

## Reviewing Applicants

### *Assumptions/Prerequisites*

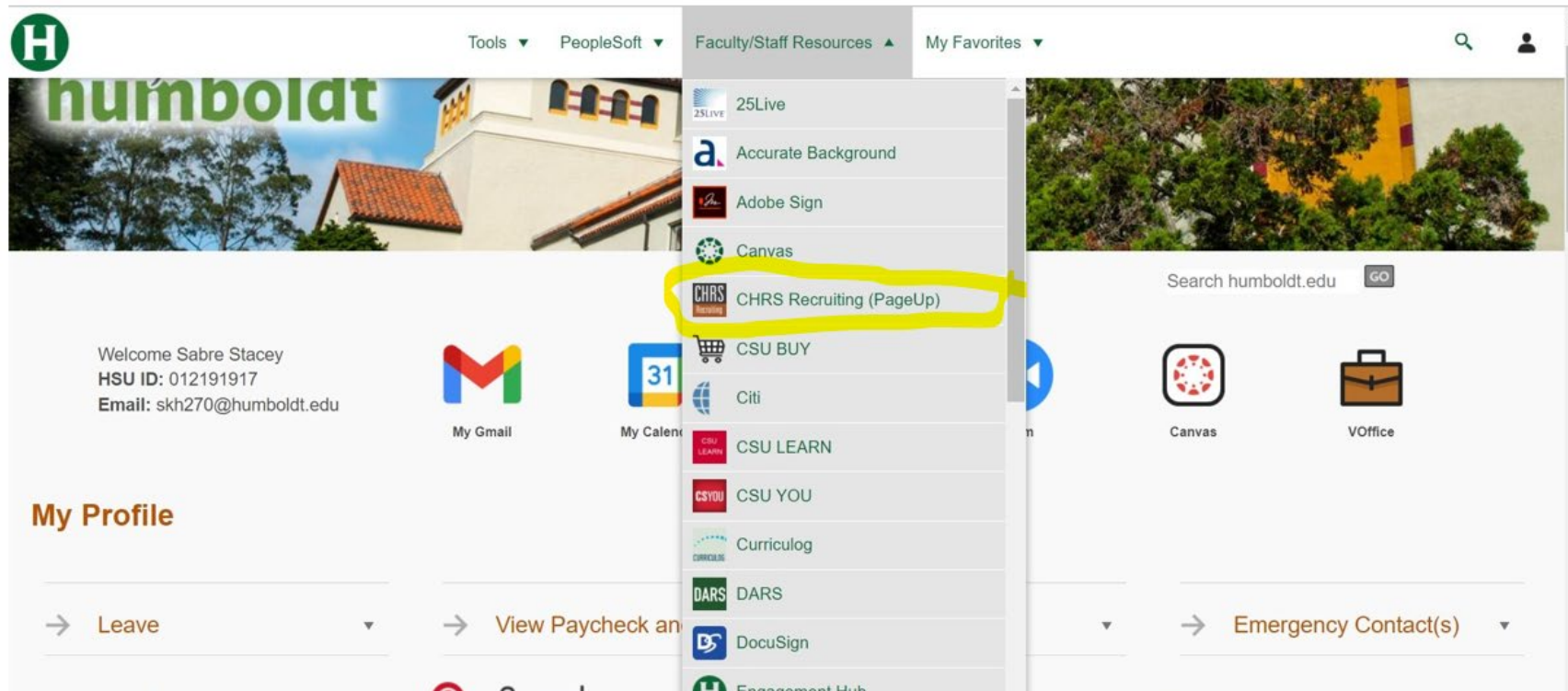
Role: Department Chair or Academic Support Coordinator

System Permission Level: CSURSPUT Hiring Manager Plus (Chairs) or CSURSPUT Department Admin Plus (ASCs)

