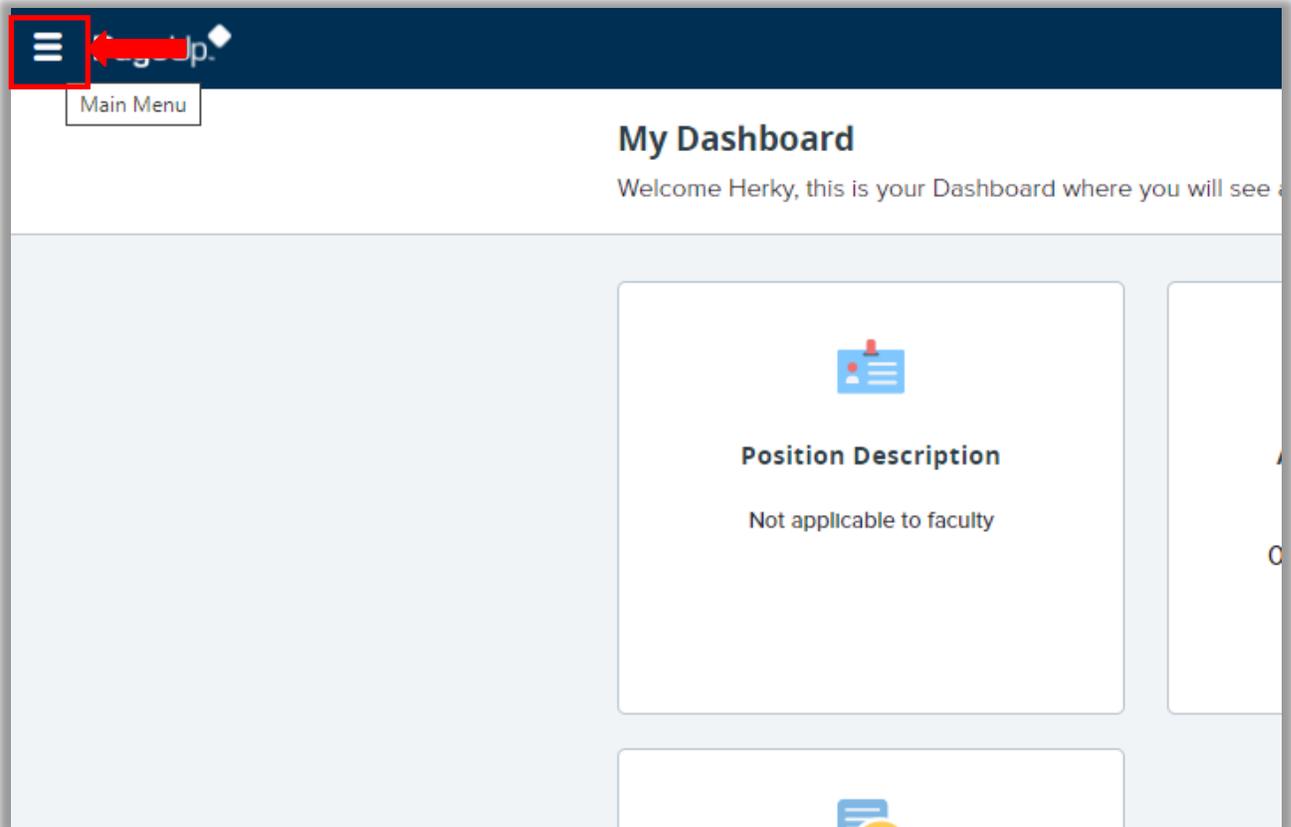
Contents

- Creating an Event 2**
- Adding Time Slots 6
- Adding Bulk Time Slots 7
- Manage Events 9
- Invite an Applicant 11
- Applicant Accepts 16

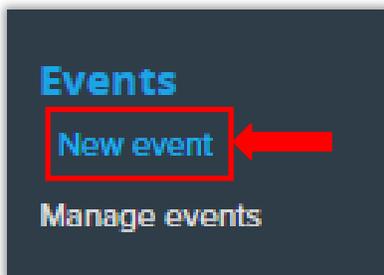
Creating an Event

The Events Module is a tool in CHRS Recruiting that will allow users to easily send interview invitations to job applicants and allow applicants to choose an interview time within the **Applicant Portal**. Once an Applicant has selected an interview timeslot, notifications will be sent to all users involved with that interview.

