

CHRS Recruiting

Using the Events Module

Staff and MPP Recruitments

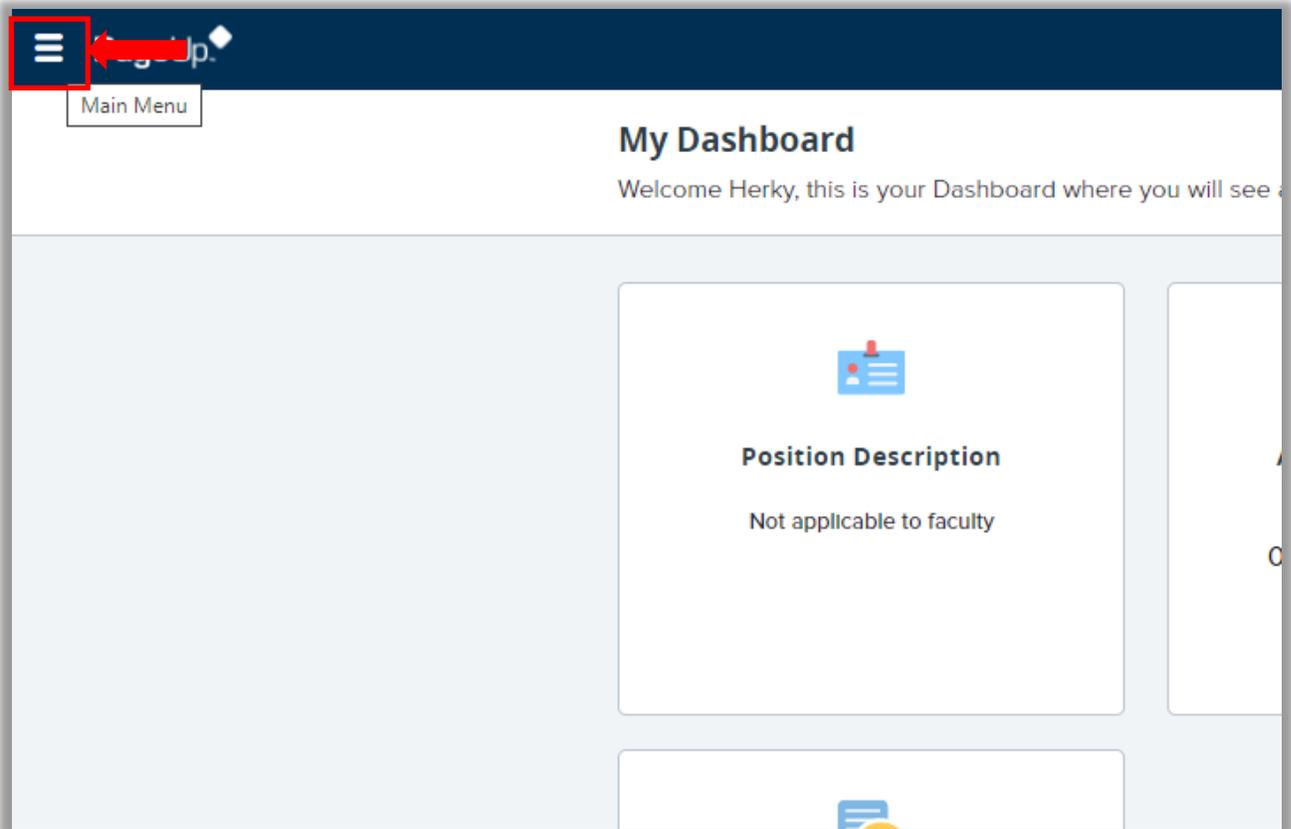
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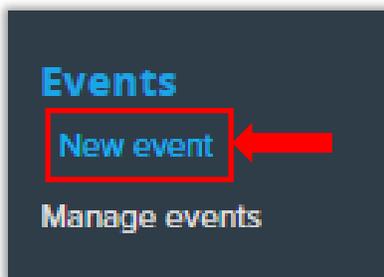
Creating an Event

The Events Module is a tool in CHRS Recruiting that will allow users to easily send interview invitations to job applicants and allow applicants to choose an interview time within the **Applicant Portal**. Once an Applicant has selected an interview timeslot, notifications will be sent to all users involved with that interview.

Start by opening the main menu on the **CHRS Recruiting Dashboard** homepage.



