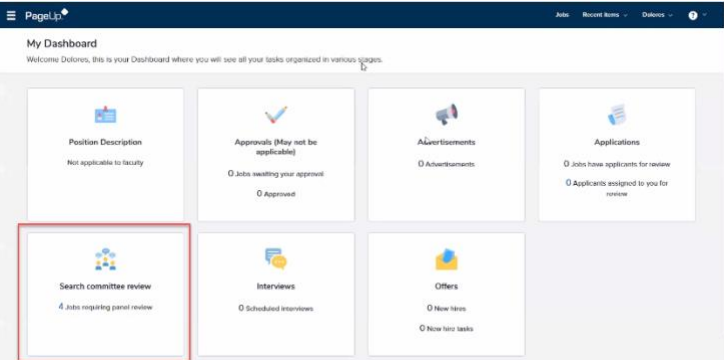
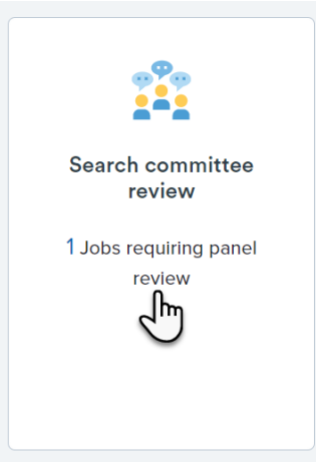
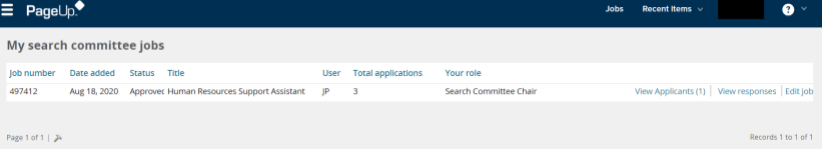
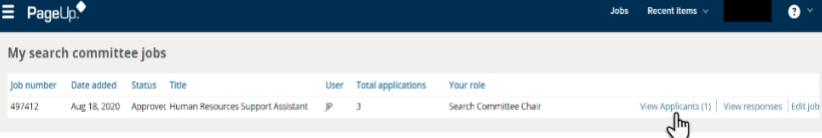


# SEARCH CHAIR - SCHEDULING INTERVIEWS, APPLICATION STATUSES, & SALARY ANALYSIS

<p><b>SCHEDULING INTERVIEWS</b></p> <p>View Outlook for interview team calendar availability prior to scheduling interviews.</p> <p>1. Go to, <b>Search Committee Review</b> tile on My Dashboard</p>															
<p>1. Click <b>Jobs Requiring Panel Review</b></p>															
<p>In the My Search Committee Jobs page, a list of all jobs you are chairing will be displayed.</p>	 <table border="1"> <thead> <tr> <th>job number</th> <th>Date added</th> <th>Status</th> <th>Title</th> <th>User</th> <th>Total applications</th> <th>Your role</th> </tr> </thead> <tbody> <tr> <td>497412</td> <td>Aug 18, 2020</td> <td>Approved</td> <td>Human Resources Support Assistant</td> <td>JP</td> <td>3</td> <td>Search Committee Chair</td> </tr> </tbody> </table>	job number	Date added	Status	Title	User	Total applications	Your role	497412	Aug 18, 2020	Approved	Human Resources Support Assistant	JP	3	Search Committee Chair
job number	Date added	Status	Title	User	Total applications	Your role									
497412	Aug 18, 2020	Approved	Human Resources Support Assistant	JP	3	Search Committee Chair									
<p>1. Click <b>View Applicants</b> to begin scheduling interviews</p>															

1. Click the applicant name, the applicant profile will display
2. Click 'Search Committee Review' application status
3. Select 'Invite for Interview 1' application status, click 'Next'
4. A standard template for Invite for Interview 1 will display. Make any modifications to the bold language as appropriate
5. Click 'Move Now' to send the notification to the candidate(s)

Repeat steps 1 -5 until all candidates from the short list of candidates for interview consideration have been invited.

Candidate(s) will respond to your DH outlook account, **do not** respond via Outlook, see instructions below to send interview confirmation.