Start by opening the main menu on the **CHRS Recruiting Dashboard** homepage.



Select **New Event**.



This will open the **New Event** page.

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

Event details

Title:* 1

Event type:* 2

Venue:* 3
No venue selected.

Job: 4
No job selected.

Owner:* 5
Email address: hornethire@gmail.com

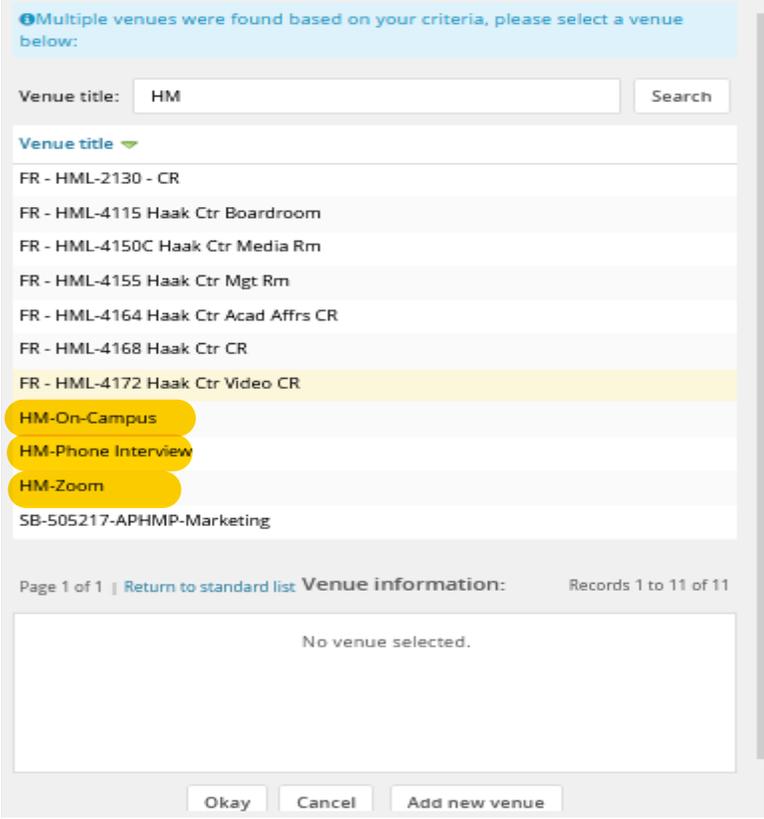
Add owner as user?: Yes No 6

Contact name: 7

Public instructions: 8

Please save your event in order to enter time slots

9

#	Field	Information
1	Title	Give your event a title specific to the task needed. Best practice is to include the Job # of the Job you are recruiting for. Examples: “501009 – Initial Interview” or “Phone Interview – 501003”
2	Event Type	For first round interviews, select “Interview 1,” for second round interviews, select “Interview 2,” and so on with “Interview 3.”
3	Venue	<p>Search for Cal Poly Humboldt venues by clicking the magnifying glass icon and using the “HM-“ prefix and click Okay. If you do not see your venue please contact the Recruitment Team to assist. All Cal Poly Humboldt venues will begin with “HM-.”</p> 
4	Job	You can leave this field blank.
5	Owner	You will automatically be filled in as the “owner” of this event. If another user will be the main person in charge of this event, replace your email address with their address.
6	Add Owner as User	A “User” in an event is someone participating. For example, if this is an interview, the “Users” are the people conducting the interview. If the Owner of the event will also be conducting the interview, add them as a user here.

7	Contact Name	Name of person the applicant should contact in case there are any questions.
8	Public Instructions	Information for the applicant. Could be directions to campus/venue, parking instructions, what to bring with them, etc.
9	Save	Click Save to continue working on the event and set up dates and times.