Select **New Event**.



This will open the **New Event** page.

Please fill in all mandatory fields marked with an asterisk (*).

Event details

Title:* 1

Event type:* 2

Venue:* 3
No venue selected.

Job: 4
No Job selected.

Owner:* 5
Email address: hornethire@gmail.com

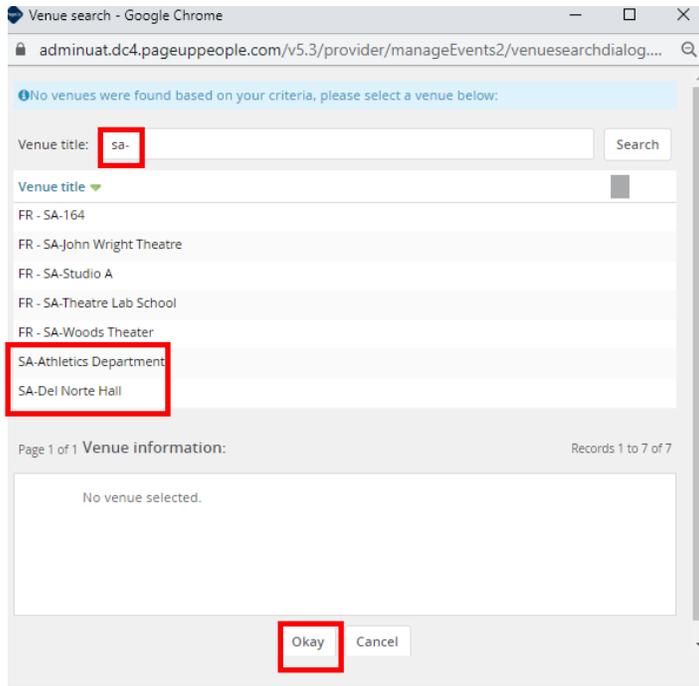
Add owner as user?: Yes No 6

Contact name: 7

Public instructions: 8

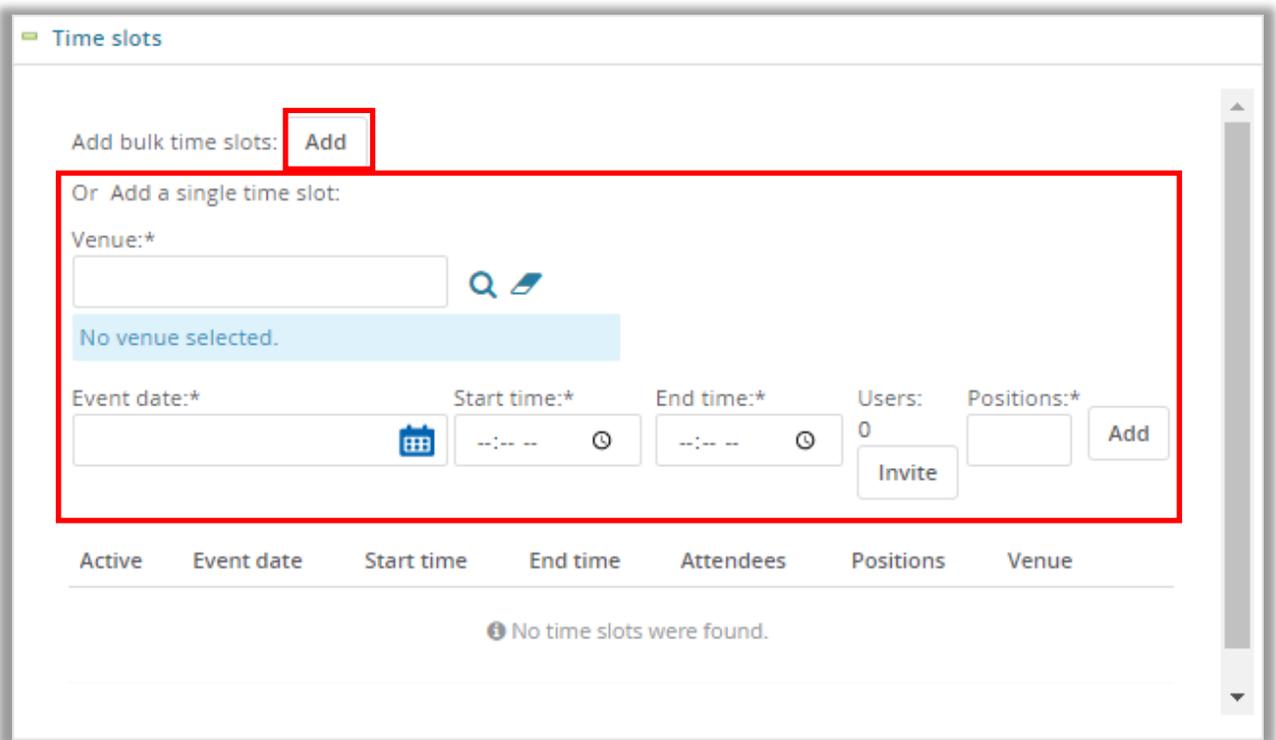
Please save your event in order to enter time slots

