

Getting Started with CHRS Recruiting

Revision history

Last modified on	Author	Reason
1/24/19	CHRS Recruiting Training Team	Initial document published
1/30/2022	CHR	CHR Update

Introduction

This guide is an introduction to the CHRS Recruiting system for end-users. If you have never worked with the CHRS Recruiting system before, this guide provides some fundamental skills that you need to know before you can use the CHRS Recruiting system.

What you will do

- Log in to CHRS Recruiting
- Explore the top navigation bar
- Open the PageUp Knowledge Portal
- Recognize role-based interface differences

System overview

The CHRS Recruiting system is a PageUp implementation. PageUp is a software vendor that provides the recruiting system software.

Although the CHRS Recruiting system serves the entire CHRS system, each campus has configured the system for its users. These customizations include the look and feel of the interface and the permissions for each role.

CHRS is a cloud-based system and receives regular updates from PageUp, which means that the user interface can be updated periodically. These changes mostly affect the look and feel of the web pages, but the underlying functionality does not change significantly. The background colors, icons, buttons, and their positions on the page might change after these guides were written.

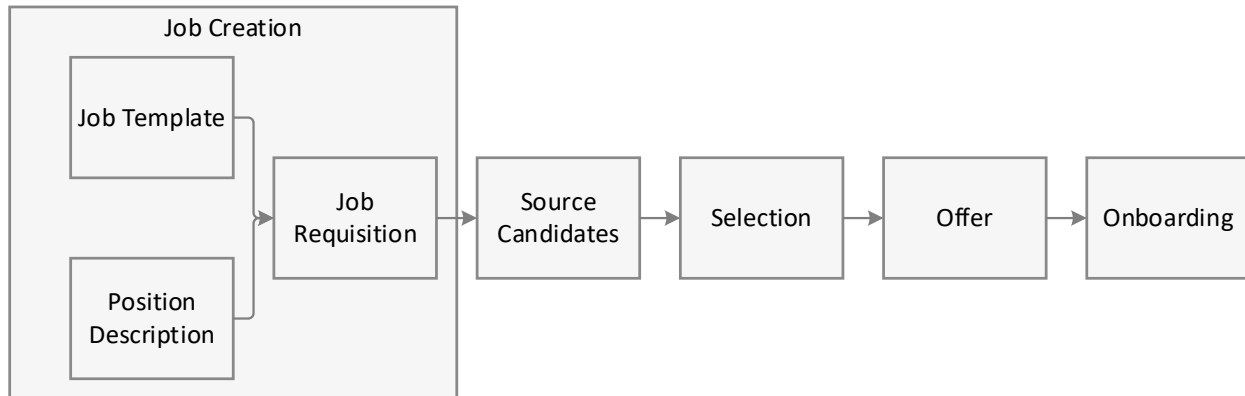
PeopleSoft HCM integration

CHRS Recruiting is one part of the CHRS common human resources system, which uses PeopleSoft HCM. The following data from PeopleSoft HCM is integrated into CHRS Recruiting.

Data	Description
Users	All active employees are set up in CHRS Recruiting and can sign in with Single Sign On. Use your campus email address and password to log in to CHRS Recruiting.
Positions	Position information is imported from the CHRS Recruiting system. Position IDs are searchable.
Hierarchy	The campus organizational structure is represented in CHRS Recruiting.

Data	Description
Sites	Campus locations are configured in CHRS Recruiting, including customization for each campus. A site includes a main campus and any satellite sites where positions can be recruited for.
Pay Scale	CHRS Pay Scale, standard across the system, is integrated with CHRS Recruiting.

Recruiting Process Overview



Job Creation: The recruiting process begins with the creation of a job. If the job requires a position description, then you start with one. Job templates can shorten the time to create a new job.

Source Candidates: After the job is created and approved, you post the job to make it available for applicants. Recruiters can also search through existing talent pools and invite applicants.

Selection: Applications are reviewed and shortlisted. Some applicants are moved forward in a recruitment process.

Offer: When an applicant is selected for the position, an offer is created, approved, and made.

Onboarding: After the applicant has accepted the offer, onboarding tasks begin.

New Hire data from CHRS Recruiting system is sent to PeopleSoft HCM to record employment transactions and to generate pay.

Logging in to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CHRS campuses. Each campus has made some customizations, but everyone logs into the same CHRS Recruiting system.

Your SDSUId identifies you as an internal CHRS user. Only internal users can access the system.

When to log in

- You need to access the CHRS Recruiting system.
- The system has logged you out after being idle.

Prerequisites and assumptions

- You must have an SDSUId to get access the system.
- Your browser supports all of the features of PageUp.

- Popups are enabled for the CHRS Recruiting website.

How to log in to CHRS Recruiting

Using a compatible web browser, go to the CHRS Recruiting Website.

[CHRS Recruiting Login](#)

What happens next

The CHRS Recruiting Home page opens.

Related documents

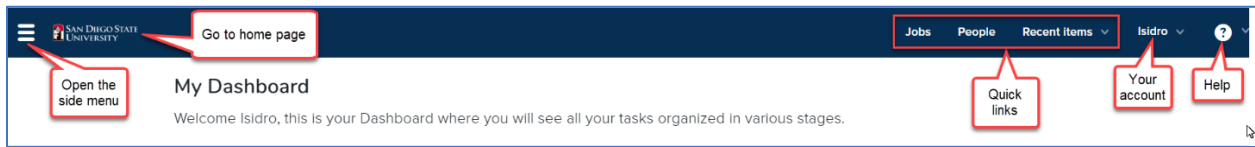
[Logging In](#)

[Single Sign-On](#)

[Compatible Browsers](#)

Explore the Top navigation bar

After you log in to the system, you see the Top navigation bar. This bar provides links to other pages.



