

Search Committee Chair Dashboard

Revision history

Last modified on	Author	Reason
2/8/2019	CHRS Recruiting Training Team	Initial publication
1/30/2022	SDSU HR	SDSU Update

Introduction

When you log in to the CHRS Recruiting system, you go to the Home page that shows the Dashboard for your role.

What you will do

Identify functions of the Search Committee Chair dashboard.

Search Committee Chair Dashboard Overview

Dashboards differ among roles. Search Committee Chairs typically serve a dedicated role in the recruitment process, so their dashboard is streamlined to provide most frequently used page links where they can gain quick insight on the status of their requisitions and perform their functions easily.

The Search Committee Chair role is defined by a set of permissions that allow a user to perform the functions of a Search Committee Chair.

Prerequisites and assumptions

- You must be logged in to the CHRS Recruiting system.
- You must have the appropriate permissions to view the dashboard.
- Your browser must have popups enabled for this site.

Definitions

Term	Definition
Search Committee chair	A committee member who is able to read other committee members' responses and rank applicants during the search committee review.

Search Committee Chair Dashboard functions

The Search Committee Chair dashboard displays function widgets that organize your tasks in various stages and provide you quick access to functional areas to complete your tasks.

The dashboard consists of six function widgets arranged in two rows. Each widget contains an icon, a title, and a count of items.

- Position Description:** My position description - Under review
- Approvals (May not be applicable):** 0 Jobs awaiting your approval, 0 Approved
- Advertisements:** 0 Advertisements
- Applications:** 0 Jobs have applicants for review, 0 Applicants assigned to you for review
- Search committee review:** 2 Jobs requiring panel review
- Interviews:** 0 Scheduled interviews

Widget	Links to other pages
Position Description	N/A (SDSU is not using Position Description at this time.)
Approvals	# Jobs awaiting your approval links to the list of those jobs. This function may not be available to you based on campus business process # Approved links to a list of recently approved jobs.
Advertisements	# Advertisements links to My Sourced Jobs . This page contains all the jobs that you posted. This function may not be available to you based on campus business process.
Applications	# Jobs have applicants for review links to Shortlisted applicants . # Applicants assigned to you for review links to My applicants .
Search committee review	# Jobs requiring panel review links to My search committee jobs . From there, you can view applicants, view committee members’ rating and comments, or access the posted jobs.
Interviews	# Scheduled interviews links to My events page, showing a list of upcoming events.

Using the Widgets

Widgets have multiple functions. Some widgets show a number of items that need attention. These display items are actually links to other pages. Clicking on the link goes to a page where you can address those needs.

Permissions affect the interface

Your role might be further refined to provide or restrict certain functions. For example, the advertisement tile might be disabled for your role if you are not authorized to access this information based on your campus' business process.