Adding Time Slots

If your event will take place over multiple dates and times, select **Add** next to **Add bulk time slots**. If your event will only occur at a specific time on a specific date, enter the information in the highlighted box below. Please reference the **Bulk Time Slots** instructions below for details on the various fields.

The screenshot shows a 'Time slots' interface. At the top, there is a section 'Add bulk time slots:' with an 'Add' button. Below this, there is a section 'Or Add a single time slot:' which is highlighted with a red box. This section contains a 'Venue:*' field with a search icon and a 'No venue selected.' message. Below the venue field are 'Event date:*' (with a calendar icon), 'Start time:*' (with a clock icon), and 'End time:*' (with a clock icon) fields. To the right of these fields are 'Users:' (with a value of 0) and 'Positions:*' (with an 'Add' button). Below the 'Users:' and 'Positions:*' fields is an 'Invite' button. At the bottom of the interface, there is a table with columns: 'Active', 'Event date', 'Start time', 'End time', 'Attendees', 'Positions', and 'Venue'. Below the table, there is a message: 'No time slots were found.'

Adding Bulk Time Slots

Bulk add timeslots

1 Venue:*  
+ HM-On-Campus

2 From:*  To:* 

3 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

4

	Start time:	End time:		Start time:	End time:
1	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>	6	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>
2	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>	7	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>
3	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>	8	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>
4	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>	9	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>
5	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>	10	<input type="text" value="--:-- --"/>	<input type="text" value="--:-- --"/>

5 Positions:* Users: 06 7 Active:* Yes No

8

#	Field	Information
1	Venue	Your selected venue should pre-load here. Correct if it does not.
2	Date	Enter the start and end dates of your event.
3	Days	Enter the days of the week your event will take place
4	Times	Enter start times for your event. For example, if you are holding three one-hour interviews a day, on line #1 enter a start time such as 9:30AM, and 10:30AM under end time. Then on line #2 enter a start time of 11:00AM, and 12:00PM end time, and so on.
5	Positions	Number of applicants involved in each event time. If you are only interviewing one applicant per event time, enter "1."
6	Invite	Click Invite and add the email addresses of the other Users of the event.
7	Active	Leave as Yes so event can be used. If this is set up for later use, you can move to No .
8	Add	Click Add to finish loading the times into the event.

If you would like a reminder email to be sent to applicants prior to the event date, enter the timeframe that reminder should be sent out and select **Yes**.

Remind applicants before the event? Yes No

To email the Users of the event to inform them of the interview plan and provide additional information, select **Yes** next to Email Users. Enter desired information into the email body section and attach files to the section provided if needed. Click **Save & exit** to complete this step.

The screenshot shows an email composition interface. At the top, a blue header bar contains the text "E-mail: Users: Yes No", with a red box around the "Yes" radio button. Below this, the "From:" field is filled with "hornethire@gmail.com" and the "Subject:" field is filled with "Athletics Interview Prep". A rich text editor toolbar is visible, followed by the email body text: "Dear {FIRSTNAME},", "Please block off the following dates and times on your calendar for the Athletics Equipment position interviews. Interview questions and materials will be sent to you prior to the interview dates.", and "Regards, Herky Hornet". Below the text is a dashed-line box for attachments, containing a cloud icon, the text "Drag & Drop files here", "Or click to browse from local drive.", and "5MB file size limit". A red arrow points to the "Drag & Drop files here" text. At the bottom, there are three buttons: "Save", "Save & exit" (highlighted with a red box), and "Cancel".

Manage Events

You will now be taken to the **Manage Events** page where you can review the event you created on a calendar, the **Events** tab, or the **Timeslots** tab.