**Human Resources Support Assistant (497412)**  
 Job Code/Employee Classification: Admin Support Assistant 12 Mo

Bulk compile and send

Select all Sort: Outcome

Search Committee Review

Hollywood Boulevard #1 Reviewed  
 Sep 3, 2020 3 - Exceeds requirements

497412 - Human Resources Support Assistant

Date submitted: Sep 3, 2020  
 Applied via: Careers website  
 Status changed Sep 22, 2020: Search Committee Review  
 Offer: Offer declined

Change application status

CSUEU 9.3  
 Search Committee Review  
 Search committee unsuccessful  
 Invite for Interview 1  
 Interview 1 Accepted  
 Interview 1 Declined  
 Interview 1 Unsuccessful  
 Invite for Interview 2  
 Interview 2 Accepted  
 Interview 2 Declined  
 Interview 2 Unsuccessful  
 Invite for Interview 3  
 Interview 3 Accepted  
 Interview 3 Declined  
 Interview 3 Unsuccessful  
 Invite Interview 4  
 Interview 4 Accept  
 Interview 4 Decline  
 Interview 4 Unsuccessful  
 Hiring Manager Review  
 Finalist Selected/HR Review  
 Hiring Manager Review Unsuccessful

Confirm status change

CSUDH CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Dear Hollywood Boulevard,

Thank you for applying to California State University, Dominguez Hills.

We were impressed with your application for the Human Resources Support Assistant position and we would like to invite you for an interview **at our offices / via phone / via Zoom** to learn more about you and your background and experience.

You will meet with an *interview team*. The interview will last about **X** minutes and you will have an opportunity to discuss the Human Resources Support Assistant position and learn more about our University. **If applicable, let candidates know what they might need to bring to the interview**

Please let me know which of the following options you prefer.

**date/time**  
**date/time**  
**date/time**

Looking forward to hearing from you,

Kind Regards,

Move now Cancel

### INVITE FOR INTERVIEW CONFIRMATION

Go back to the applicant profile

1. Click 'Interview 1 Accepted' application status, click 'Next'
2. A standard Interview 1 Accepted confirmation template will display, make modifications to the bold language as appropriate
3. Click 'Move Now' to send confirmation

Repeat steps 1 -3 to send confirmation notices to candidate(s)

### Human Resources Support Assistant (497412)

Job Code/Employee Classification: Admin Support Assistant 12 Mo

Bulk compile and send

Select all Sort: Outcome

Search Committee Review

Hollywood Boulevard #1 Reviewed  
Sep 3, 2020 3 - Exceeds requirements

#### 497412 - Human Resources Support Assistant

Date submitted Sep 3, 2020	Applied via Careers website	Status changed Oct 14, 2020 <a href="#">Invite for Interview 1</a>	Offer <a href="#">Offer declined</a>
Resume / CV <a href="#">View</a>	Form <a href="#">View</a>		

#### Change application status

- CSUEU 9.3
- Search Committee Review
- Search committee unsuccessful
- Invite for Interview 1
- Interview 1 Accepted**
- Interview 1 Declined
- Interview 1 Unsuccessful
- Invite for Interview 2
- Interview 2 Accepted
- Interview 2 Declined
- Interview 2 Unsuccessful
- Invite for Interview 3
- Interview 3 Accepted
- Interview 3 Declined
- Interview 3 Unsuccessful
- Invite Interview 4
- Interview 4 Accept
- Interview 4 Decline
- Interview 4 Unsuccessful
- Hiring Manager Review
- Finalist Selected/HR Review
- Hiring Manager Review Unsuccessful

Submit [Next >](#) Cancel

#### Confirm status change

**CSUDH** CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Dear HollywoodBoulevard,

This email serves as confirmation for your on-campus interview scheduled for, **date**.

Please park in **Lot #** which is located **location**. Please purchase a daily parking permit from any kiosk within our campus parking lot upon arrival.

Kindly meet the interview team in the office of **office location** at **time**, which is located in the **Building location**.

Campus Map and Directions, link: <https://www.csudh.edu/campus-map-directions/>

Information about California State University Dominguez Hills, link: <https://www.csudh.edu/about/>

Information about the **department**, link: **department link**

The interview team is comprised of the following individuals:

**Team member names and job titles**

The team looks forward to meeting you on **date**!

