INTERVIEW TEAM UPLOAD

Log into CHRS-Recruiting through your MyCSUDH account	
On your Dashboard, find the '**Jobs**' tile and click the '**Jobs Open**' hyperlink to be redirected to the '**My Jobs**' page	
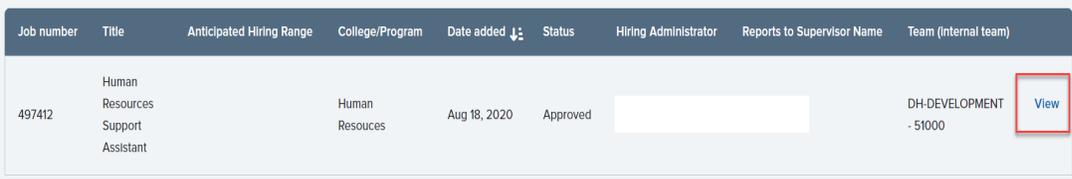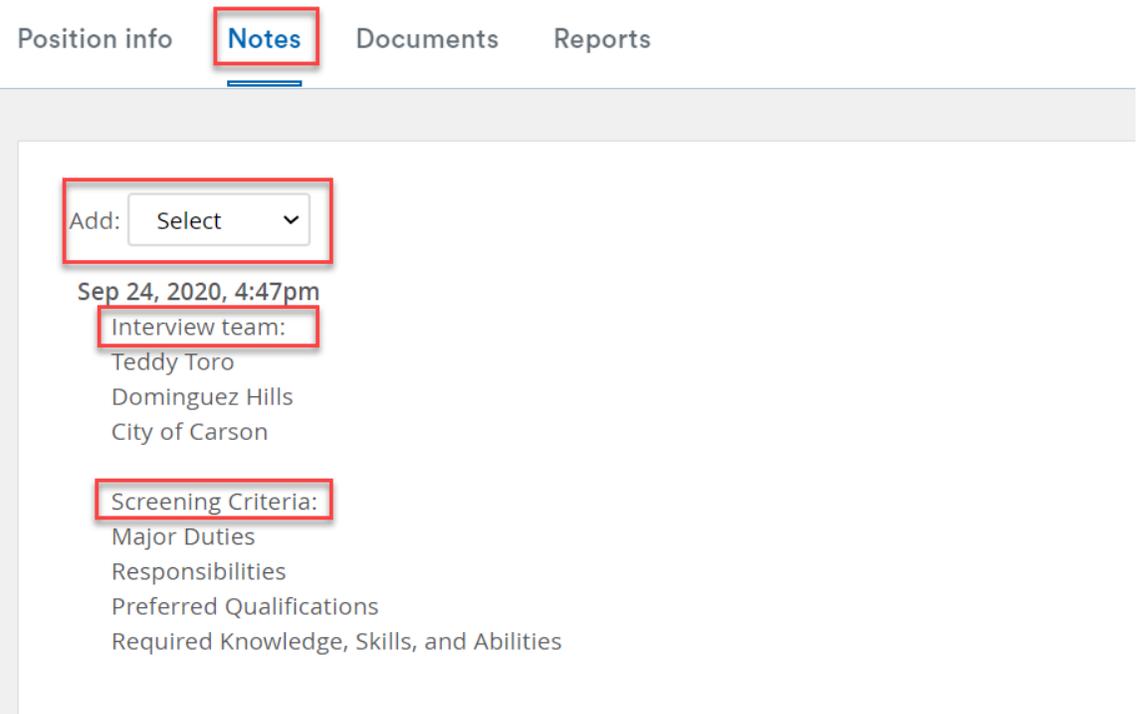
In the '**My Jobs**' page, a list of all open jobs within your area will be displayed, find the correct job Click '**View**' hyperlink	<table><tr><th>Job number</th><th>Title</th><th>Anticipated Hiring Range</th><th>College/Program</th><th>Date added ↓⁼</th><th>Status</th><th>Hiring Administrator</th><th>Reports to Supervisor Name</th><th>Team (internal team)</th><th></th></tr><tr><td>497412</td><td>Human Resources Support Assistant</td><td></td><td>Human Resouces</td><td>Aug 18, 2020</td><td>Approved</td><td></td><td></td><td>DH-DEVELOPMENT - 51000</td><td>View</td></tr></table>
Enter the Interview team and screening criteria in the '**Notes**' section • In the 'Add' dropdown, select '**Note**' • Enter information and submit when complete *APC and SETC contract provisions require a union represented employee to serve on the committee*	Position info **Notes** Documents Reports Add: Select ⌄ **Sep 24, 2020, 4:47pm** Interview team: Teddy Toro Dominguez Hills City of Carson Screening Criteria: Major Duties Responsibilities Preferred Qualifications Required Knowledge, Skills, and Abilities