9

#	Field	Information
1	Title	Give your event a title specific to the task needed. Best practice is to include the Job # of the Job you are recruiting for. Examples: “501009 – Initial Interview” or “Phone Interview – 501003”
2	Event Type	For first round interviews, select “Interview 1,” for second round interviews, select “Interview 2,” and so on with “Interview 3.”
3	Venue	<p>Search for Sac State venues by clicking the magnifying glass icon and using the “SA-“ prefix and click Okay. If you do not see your venue please contact Employment Services to assist. All Sac State venues will begin with “SA-.”</p> 
4	Job	You can leave this field blank.
5	Owner	You will automatically be filled in as the “owner” of this event. If another user will be the main person in charge of this event, replace your email address with their address.
6	Add Owner as User	A “User” in an event is someone participating. For example, if this is an interview, the “Users” are the people conducting the interview. If the Owner of the event will also be conducting the interview, add them as a user here.
7	Contact Name	Name of person the applicant should contact in case there are any questions.
8	Public Instructions	Information for the applicant. Could be directions to campus/venue, parking instructions, what to bring with them, etc.
9	Save	Click Save to continue working on the event and set up dates and times.

Adding Time Slots

If your event will take place over multiple dates and times, select **Add** next to **Add bulk time slots**. If your event will only occur at a specific time on a specific date, enter the information in the highlighted box below. Please reference the **Bulk Time Slots** instructions below for details on the various fields.



Time slots

Add bulk time slots: **Add**

Or Add a single time slot:

Venue:*
  
No venue selected.

Event date:*  Start time:*  End time:*  Users: 0 Positions:* **Add**

Active	Event date	Start time	End time	Attendees	Positions	Venue
No time slots were found.						

Adding Bulk Time Slots

Bulk add timeslots

Please fill in all mandatory fields marked with an asterisk (*).

1 Venue: SA-Athletics Department
SA-Athletics Department

2 From: To:*

3 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

4

	Start time:	End time:		Start time:	End time:
1	---	---	6	---	---
2	---	---	7	---	---
3	---	---	8	---	---
4	---	---	9	---	---
5	---	---	10	---	---