Manage events

Calendar Events Timeslots

Venue:  

[1 Harpst Street](#) 

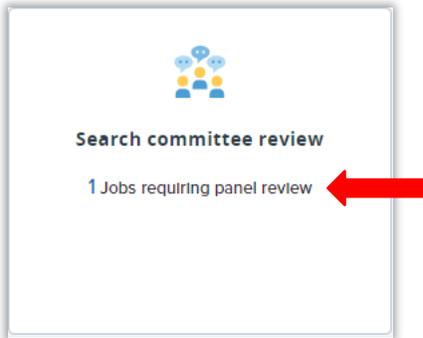
 [Show other search criteria](#)

Date: 

8 am	
9 00	
10 00	 Test Event, Venue: HM-On-Campus, Positions: 1, Booked: 0
11 00	
12 pm	
1 00	 Test Event, Venue: HM-On-Campus, Positions: 1, Booked: 0
2 00	 Test Event, Venue: HM-On-Campus, Positions: 1, Booked: 0
3 00	
4 00	
5 00	
6 00	

Invite an Applicant

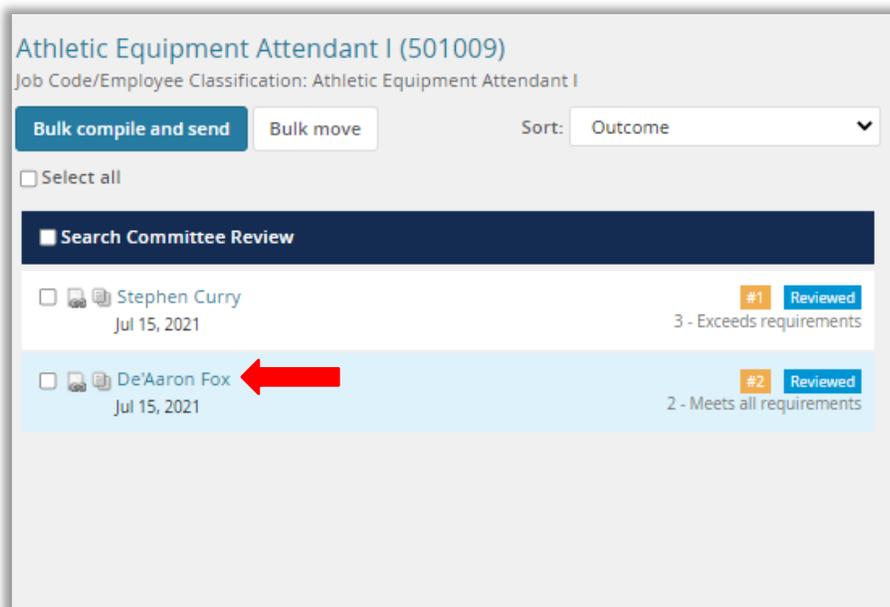
To invite an applicant to an event, they must be first moved to a corresponding application status. To do this, navigate to the applicant card.



As a Search Committee Chair, click on the **Jobs requiring panel review** link in the **Search Committee Review** tile.



Click on the **View Applicants** link on the right side of the screen for the appropriate Job.



On the search committee review page, click on the name of the applicant you would like to invite to your event. That will take you to the **Applicant Card**.

De' Aaron Fox ● [Print] [Actions]

[View profile](#)

Address	123 Fake Street Sacramento, California 95826, United States	Phone	+1 9165556987
E-mail	hornethire+dfox@gmail.com	Applicant No	121275
Employment status	-	Original source	MathJobs
e-Zines comms hold	<input checked="" type="checkbox"/> Yes		

Applications | [History](#) | [Scheduled emails](#) | [Resume / CV](#)

501009 - Athletic Equipment Attendant I [More]

Date submitted Jul 15, 2021	Applied via MathJobs	Status changed Jul 29, 2021 Search Committee Review	Offer No offer
Resume / CV View	Form View		

Click on the **Application Status** listed under the Status changed title to open the **Change Application Status** window.