Kind Regards,

[Move now](#) Cancel

**INVITE FOR INTERVIEW DECLINED**

Go back to the applicant profile

1. Click 'Interview 1 Declined' application status, click 'Next'
2. A standard Interview 1 Declined template will display, no modifications are needed
3. 'Interview 1 Declined reason' select the appropriate drop down selection
4. Click 'Move Now' to send notification

Human Resources Support Assistant (497412)  
 Job Code/Employee Classification: Admin Support Assistant 12 Mo

**Bulk compile and send**

Select all   Sort: Outcome

**Search Committee Review**

Hollywood Boulevard #1 Reviewed  
 Sep 3, 2020   3 - Exceeds requirements

497412 - Human Resources Support Assistant

Date submitted Sep 3, 2020	Applied via Careers website	Status changed Oct 14, 2020 Invite for Interview 1	Offer Offer declined
Resume / CV View	Form View		

Change application status

CSJEU 9.3  
 Search Committee Review  
 Search committee unsuccessful  
 Invite for Interview 1  
 Interview 1 Accepted  
**Interview 1 Declined** 1  
 Interview 1 Unsuccessful  
 Invite for Interview 2  
 Interview 2 Accepted  
 Interview 2 Declined  
 Interview 2 Unsuccessful  
 Invite for Interview 3  
 Interview 3 Accepted  
 Interview 3 Declined  
 Interview 3 Unsuccessful  
 Invite Interview 4  
 Interview 4 Accept  
 Interview 4 Decline  
 Interview 4 Unsuccessful  
 Hiring Manager Review  
 Finalist Selected/HR Review  
 Hiring Manager Review Unsuccessful

2

Submit   **Next >**   Cancel

Confirm status change

**CSUDH** CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Hello HollywoodBoulevard,

This email is to confirm that you have declined your interview for the Human Resources Support Assistant position at California State University, Dominguez Hills. Therefore, you are no longer being considered for this position.

We would like to retain your application on file and may be in contact with you if another appropriate opportunity becomes available.

Again, we are pleased that you considered Dominguez Hills as a prospective employer and wish you every success in your career.

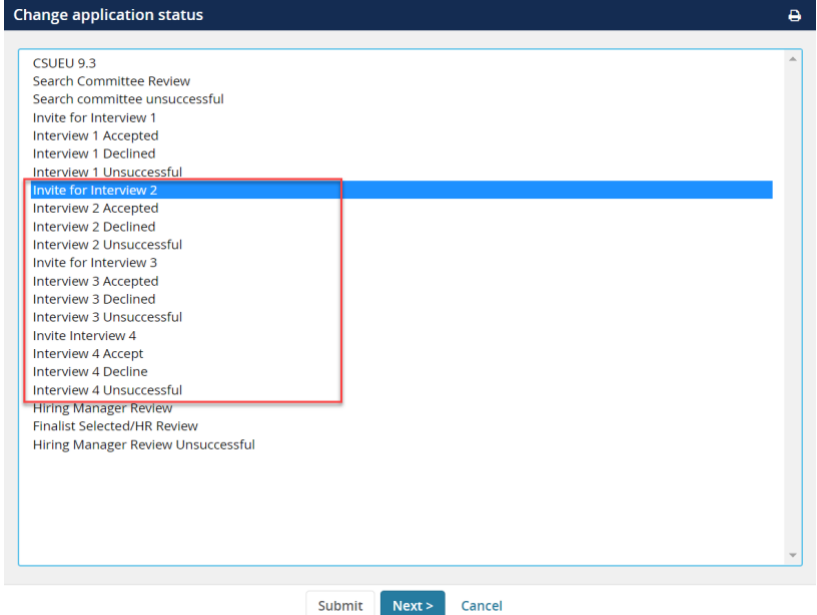
Kind Regards,

|

**Move now**   Cancel

In the event second or third round of interviews are needed, repeat all steps above utilizing the appropriate, Invite for Interview 2, 3, or 4 application statuses.

You may leave the application statuses for those candidates not moving forward to second or third round of interviews, the recruiter will send appropriate notifications once the job is closed/filled.