5 Positions:* Users: 0 Invite 6 7 Active:* Yes No

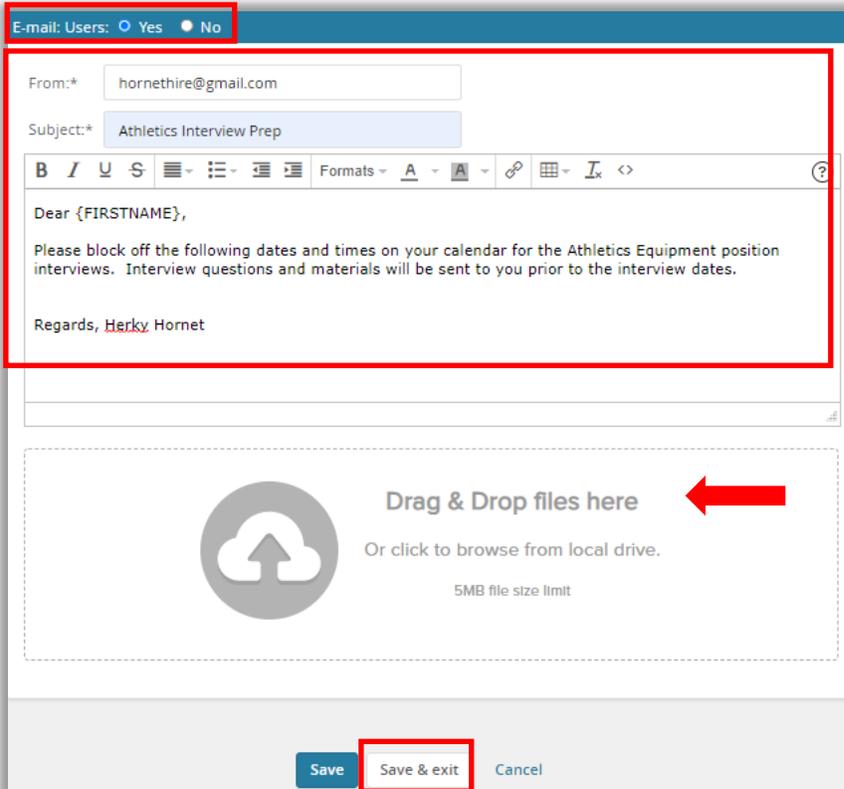
8 Add Cancel

#	Field	Information
1	Venue	Your selected venue should pre-load here. Correct if it does not.
2	Date	Enter the start and end dates of your event.
3	Days	Enter the days of the week your event will take place
4	Times	Enter start times for your event. For example, if you are holding three one-hour interviews a day, on line #1 enter a start time such as 9:30AM, and 10:30AM under end time. Then on line #2 enter a start time of 11:00AM, and 12:00PM end time, and so on.
5	Positions	Number of applicants involved in each event time. If you are only interviewing one applicant per event time, enter "1."
6	Invite	Click Invite and add the email addresses of the other Users of the event.
7	Active	Leave as Yes so event can be used. If this is set up for later use, you can move to No .
8	Add	Click Add to finish loading the times into the event.

If you would like a reminder email to be sent to applicants prior to the event date, enter the timeframe that reminder should be sent out and select **Yes**.

Remind applicants Weeks Yes No

To email the Users of the event to inform them of the interview plan and provide additional information, select **Yes** next to Email Users. Enter desired information into the email body section and attach files to the section provided if needed. Click **Save & exit** to complete this step.



E-mail: Users: Yes No

From:*

Subject:*

B *I* U ~~S~~   Formats       

Dear {FIRSTNAME},

Please block off the following dates and times on your calendar for the Athletics Equipment position interviews. Interview questions and materials will be sent to you prior to the interview dates.