Change application status [Print]

- 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
- Invite for 1st Interview**
- Interview Invitation Accepted
- Interview Invite Declined
- Optional - 2nd Request to Interview (HR Approval Required)
- Optional - 2nd Request to Interview - HR Approved
- Optional - 2nd Request to Interview - HR Hold/Denied
- Optional - 2nd Interview Invitation Accepted
- Optional - 2nd Interview Invitation Declined
- Interview Complete - Hold
- Interview Complete - Candidate Recommended - ROI Form Request
- ROI Form Received - Initiate Reference Check

[Submit] **[Next >]** [Cancel]

Choose the desired **Application Status** you want to move the Applicant into and click **Next** to bring up the **Confirm status change** window.

You are about to move **De'Aaron Fox** to a different status:

From status: Search Committee Review
To status: Invite for Initial Interview

Communication template: -- No template --

Create an event booking invitation for the applicant: Yes No

This applicant will be invited to attend a Interview 1 event

Event:

Allow applicant to choose an event
 Select an event:

Event:
 No event selected.

Event timeslot:

Allow applicant to choose the time slot
 Select a time slot:

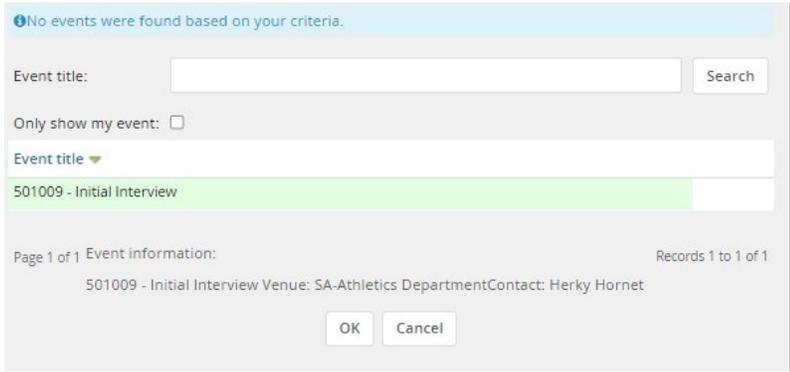
Timeslot:
 No timeslot selected.

