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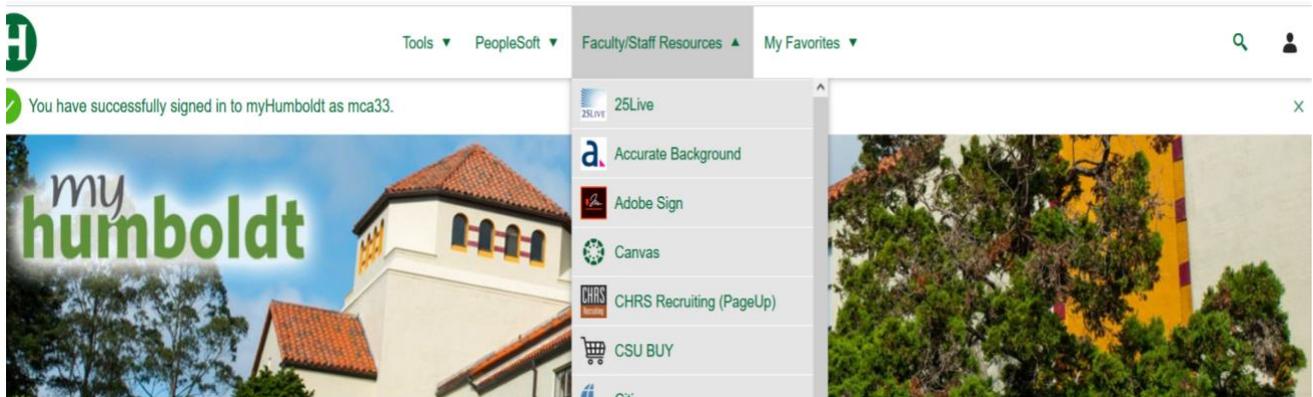
2. **From the Search committee review tile, click on # Jobs requiring panel review.**

3. Click on View Applicants.

View Applicants (5) | View responses | Edit job
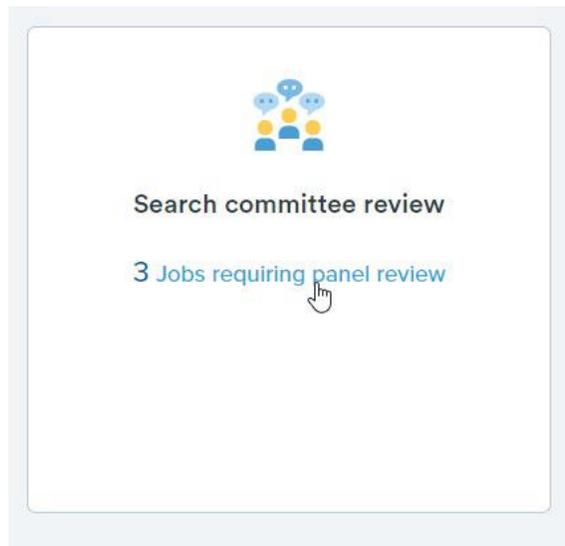
4. Click on the applicant to open the applicant card.

Payroll Technician II - HR Training Only (494869)