Regards, Herky Hornet

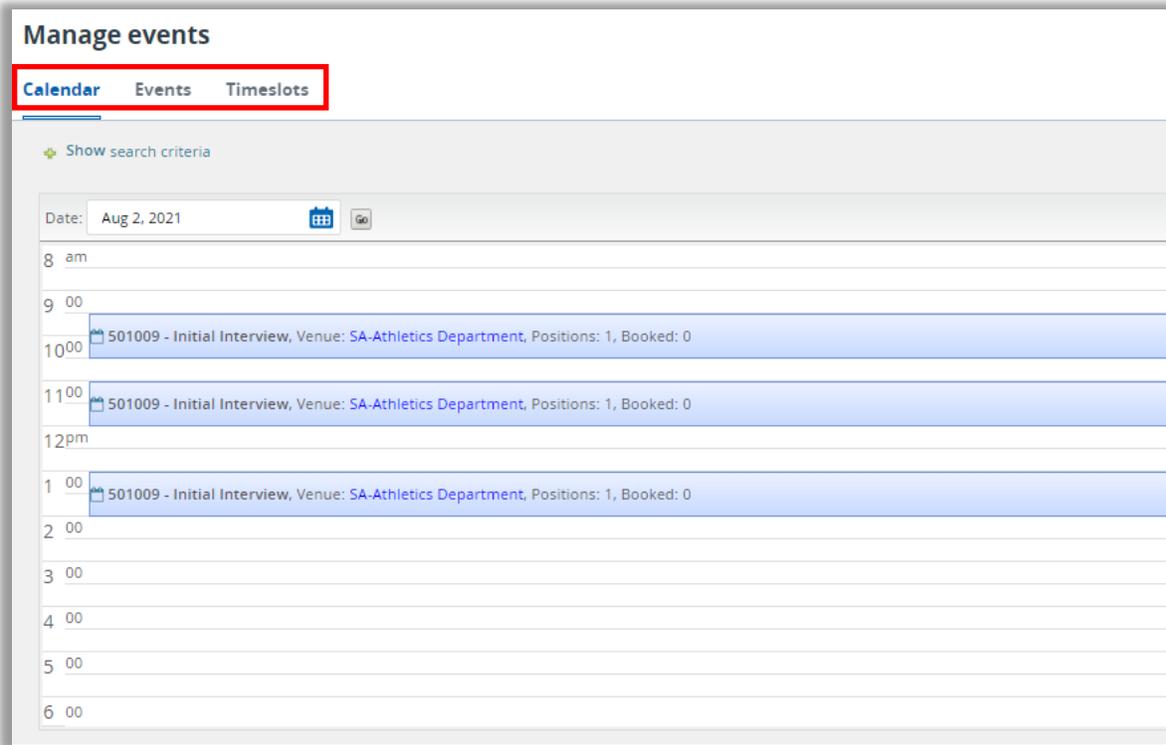
 **Drag & Drop files here** 

Or click to browse from local drive.

SMB file size limit

Manage Events

You will now be taken to the **Manage Events** page where you can review the event you created on a calendar, the **Events** tab, or the **Timeslots** tab.



Manage events

Calendar Events Timeslots

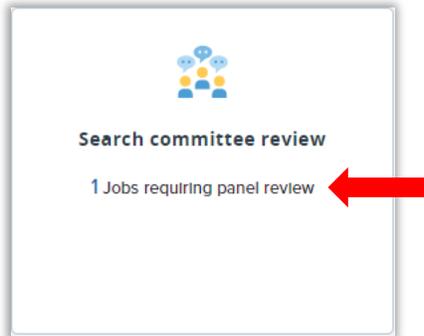
Show search criteria

Date: Aug 2, 2021  

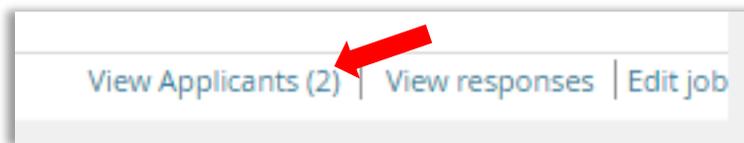
8 am	
9 00	
10 00	 501009 - Initial Interview, Venue: SA-Athletics Department, Positions: 1, Booked: 0
11 00	 501009 - Initial Interview, Venue: SA-Athletics Department, Positions: 1, Booked: 0
12 pm	
1 00	 501009 - Initial Interview, Venue: SA-Athletics Department, Positions: 1, Booked: 0
2 00	
3 00	
4 00	
5 00	
6 00	

Invite an Applicant

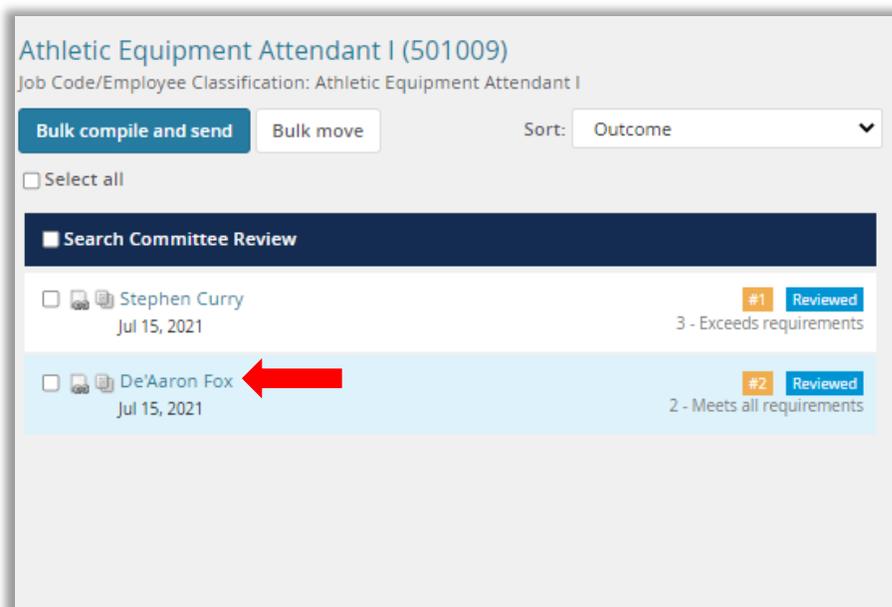
To invite an applicant to an event, they must be first moved to a corresponding application status. To do this, navigate to the applicant card.