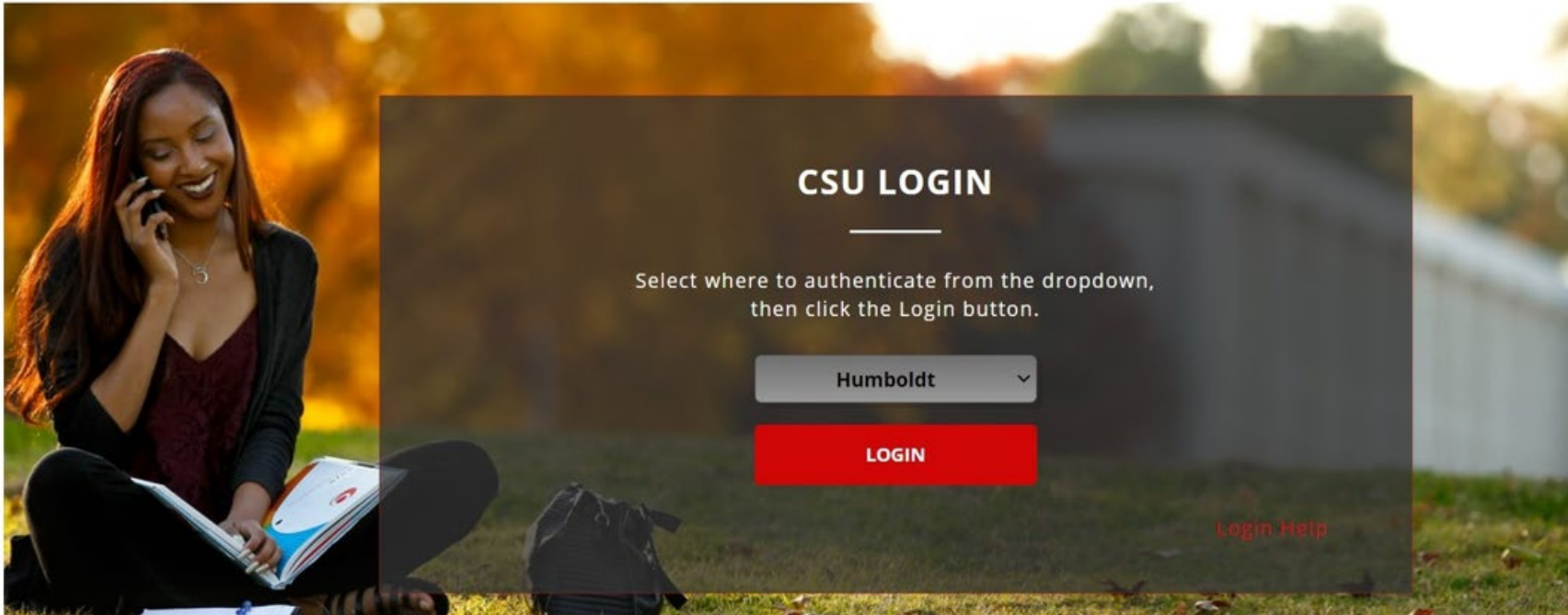
Job Card: Identified as Search Committee Chair (Chairs) or Admin Support (ASCs)

### Logging in:

Access CHRS Recruiting from the myHumboldt portal Faculty/Staff Resources drop-down menu:



Next, choose our campus “Humboldt” from the CSU campus drop-down menu:



From the Dashboard, click on the “Search committee review” tile.

The screenshot shows a dashboard titled "My Dashboard" for Eileen Cashman. The dashboard contains eight tiles with the following details:

Tile Title	Icon	Text	Action Button
Position Description	Clipboard with red star	Not applicable to faculty	Manage position descriptions and create...
Jobs	Briefcase	0 Jobs open 1 Team Jobs open	New job
Approvals (May not be applicable)	Pencil and eraser	1 Jobs awaiting your approval 1 Approved	
Advertisements	Megaphone	0 Advertisements	
Applications	Document with checkmark	0 Jobs have applicants for review 0 Applicants assigned to you for review	
Search committee review	Group of people	1 Jobs requiring panel review	
Interviews	Speech bubbles	0 Scheduled Interviews	
Offers	Envelope	0 Offers awaiting your approval 0 New hires	

Click the blue “View Applicants” link on the right to see all the new applications that have come in that you have not reviewed yet:

The screenshot shows the PageUp application interface. At the top is a dark blue navigation bar with the PageUp logo on the left and menu items: Jobs, People, Reports (with a dropdown arrow), Recent Items (with a dropdown arrow), Eileen (with a dropdown arrow), and a help icon (with a dropdown arrow). Below the navigation bar is a section titled "My search committee jobs". This section contains a table with the following columns: Job number, Date added, Status, Title, User, Total applications, and Your role. A single row of data is visible, with the "View Applicants (2)" link highlighted by a yellow circle. Below the table, there is a footer area with "Page 1 of 1" on the left and "Records 1 to 1 of 1" on the right.