Job Code/Employee Classification: Payroll Technician II

Bulk compile and send   Sort: Outcome ▾

☐ Select all

☐ 📧 🗐 Jamie Ellis
Jan 15, 2020

☐ 📧 🗐 John Jingle
Jan 17, 2020

☐ 📧 🗐 John Wayne
Jan 15, 2020
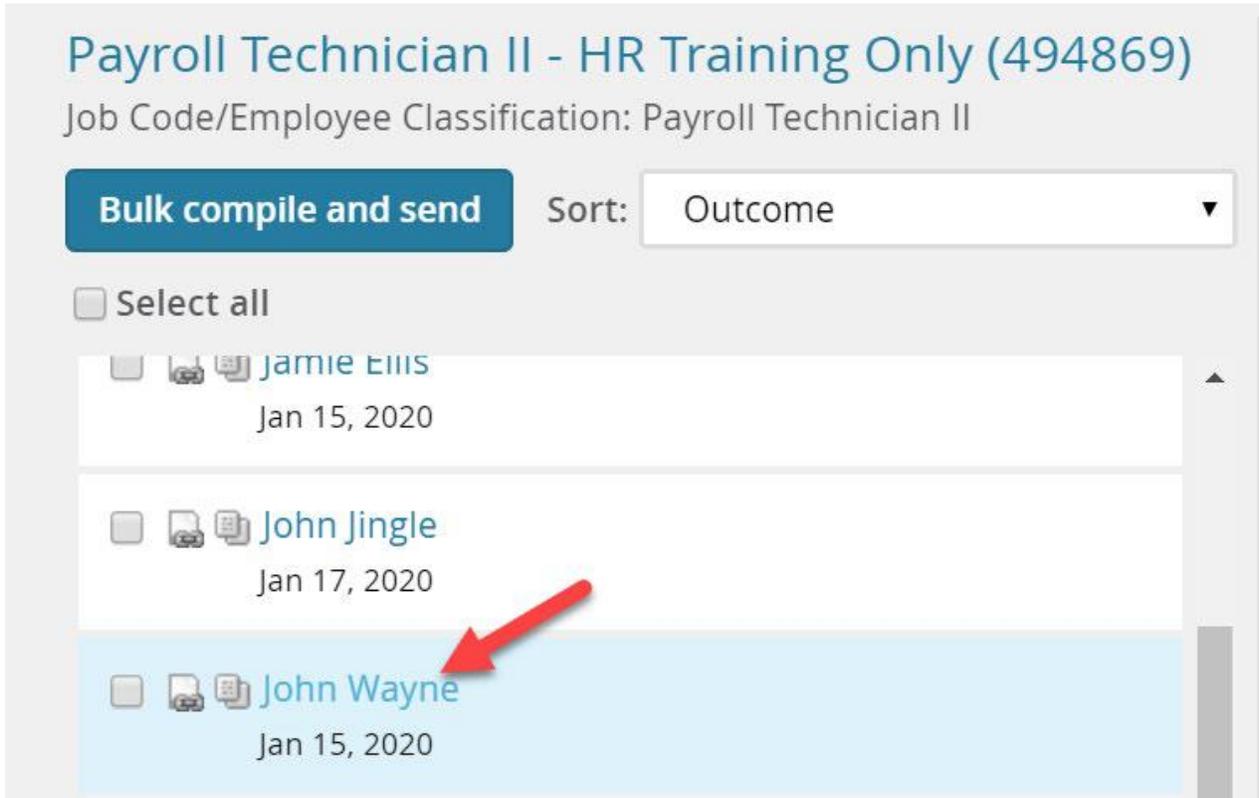
5. Under "Status changed" click on the application status.

Applications   History   Resume / CV

ⓘ 494869 - Payroll Technician II - HR Training Only   ···

Date submitted   Applied via   Status changed Jan 17, 2020   Offer
Jan 15, 2020   Other job boards   Search Committee Review   No offer