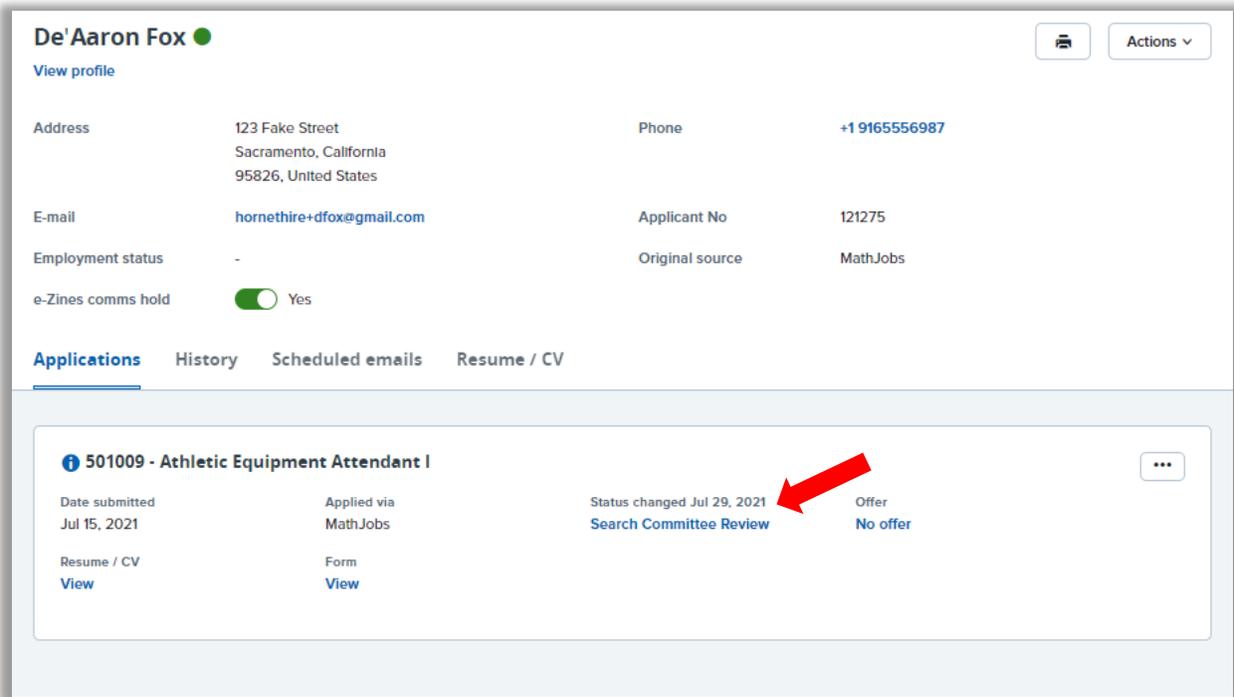
As a Search Committee Chair, click on the **Jobs requiring panel review** link in the **Search Committee Review** tile.



Click on the **View Applicants** link on the right side of the screen for the appropriate Job.



On the search committee review page, click on the name of the applicant you would like to invite to your event. That will take you to the **Applicant Card**.



De'Aaron Fox  Actions ▾

[View profile](#)

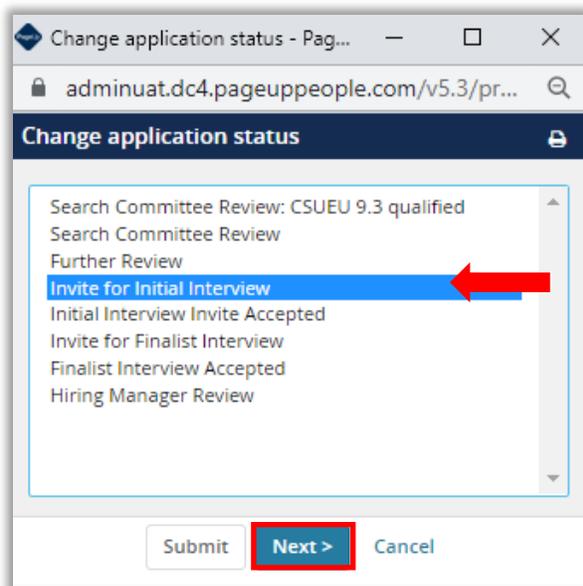
Address	123 Fake Street Sacramento, California 95826, United States	Phone	+1 9165556987
E-mail	hornethire+dfox@gmail.com	Applicant No	121275
Employment status	-	Original source	MathJobs
e-Zines comms hold	<input checked="" type="checkbox"/> Yes		