- The menu icon opens the side menu. The side menu provides navigation to all other pages.
- Your campus opens the Home page.
- Quick links open the most commonly-used pages for your role.
- Your account: shows your account name and provides a link for you to log out.
- The question mark icon provides links to the PageUp Knowledge Portal, Support services, and print function.

What happens next

With the Top navigation bar, you can:

- Open the main menu.
- Open quick links available to you.
- Return to the Home page.
- Log out.
- Access the Knowledge Portal.

Related documentation

[PageUp Knowledge Portal article about the Top navigation bar](#)

Accessing the PageUp Knowledge Portal

The PageUp Knowledge Portal provides more information about the PageUp system.

Prerequisites and assumptions

You must be logged in to the PageUp system.

How to access the PageUp help resources

Whether you need documentation or instructional videos, you can access them through the PageUp help resources menu.

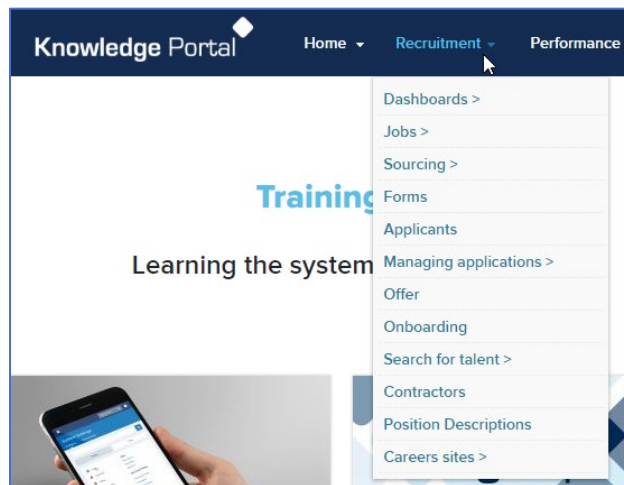
1. Log in to CHRS Recruiting using your calstate email address.



3. Select Knowledge Portal.

After you enter the Knowledge Portal, try the following activities:

- Search for specific terms.
- Visit the Training Box to watch instructive videos.



- Review the Support FAQs.

Role-based interface differences

Every user who logs in to the CHRS Recruiting system is assigned to one or more roles. Your role determines what you can see within the CHRS Recruiting system dashboards and menus, including:

- Links available in Quick Links
- Links available in the Navigation menu
- Dashboards
- Buttons, links, controls to perform certain tasks (such as create a job)

Role permissions are defined by *permission groups*. Base permission groups were defined to provide access to commonly used pages and functions.

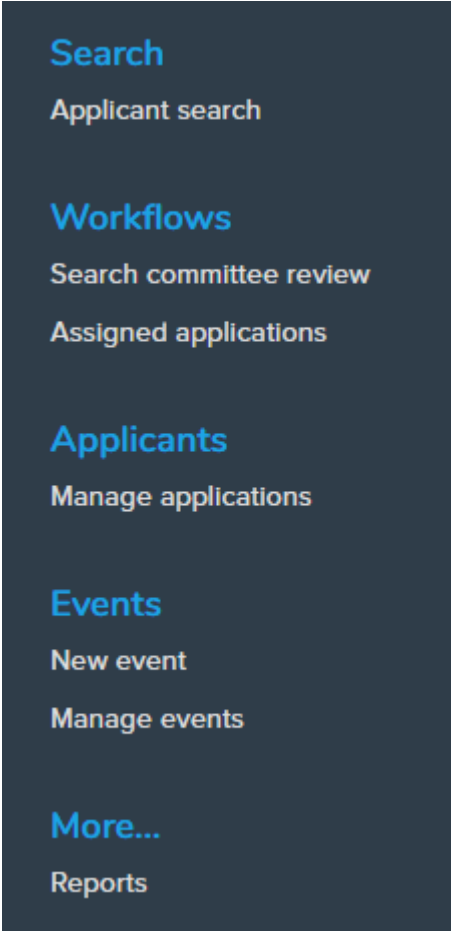
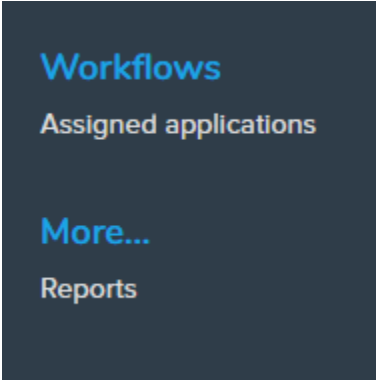
Super users and end users

Users are broadly divided into two main groups: Super Users and End Users.

- Super users are responsible for configuring, maintaining, and administering the system.
- End Users work with the CHRS Recruiting system to complete recruiting tasks.

Example of role differences

Different roles have access to different dashboards and menu items.

Search Committee Chair menu	Additional viewer menu
 <p>The screenshot shows a dark blue vertical menu with the following items: Search (with sub-item Applicant search), Workflows (with sub-items Search committee review and Assigned applications), Applicants (with sub-item Manage applications), Events (with sub-items New event and Manage events), and More... (with sub-item Reports).</p>	 <p>The screenshot shows a dark blue vertical menu with the following items: Workflows (with sub-item Assigned applications) and More... (with sub-item Reports).</p>

Related documentation

[PageUp Knowledge portal article on security](#)