



## CSU Channel Islands CHRS Recruiting Guide Series- Getting Started with CHRS Recruiting

# Getting Started with CHRS Recruiting

## Introduction

This guide is an introduction to the CHRS Recruiting system for end-users. If you have never worked with the CHRS Recruiting system before, this guide provides some fundamental skills that you need to know before you can use the CHRS Recruiting system.

## What you will do

- Log in to CHRS Recruiting
- Explore the top navigation bar
- Open the PageUp Knowledge Portal
- Recognize role-based interface differences

## System overview

The CHRS Recruiting system is a PageUp implementation. PageUp is a software vendor that provides the recruiting system software.

Although the CHRS Recruiting system serves the entire CSU system, each campus has configured the system for its users. These customizations include the look and feel of the interface and the permissions for each role.

CHRS is a cloud-based system and receives regular updates from PageUp, which means that the user interface can be updated periodically. These changes mostly affect the look and feel of the web pages, but the underlying functionality does not change significantly. The background colors, icons, buttons, and their positions on the page might change after these guides were written.

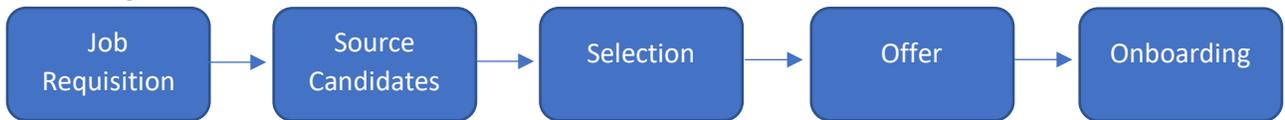
## PeopleSoft HCM integration

CHRS Recruiting is one part of the CSU common human resources system, which uses PeopleSoft HCM.

The following data from PeopleSoft HCM is integrated into CHRS Recruiting.

Data	Description
<b>Users</b>	All active employees are set up in CHRS Recruiting and can sign in with Single Sign On. Use your campus email address and password to log in to CHRS Recruiting.
<b>Positions</b>	Position information is imported from the CHRS Recruiting system. Position IDs are searchable.
<b>Hierarchy</b>	The campus organizational structure is represented in CHRS Recruiting.
<b>Sites</b>	Campus locations are configured in CHRS Recruiting, including customization for each campus. A site includes a main campus and any satellite sites where positions can be recruited for.
<b>Pay Scale</b>	CSU Pay Scale, standard across the system, is integrated with CHRS Recruiting.

### Recruiting Process Overview



- Job Creation: The recruiting process begins with the creation of a job. If the job requires a position description, then you start with one.
- Source Candidates: After the job is created and approved, you post the job to make it available for applicants.
- Selection: Applications are reviewed. Some applicants are moved forward to the interview phase in a recruitment process.
- Offer: When an applicant is selected for the position, an offer is created, approved, and made.
- Onboarding: After the applicant has accepted the offer, onboarding tasks begin. New Hire data from CHRS Recruiting system is sent to PeopleSoft HCM to record employment transactions and to generate pay.

### Logging into CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Each campus has made some customizations, but everyone logs into the same CHRS Recruiting system. Your campus login ID identifies you as an internal CSU user. Only internal users can access the system.

#### When to log in

- You need to access the CHRS Recruiting system.
- The system has logged you out after being idle.

#### Prerequisites and assumptions

- You must have a CSU Channel Islands email address to get access the system.
- Your browser supports all of the features of PageUp.
- Popups are enabled for the CHRS Recruiting website.

#### How to log into CHRS Recruiting with SSO Enabled

SSO stands for single sign-on. With SSO enabled, you do not need to log in to separate websites because you have already logged in to the CSU intranet.

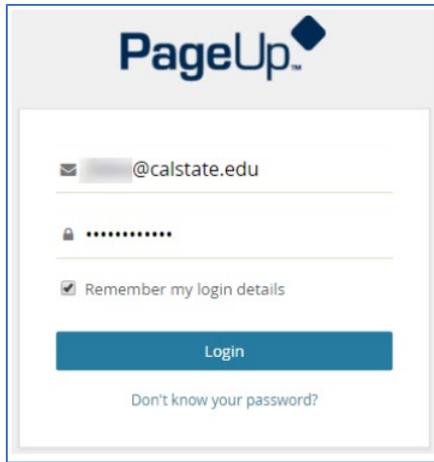
1. Using a compatible web browser, go to the CHRS Recruiting Website.  
<https://calstate.pageuppeople.com>

If you are not already signed in, you will be prompted to enter your campus ID (firstname.lastname) and password.