[Applications](#) [History](#) [Scheduled emails](#) [Resume / CV](#)

501009 - Athletic Equipment Attendant I ⋮

Date submitted Jul 15, 2021	Applied via MathJobs	Status changed Jul 29, 2021 Search Committee Review	Offer No offer
Resume / CV View	Form View		

Click on the **Application Status** listed under the Status changed title to open the **Change Application Status** window.



Change application status - Pag... — □ ×

adminuat.dc4.pageuppeople.com/v5.3/pr...

Change application status 🔒

- Search Committee Review: CSUEU 9.3 qualified
- Search Committee Review
- Further Review
- Invite for Initial Interview**
- Initial Interview Invite Accepted
- Invite for Finalist Interview
- Finalist Interview Accepted
- Hiring Manager Review

Choose the desired **Application Status** you want to move the Applicant into and click **Next** to bring up the **Confirm status change** window.

You are about to move **De'Aaron Fox** to a different status:

From status: Search Committee Review
To status: Invite for Initial Interview

Communication template: -- No template --

Create an event booking invitation for the applicant: Yes No

ⓘ This applicant will be invited to attend a **Interview 1** event

Event:

Allow applicant to choose an event
 Select an event:

Event:  

No event selected.

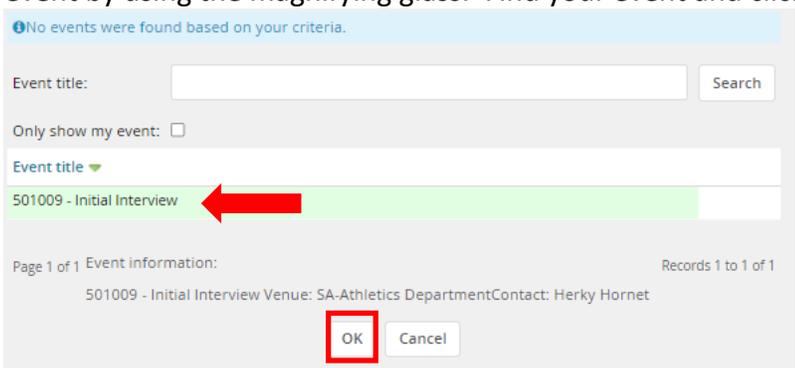
Event timeslot:

Allow applicant to choose the time slot
 Select a time slot:

Timeslot:  

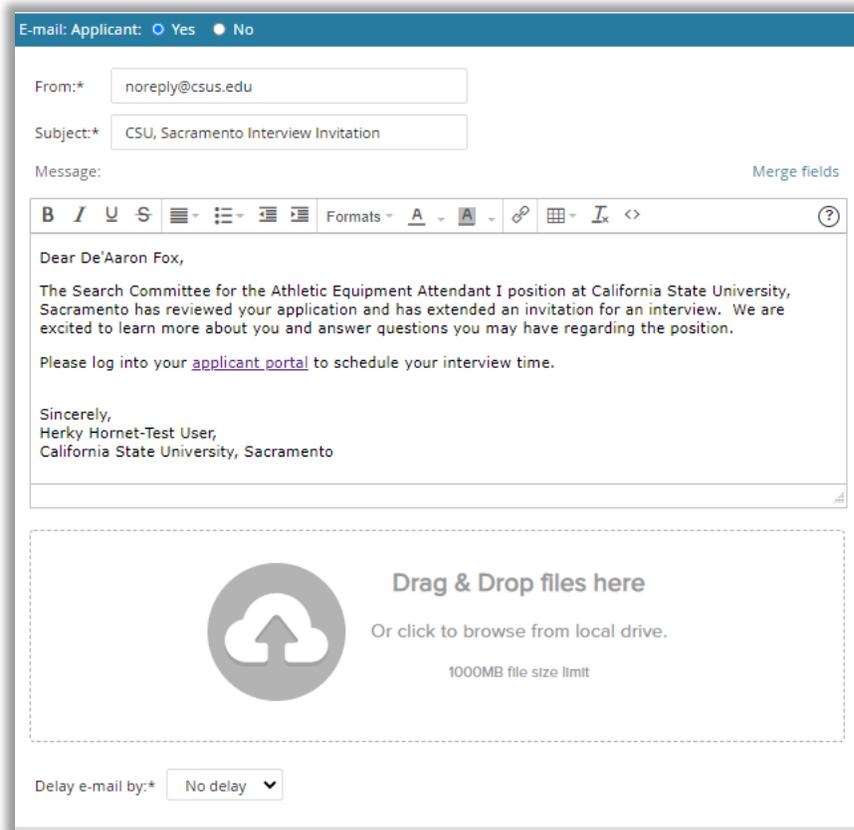
No timeslot selected.