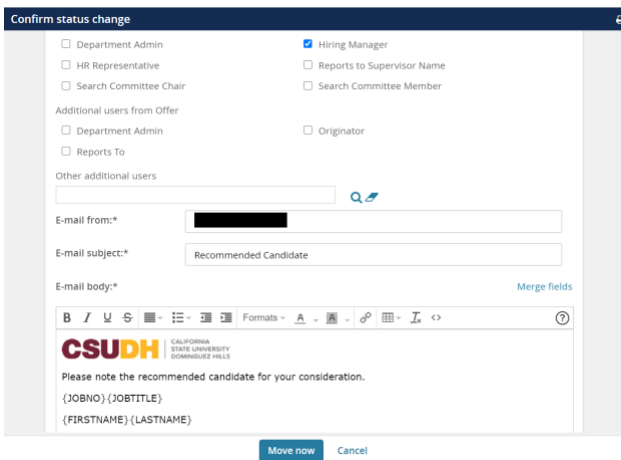
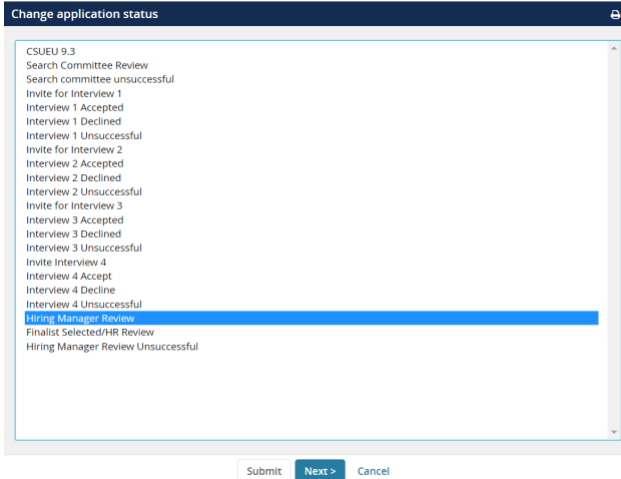


**HIRING MANAGER REVIEW**

5. Click 'Hiring Manager Review' application status, click 'Next'
6. A standard Hiring Manager template will display, no modifications are needed
7. Click 'Move Now' to send notification

This application status is intended for those recruitments when another Manager or Confidential is designated to chair a recruitment. The application status will notify the Hiring Manager to review the selected candidate application materials prior to moving forward with the salary analysis application status, 'Finalist Selected/HR Review'.

Upload all signed completed interview rating sheets in the 'Documents' section of the job card.



### SALARY ANALYSIS REQUEST

Go back to the applicant profile for the selected candidate

8. Click **'Finalist Selected/HR Review'** application status, click **'Next'**
9. A standard Salary Analysis template will display, no modifications are needed, these are automatic system merge fields.
10. Click **'Move Now'** to send notification to the Recruiter

The hiring manager will change this application status. This application status is intended once a candidate has been identified as the recommended candidate(s).

Change application status

CSUEU 9.3

Search Committee Review

Search committee unsuccessful

Invite for Interview 1

Interview 1 Accepted

Interview 1 Declined

Interview 1 Unsuccessful

Invite for Interview 2

Interview 2 Accepted

Interview 2 Declined

Interview 2 Unsuccessful

Invite for Interview 3

Interview 3 Accepted

Interview 3 Declined

Interview 3 Unsuccessful

Invite Interview 4

Interview 4 Accept

Interview 4 Decline

Interview 4 Unsuccessful

Hiring Manager Review

**Finalist Selected/HR Review**

Hiring Manager Review Unsuccessful

Submit Next > Cancel

Confirm status change

<input type="checkbox"/> Department Admin	<input checked="" type="checkbox"/> Hiring Manager
<input checked="" type="checkbox"/> HR Representative	<input type="checkbox"/> Reports to Supervisor Name
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member
Additional users from Offer	
<input type="checkbox"/> Department Admin	<input type="checkbox"/> Originator
<input type="checkbox"/> Reports To	
Other additional users	
<input style="width: 100%;" type="text"/>	
E-mail from:*	
<input style="width: 100%;" type="text"/>	
E-mail subject:*	
<input style="width: 100%;" type="text"/>	
E-mail body:*	
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f3f3f3; padding: 2px 5px; font-weight: bold;">B</div> <div style="font-size: 0.8em; margin-top: 5px;"> <span>Compensation team,</span>            Kindly run the following salary analysis for the recommended candidate (FIRSTNAME) {LASTNAME}, {JOBTITLE} {JOBNO}            {MANAGERFIRSTNAME} {MANAGERLASTNAME}            {MANAGERTITLE}         </div> </div>	

Move now Cancel