A System Walkthrough

Presented by:
CSUCI CHRS Recruiting Project Team
Agenda

- Welcome and Introductions
- CHRS Recruiting
- Integration with PeopleSoft
- Project Overview/Timeline
- Key Highlights & Features
- High Level Process Flow
- Dashboard
- CHRS Recruiting System Summary
- Q & A
- Survey
Our Sponsors

CHRS Recruiting, Campus Reinforcing Sponsors

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- Assistant Vice President for Administrative Services and HRO
CHRS Recruiting Team

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Channel Islands Implementation Timeline

MILESTONES

• Initial Configurations  
  November 2020 - February 2021
• Configurations  
  March - May
• Campus Administrator Training  
  March - May
• Testing/Readiness  
  May - July
• Target Go-Live  
  July - August
• Campus End User Training  
  July - September

IN PROCESS

• Testing /Readiness

FUTURE

• Testing/Readiness
• System Walkthrough & Feedback
• End User Training, Development & Documentation
• Go Live – July 21, 2021
• Updated CSUCI Careers Website
What Is CHRS Recruiting?

CHRS Recruiting

• First combined system for CSU HR functions provides common foundation utilizing PageUp software
• Each campus has the ability to configure the software to support their recruiting process
• Improves hiring processes and decision-making for all Staff/MPP recruiting
• Provides greater efficiencies and use of resources throughout the recruiting and onboarding process
• Allows for great data integrity and regularity for easier reporting
• Enhances online, automation and workflow throughout the recruiting process

Not everything is in the system

• Certain pieces of the recruitment process are managed outside of the system
Integration with PeopleSoft

**Why?** An automated data transfer is critical in satisfying the overall business need while allowing end users to review and validate data; ensures that internal data standards and best practices are met.

**Example of PeopleSoft to CHRS Recruiting Integration**

- PeopleSoft Data Extract
  - *Employee Data, including security information*
    - Coded to either display or mask, based on permission level

**Example of CHRS Recruiting to PeopleSoft Integration**

- New Hire Data Processing
  - *When the new employee is established with a personal record in PeopleSoft 9.0*
  - Automated process eliminates keying errors, improves UX
Key Highlights / Features

Recruitment Processes

- Paper to Automated

Job Requisition
- Paperless, Electronic Approval Routing

Letter Templates
- Standardized, Merge Fields Tool, Streamlined, Electronic Approval

Offer Letter
- Electronic Signatures
Key Highlights & Features

Updated CSUCI Page Careers Website

CSUCI is reimagining higher education for a new generation and era. We welcome and challenge every individual to channel their potential and find innovative ways to contribute to today's world.

Current Job Openings

Faculty & Staff Positions » Student Positions & Internships »

EMPLOYEE SPOTLIGHT

A Class Act
Key Highlights & Features

Updated CSUCI Portal Page Careers Portal

• New look matches CSUCI website
• Consolidated job board includes Staff/MPP AND Faculty openings
• Customizable Job Alerts Email Subscription
• Refer a Friend feature (optional per job posting)
• Returning Applicant portal
• Social Media sharing features
Key Highlights & Features

Updated CSUCI Portal Page Onboarding

Greetings Tammy,

Congratulations on your new position! CSU Channel Islands is reimagining higher education for a new generation and era. We welcome and challenge every individual to channel their potential and find innovative ways to contribute to today's world. As a new CSUCI employee, you have joined a team of dedicated and talented faculty, staff, and administrators, who collaborate to support the success of our students each day.
1 2 3

Time for a Break
Hiring Manager Dashboard

• Tiles – This style will be seen by:
  • Hiring Managers, Department Admins, Search Committee Chairs, Search Committee Members

• You can use the dashboard or the menu on the left to navigate the system

• You may also see links in the top blue bar that can be used to move to specific sections of the system
My Dashboard
Welcome Peter, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
Not applicable to faculty
Manage position descriptions and...

Jobs
1 Jobs open
1 Team jobs open
New job

Approvals (May not be applicable)
0 Jobs awaiting your approval
1 Approved

Advertisements
2 Advertisements

Applications
0 Jobs have applicants for review
0 Applicants assigned to you for review

Search committee review
2 Jobs requiring panel review

Interviews
0 Scheduled interviews

Offers
0 Offers awaiting your approval
0 New hires
0 New hire tasks
New CHRS Recruiting System

BEFORE

• Manual/paper job requisition form
• Manual job requisition form approval
• Manual job offer letter & approval
• Various divisional offer letters & signatures
• Careers site separated by internal/external candidates, no filtering
• Onboarding paperwork mailed, not always a consistent process or efficient use of resources

AFTER

• Automated/online job requisition form
• Automated/online job requisition form approval
• Automated/online template & approval
• Automated/online common offer letter/signature
• Careers site for all candidates, filtering added, interfaces directly with PageUp
• New Onboarding Portal website streamlines communications, paperwork and provides reference for deadlines and resources online
Your Participation Is Appreciated!

Look for upcoming Deep Dive User Trainings with our CCAs soon!
Question & Answer

Channel Islands CHRS Recruiting System

Survey

Go To Survey