Job number	Date added	Status	Title	User	Total applications	Your role	
505633	Oct 18, 2021	Approv	Lecturer Pool in Department of Environmental Resources Engi	SV	5	Search Committee Cha	<a href="#">View Applicants (2)</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>

On this page, you can see the list of applicants on the left hand side, along with a place to make notes on the right. You can also provide an overall rating.

The screenshot shows the PageUp recruitment system interface. At the top is a dark blue navigation bar with the PageUp logo on the left and menu items: Jobs, People, Reports, Recent Items, Eileen, and a help icon. The main content area is split into two columns. The left column is a sidebar for the 'Lecturer Pool in Department of Environmental Resources Engineering (505633)'. It includes a 'Job Code/Employee Classification: Lecturer AY' label, buttons for 'Bulk compile and send' and 'Bulk move', a 'Select all' checkbox, a 'Sort: Outcome' dropdown, and a 'New Application' section. Under 'New Application', there are two applicant entries: Ken Thrift (Nov 16, 2021, 4 - Far exceeds requirements, Reviewed) and Test Vick (Oct 26, 2021, 1 - Meets some requirements, Reviewed). The right column is the review area for 'Lecturer AY', showing a 'Saved: ✓' status and a 'Summary' section with a text box containing 'Hire this one.'. Below the summary are dropdown menus for 'Overall Rating: 4 - Far exceeds requirements' and 'Rank: No'.

Click the person's name to open the applicant card and view the CV, as well as contact information and other application materials, and a history of communication with them.

**HM-English Department Temporary Faculty Pool-TEST (496680)**  
Job Code/Employee Classification: Lecturer AY

Bulk compile and send    Bulk move

Select all    Sort: Outcome

**New Application**

- Rose Nylund**  
May 3, 2021
- Stanley Zbornak**  
May 3, 2021

**Reference Checks Initiated**

Job Code/Employee Classification: Lecturer AY

Summary

Rose can teach ENGL 100, 200, and 333

Overall Rating: Select    Rank: No

Viewing the CV via the Applicant Card:

**i** You are viewing this applicant's application for the job **HM-English Department Temporary Faculty Pool-TEST**. Only information related to this application will be shown.

**Ms Rose Nylund** ● Print Actions ▾  
[View profile](#)

<b>Address</b>	345 Blonde Ave Fl. Lauderdale, Florida 33335, United States	<b>Phone</b>	+1 777-666-8888
<b>Cell</b>	+1 502-666-9999	<b>E-mail</b>	<a href="mailto:TestUserVick+RosePool@humboldt.edu">TestUserVick+RosePool@humboldt.edu</a>
<b>Original source</b>	Careers website	<b>e-Zines comms hold</b>	<input checked="" type="checkbox"/> Yes

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

---

Test Applicant Resume.docx Download

Save Print Zoom Out Zoom In PDF

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**Name: Yourname Applicant**


123 Maple Street  
Long Beach  
California  
98765


Close

Viewing the History via the Applicant Card:

Applications History Scheduled emails Resume / CV

Job: All Item: All

Monday, May 3, 2021, 12:16pm  Document  
HM-English Department Temporary Faculty Pool-TEST (496680)  
Resume: Test Applicant Resume.docx Size: 25kb  
[View PDF](#)

Monday, May 3, 2021, 12:16pm  Document  
HM-English Department Temporary Faculty Pool-TEST (496680)  
Cover letter: Letter of Interest.docx Size: 13kb  
[View PDF](#)

[Close](#)

Once you have screened each applicant, you can move them in bulk to the “Department Chair Review Successful” or the “Department Chair Review Unsuccessful” statuses as a holding place. When you’re ready, follow the next steps to conduct reference checks, and begin hiring.



### Incumbent Lecturers Reapplying to the Pool

For any incumbent lecturers (those who worked in the prior academic year), you would do the same review steps, but the application status will instead be either “Worked Previous AY” for those you do not yet have work for, or “Hire Complete - Worked Previous AY” for faculty who will have course assignments.

While not a requirement, current temporary faculty unit employees may complete the application to the department’s temporary faculty pool to indicate their continued interest in temporary faculty employment in their current department. This serves as a communication tool for a temporary faculty member to inform the department about courses or assignments in which they are interested. It is not required to maintain entitlements. This replaces the Form 585: Request for Subsequent Lecturer Appointment.

Incumbent lecturers do **not** need reference checks or a new background check in order to be reappointed.