

INTERVIEW RATING SHEETS UPLOAD

Log into CHRS- Recruiting through your MyCSUDH account

The screenshot shows the CHRS dashboard for employees. At the top, there is a navigation bar with tabs for STUDENTS, APPLICANTS, FACULTY, and EMPLOYEES. Below this is a sidebar menu with options: My Personal Info, My Payroll / Benefits, Financial Aid, Recruiting, CHRS Recruiting (highlighted with a red box), and PeopleSoft Recruiting. At the bottom of the sidebar are Report My Time and Approve Time. The main content area features a 'FALL 2020/COVID-19 UPDATES' banner with the URL csudh.edu/together and a list of links to learn more about CSUDH's response to COVID-19 and the Fall 2020 semester. Below the banner is a 'SOFTWARE LAUNCHPAD' section with icons for Adobe, Mathematica, Office 365, SPSS, Zoom, and MATLAB.

On your Dashboard, find the 'Jobs' tile and click the 'Jobs Open' hyperlink to be redirected to the 'My Jobs' page

The screenshot shows a 'Jobs' tile on the dashboard. It features a blue briefcase icon with a mouse cursor pointing to it. Below the icon, the word 'Jobs' is displayed. Underneath, there is a red-bordered box containing the text '1 Jobs open'. Below this, it says '1 Team jobs open'. At the bottom of the tile is a blue button labeled 'New job'.

In the 'My Jobs' page, a list of all open jobs within your area will be displayed, find the correct job
Click 'View' hyperlink

Job number	Title	Anticipated Hiring Range	College/Program	Date added ↓	Status	Hiring Administrator	Reports to Supervisor Name	Team (internal team)
497412	Human Resources Support Assistant		Human Resources	Aug 18, 2020	Approved			DH-DEVELOPMENT - 51000 View

Click on the 'Documents' tab

- In the drop down menu, select 'Document from a File'
- Press, 'Upload File'
- Upload your interview question file
- Document Category, 'Interview Questions and Evaluation'
- Save and Close

Position info Notes **Documents** Reports

Select ▼

Document	Date	Size	Category	
City of Carson - Interview Rating Sheet	Sep 25, 2020	11 Kb	Interview Questions and Evaluation	View Delete
Teddy Toro - Interview Rating Sheet	Sep 25, 2020	11 Kb	Interview Questions and Evaluation	View Delete
DH - Interview Rating Sheet	Sep 25, 2020	11 Kb	Interview Questions and Evaluation	View Delete

Once the interviews are complete, you will need to scan and upload all signed individual interview-rating sheets as instructed above.