Accept the booking on behalf of the applicant? Yes No

#	Field	Information
1	Event	<p>If you are inviting the applicant to the specific event you just set up, make sure Select an event: is selected and search for your event by using the magnifying glass. Find your event and click OK.</p> 

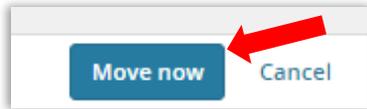
#	Field	Information
2	Event timeslot	<p>To allow your applicant to choose from any of the timeslots you entered for your event, leave Allow applicant to choose the time slot selected. Once an applicant chooses a timeslot, that timeslot will not be available to other applicants invited to this event.</p> <p>To only invite an applicant to a specific timeslot, select Select a time slot: and find the desired timeslot by searching with the magnifying glass.</p>
3	Accept for Applicant	If the applicant is having technical issues and cannot select the timeslot for themselves, you can accept on their behalf by selecting Yes in this section.

Next, review the email that will be triggered to the applicant once the **Application Status** has been changed. The invitation to schedule the interview time is included here. The event specific instructions will be provided later. If the Applicant has opted into text messages, one will be sent in addition to the email.



Additional users from Job: Yes No

You can also create an email to users on the **Job Card** in the additional email section by selecting **Yes** next to **Additional users from Job:**.



Once you are prepared to invite the applicant to the event, click **Move Now** at the bottom of the window.

Applicant Accepts

Now the applicant will receive the communications to navigate to their **Applicant Portal** and find the booking invitation.

Welcome De'Aaron

You have been requested to attend an interview 1 for your Athletic Equipment Attendant I application.
[Make a booking](#)

Below you will find information regarding jobs to which you have applied. You may also update your profile information and/or change your password.

Incomplete applications
 You have no incomplete applications.

Submitted applications

- ▶ Athletic Equipment Attendant I (501009)
 Sacramento
 Application submitted 15 Jul 2021 at 7:51pm PST.
 Current status: *Invited for Interview*

Please fill in all mandatory fields marked with an asterisk (*).

Event booking - select time slot

Event type: Interview 1
 Event: 501009 - Initial Interview

Please select a time slot:*

Date	Start Time	End Time	Venue	Address
<input type="radio"/> 2 August 2021	9:30am	10:30am	SA-Athletics Department	California United States
<input type="radio"/> 2 August 2021	11:00am	12:00pm	SA-Athletics Department	California United States
<input type="radio"/> 2 August 2021	1:00pm	2:00pm	SA-Athletics Department	California United States
<input checked="" type="radio"/> 3 August 2021	9:30am	10:30am	SA-Athletics Department	California United States
<input type="radio"/> 3 August 2021	11:00am	12:00pm	SA-Athletics Department	California United States
<input type="radio"/> 3 August 2021	1:00pm	2:00pm	SA-Athletics Department	California United States

After the booking is confirmed by the applicant, they will be provided with the Event specific information you entered earlier. The Event Users will also receive calendar notifications alerting them to the booked timeslot.

Event booking details

Booking confirmation

You have been booked into the following event:

Event type: Interview 1
 Event: 501009 - Initial Interview
 Date: 3 August 2021, 9:30am to 10:30am
[Add to Google Calendar](#)
[Add to Other Calendar](#)
 Venue: SA-Athletics Department
 California United States
 Contact name: Herky Hornet
 Event instructions: Please park next to Welcome Center. Call Herky at 916-555-9876 when you arrive. A parking permit and instructions will be emailed to you ahead of time. Please bring your giant foam rah-rah finger.

[Decline this booking](#) [Reschedule this booking](#) [Print](#) [Back to home](#)