

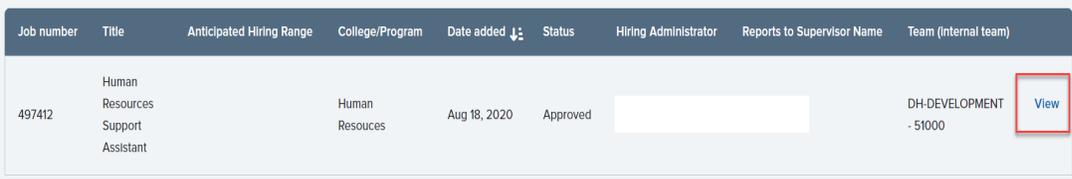
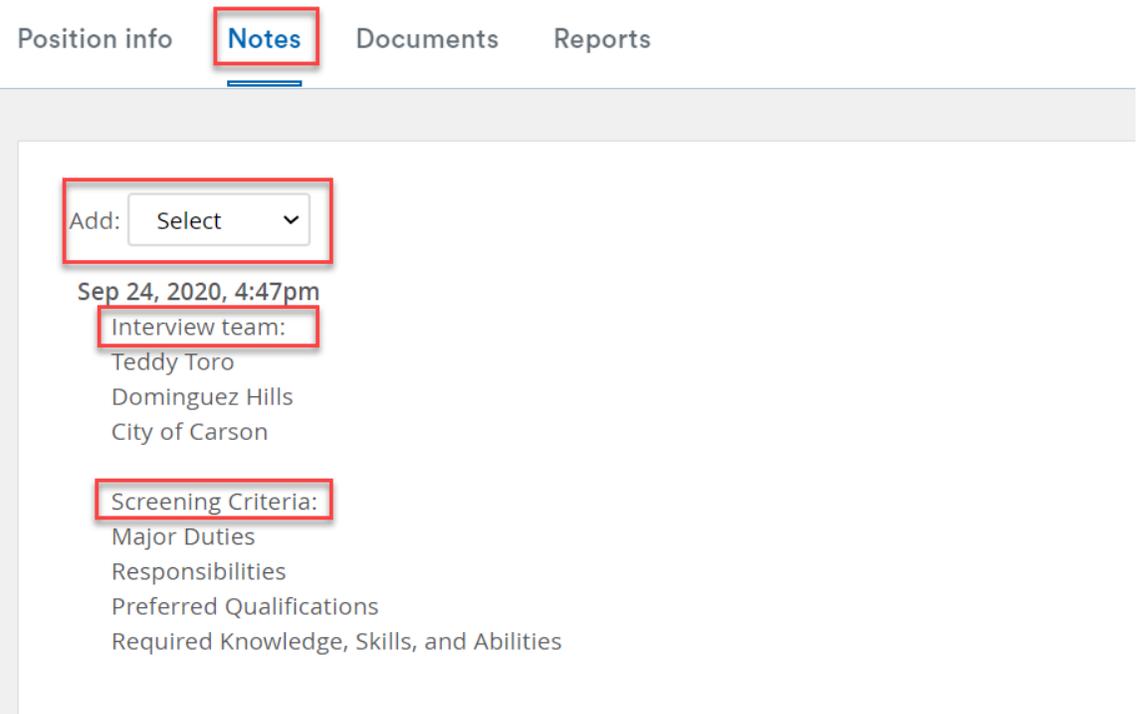
INTERVIEW TEAM UPLOAD

Log into CHRS- Recruiting through your MyCSUDH account

The screenshot shows the CHRS dashboard navigation menu on the left and a software launchpad on the right. The navigation menu includes: My Personal Info, My Payroll / Benefits, Financial Aid, Recruiting (with a sub-item 'CHRS Recruiting' highlighted by a red box), Report My Time, and Approve Time. The software launchpad includes 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' dashboard tile. It features a blue briefcase icon, the word 'Jobs', a red-bordered box containing the text '1 Jobs open', and '1 Team jobs open' below it. At the bottom of the tile is a blue button labeled 'New job'.

<p>In the 'My Jobs' page, a list of all open jobs within your area will be displayed, find the correct job Click 'View' hyperlink</p>	 <table border="1"> <thead> <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> </tr> </thead> <tbody> <tr> <td>497412</td> <td>Human Resources Support Assistant</td> <td></td> <td>Human Resources</td> <td>Aug 18, 2020</td> <td>Approved</td> <td></td> <td></td> <td>DH-DEVELOPMENT - 51000</td> </tr> </tbody> </table>	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
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<p>Enter the Interview team and screening criteria in the 'Notes' section</p> <ul style="list-style-type: none"> • In the 'Add' dropdown, select 'Note' • Enter information and submit when complete <p><i>APC and SETC contract provisions require a union represented employee to serve on the committee</i></p>	 <p>Position info Notes Documents Reports</p> <p>Add: <input type="text" value="Select"/></p> <p>Sep 24, 2020, 4:47pm</p> <p>Interview team: Teddy Toro Dominguez Hills City of Carson</p> <p>Screening Criteria: Major Duties Responsibilities Preferred Qualifications Required Knowledge, Skills, and Abilities</p>																		