Resume / CV   Form
View   View

(Close)
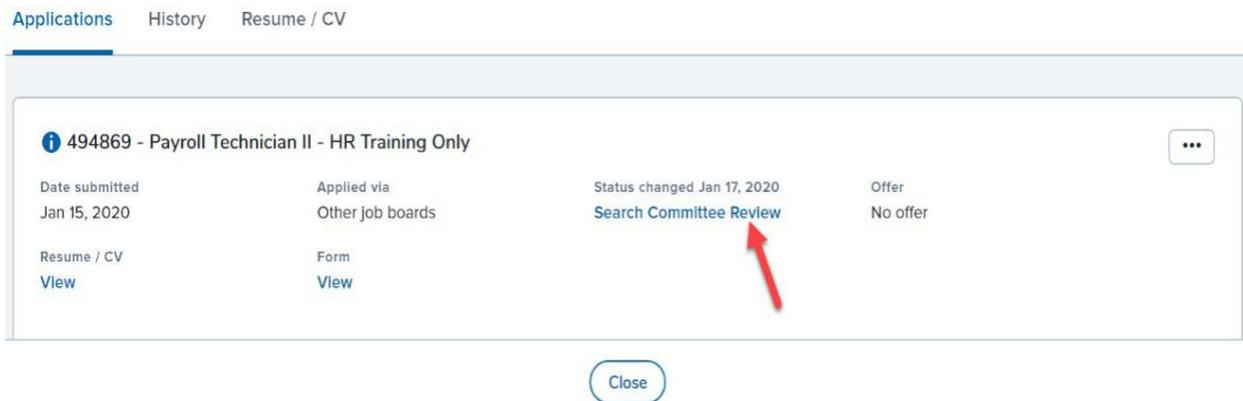
6. Select the application status you want to move the applicant into. Click Next.
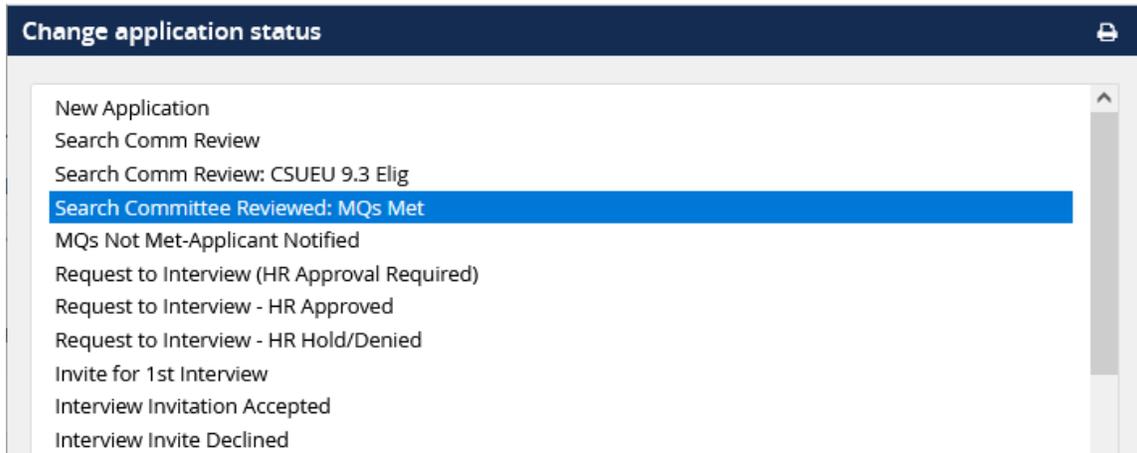
Change application status   🖨

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
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   ○ No

ℹ 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
☐ Administrative Support   ☐ Hiring Administrator
☑ HR/Faculty Affairs Representative ☐ 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
[   ] 🔍 ✏

E-mail from:*   [careers@humboldt.edu]

E-mail subject:*   [{JOBNO} {JOBTITLE} MQs Met]

E-mail body:*   Merge fields

B *I* U S̶ ≡▼ ≔▼ ≡ ≡ Formats▼ A▼ A▼ 𝒫 ⊞▼ I̲ <>   ⑦

CAL POLY HUMBOLDT

Hello,

Move now   Cancel
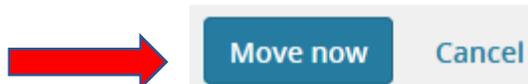
8. The applicant will be moved into the new status.