Accept the booking on behalf of the applicant? Yes No

1

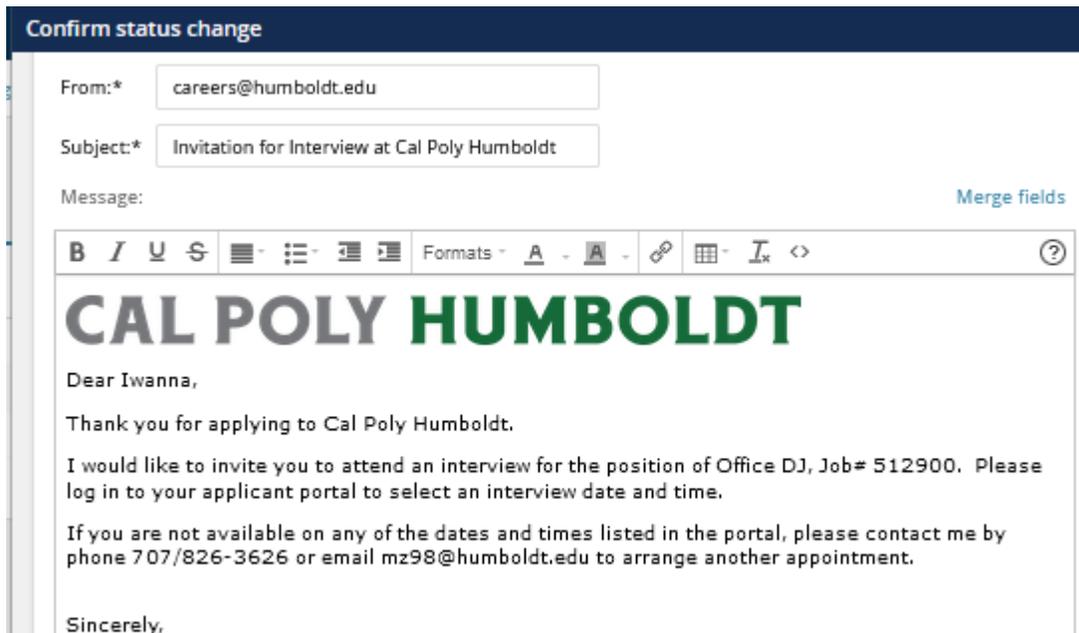
2

3

#	Field	Information
1	Event	<p>If you are inviting the applicant to the specific event you just set up, make sure Select an event: is selected and search for your event by using the magnifying glass. Find your event and click OK.</p>  <p>The screenshot shows a search dialog with the following elements: a search bar with 'Event title:' and a 'Search' button; a checkbox for 'Only show my event:' which is unchecked; a dropdown menu for 'Event title' with a green highlight on '501009 - Initial Interview'; page information 'Page 1 of 1 Event information:' and 'Records 1 to 1 of 1'; and '501009 - Initial Interview Venue: SA-Athletics DepartmentContact: Herky Hornet'; and 'OK' and 'Cancel' buttons at the bottom.</p>

#	Field	Information
2	Event timeslot	<p>To allow your applicant to choose from any of the timeslots you entered for your event, leave Allow applicant to choose the time slot selected. Once an applicant chooses a timeslot, that timeslot will not be available to other applicants invited to this event.</p> <p>To only invite an applicant to a specific timeslot, select Select a time slot: and find the desired timeslot by searching with the magnifying glass.</p>
3	Accept for Applicant	If the applicant is having technical issues and cannot select the timeslot for themselves, you can accept on their behalf by selecting Yes in this section.

Next, review the email that will be triggered to the applicant once the **Application Status** has been changed. The invitation to schedule the interview time is included here. The event specific instructions will be provided later. If the Applicant has opted into text messages, one will be sent in addition to the email.



Additional users from Job: Yes No

You can also create an email to users on the **Job Card** in the additional email section by selecting **Yes** next to **Additional users from Job:**.



Once you are prepared to invite the applicant to the event, click **Move Now** at the bottom of the window.

Applicant Accepts

Now the applicant will receive the communications to navigate to their **Applicant Portal** and find the booking invitation.

Welcome De'Aaron

You have been requested to attend a interview 1 for your Athletic Equipment Attendant I application.
[Make a booking](#)

Below you will find information regarding jobs to which you have applied. You may also update your profile information and/or change your password.

Incomplete applications
You have no incomplete applications.

Submitted applications

- ▶ Athletic Equipment Attendant I (501009)
Sacramento
Application submitted 15 Jul 2021 at 7:51pm PST.
Current status: Invited for Interview

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

Event booking - select time slot

Event type: Interview 1
Event: 501009 - Initial Interview

Please select a time slot:*

Date	Start Time	End Time	Venue	Address
<input type="radio"/> 2 August 2021	9:30am	10:30am	[REDACTED]	California United States
<input type="radio"/> 2 August 2021	11:00am	12:00pm	[REDACTED]	California United States
<input type="radio"/> 2 August 2021	1:00pm	2:00pm	[REDACTED]	California United States
<input checked="" type="radio"/> 3 August 2021	9:30am	10:30am	[REDACTED]	California United States
<input type="radio"/> 3 August 2021	11:00am	12:00pm	[REDACTED]	California United States
<input type="radio"/> 3 August 2021	1:00pm	2:00pm	[REDACTED]	California United States

After the booking is confirmed by the applicant, they will be provided with the Event specific information you entered earlier. The Event Users will also receive calendar notifications alerting them to the booked time slot.

Event booking details

Booking confirmation

You have been booked into the following event:

Event type: Interview 1
Event: 501009 - Initial Interview
Date: 3 August 2021, 9:30am to 10:30am
[Add to Google Calendar](#)
[Add to Other Calendar](#)
Venue: [REDACTED]
California United States
Contact name: Herky Hornet
Event instructions: Please park next to Welcome Center. Call Herky at 916-555-9876 when you arrive. A parking permit and instructions will be emailed to you ahead of time. Please bring your giant foam rah-rah finger.

[Decline this booking](#) [Reschedule this booking](#) [Print](#) [Back to home](#)