#### How to log in to CHRS Recruiting without SSO

If the SSO hyperlink does not work, you can use the following procedure to log in to CHRS Recruiting without SSO.

1. Using a compatible web browser, go to the CHRS Recruiting login page.
2. Enter your campus email address (example: jjones@sonoma.edu) and password.



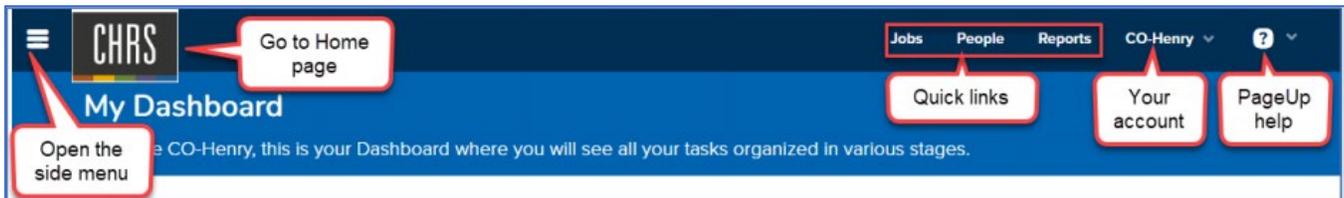
3. Click Login or press Enter. The CHRS Recruiting Home page opens. The Home Page displays your dashboard.

### Troubleshooting

The first time you log in, you must also provide a keyword. If you cannot log in, contact your campus administrator for help.

### Explore the Top navigation bar

After you log in to the system, you see the Top navigation bar. This bar provides links to other pages.



- The menu icon opens the side menu. The side menu provides navigation to all other pages.
- Your campus (or team) logo (CHRS in this example) opens the Home page.
- Quick links open the most commonly used pages for your role.
- Your account: shows your account name and provides a link for you to log out.
- The question mark icon provides links to the PageUp Knowledge Portal, Support services, and print function.

### What happens next

With the Top navigation bar, you can:

- Open the main menu.
- Open quick links available to you.
- Return to the Home page.
- Log out.
- Access the Knowledge Portal.

### Accessing the PageUp Knowledge Portal

The PageUp Knowledge Portal provides more information about the PageUp system.

### Prerequisites and assumptions

You must be logged in to the PageUp system.

### How to access the PageUp help resources

Whether you need documentation or instructional videos, you can access them through the PageUp help resources menu.

1. Log in to CHRS Recruiting using your CSU Channel Islands email address.
2. In the top navigation menu, click the Question Mark icon.
3. Select Knowledge Portal.

After you enter the Knowledge Portal, try the following activities:

- Search for specific terms.
- Visit the Training Box to watch instructive videos. Use the links at the top to find information on main topics under Recruitment.
- Review the Support FAQs

### Role-based interface differences

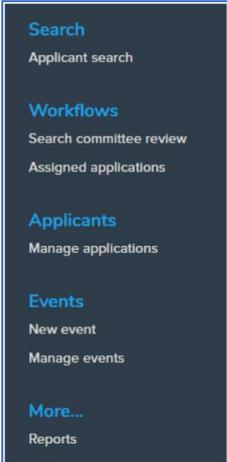
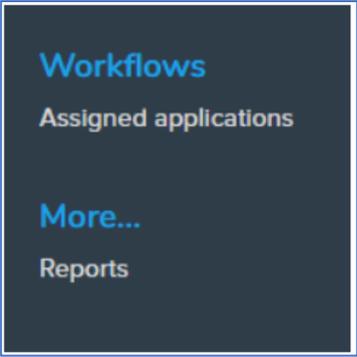
Every user who logs in to the CHRS Recruiting system is assigned to one or more roles. Your role determines what you can see within the CHRS Recruiting system dashboards and menus, including:

- Links available in Quick Links
- Links available in the Navigation menu
- Dashboards
- Buttons, links, controls to perform certain tasks (such as create a job)

Role permissions are defined by permission groups. Base permission groups were defined to provide access to commonly used pages and functions.

### Example of role differences

Different roles have access to different dashboards and menu items.

Search Committee Chair menu	Additional viewer menu
 <p>The screenshot shows a dark blue menu with the following items: Search (Applicant search), Workflows (Search committee review, Assigned applications), Applicants (Manage applications), Events (New event, Manage events), and More... (Reports).</p>	 <p>The screenshot shows a dark blue menu with the following items: Workflows (Assigned applications), More..., and Reports.</p>