



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

Jim August

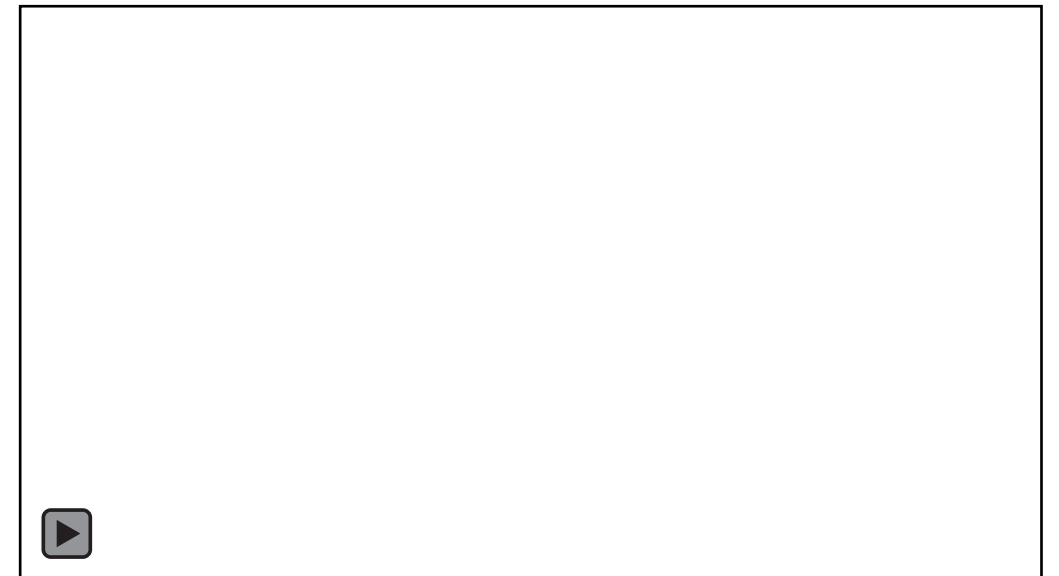
- Chief Information Officer

[Sheila Grant](#)

- Associate Vice President for Faculty Affairs, Equity and Success

[Laurie Nichols](#)

- Assistant Vice President for Administrative Services and HRO





CHRS Recruiting Team

PROJECT MANAGERS

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DANIEL
MARTINEZ



JOANN
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OLSON





Channel Islands Implementation Timeline

MILESTONES

- *Initial Configurations*
- *Configurations*
- *Campus Administrator Training*
- *Testing/Readiness*
- *Target Go-Live*
- *Campus End User Training*

November 2020 - February 2021

March - May

March - May

May - July

July- August

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 decisionmaking 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

The screenshot shows the top portion of the CSUCI Careers website. At the top left is the Channel Islands logo and name. To the right are navigation icons for myCI, Library, Directory, Maps, and Events, along with a search bar labeled 'Search CI'. Below this is a red navigation bar with links for Academics, Admissions & Costs, Visit Campus, Student Life, About, and Give. The main hero section has a light blue background with the word 'Careers' in red on the left and a paragraph of text on the right: '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

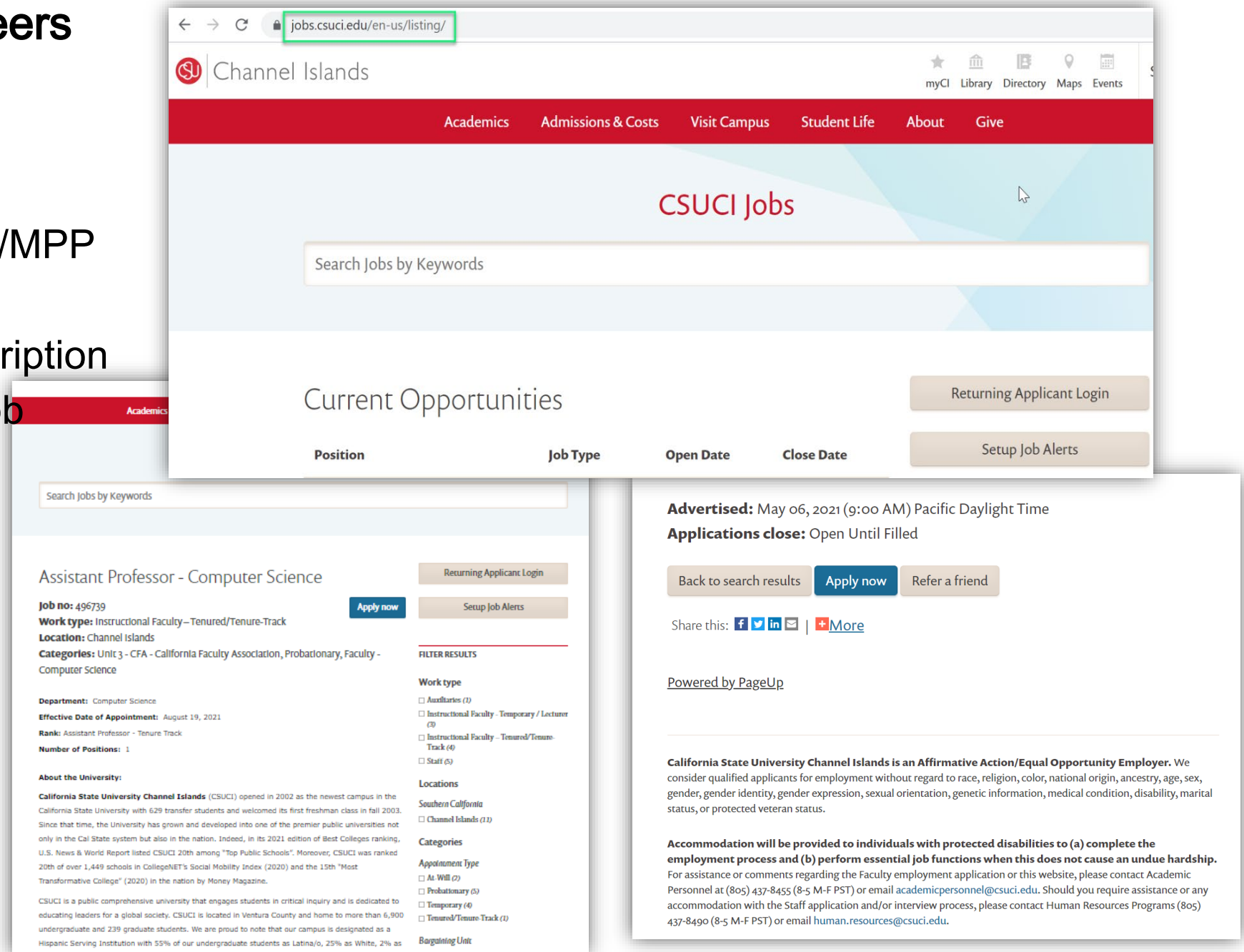


A Class Act

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

 Channel Islands / WELCOME CONTACT US



WELCOME

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.

YOUR TASKLIST

Before your first day

[Designation of Person\(s\) to Receive Warrants](#) ✓

[I-9 Form Completion](#)

Due: 12 Apr 2021

[ID verification of I9](#)

Due: 10 Apr 2021



1 2 3





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](#)