How to bulk move application statuses

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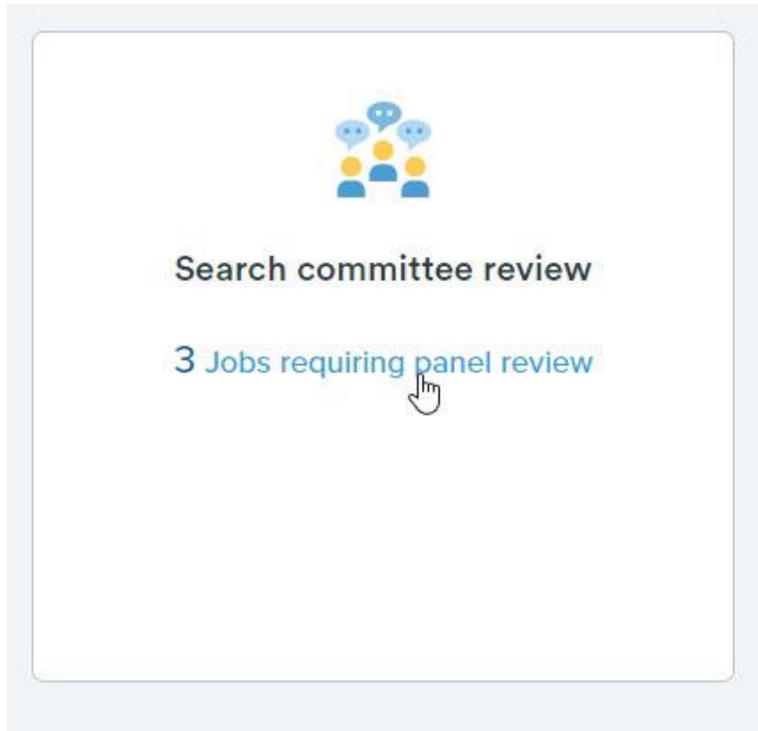
2. **Click on View Applicants.**

3. **Select the applicants you want to bulk move.**

4. Click Bulk Move.
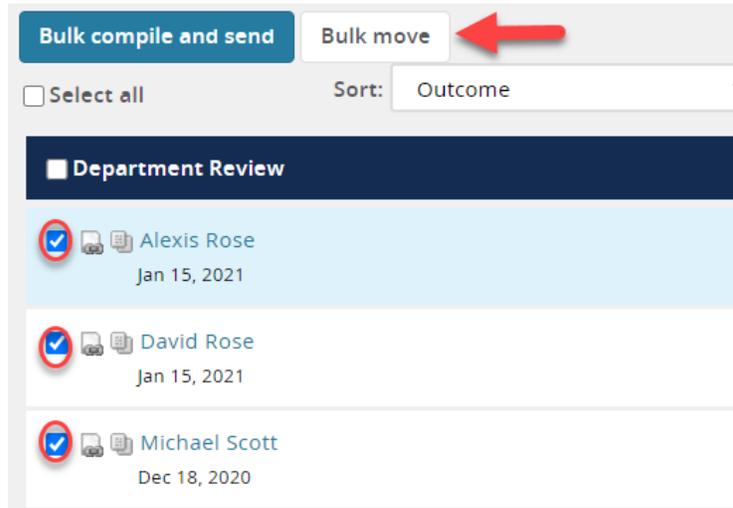
5. Select the application status you want to move the applicants into.
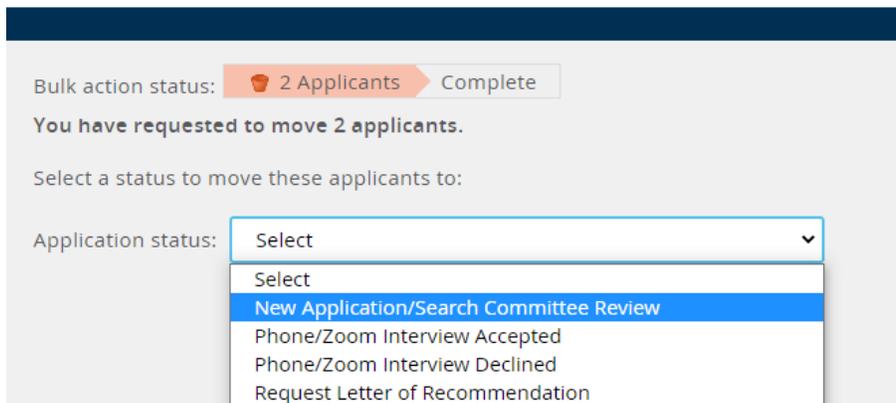
6. Click Next

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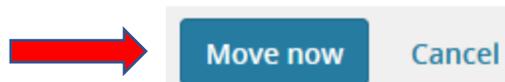
8. **The selected applicants will be moved into the new status.**