

After the job posting closes, your recruitment specialists will need to review the applications before the committee can view them. Applications will be moved to “Under Review by Committee” either “Qualified” or “Not Qualified”. The Search Chair and Administrative Assistant assigned to the recruitment in CHRS will receive an email from the CHRS system when applications are ready for review. They will also be notified of any on-campus employee the committee is required to interview per bargaining contract.

## Reviewing Applications

- Applications can be found in the CHRS system at: <https://calstate.dc4.pageuppeople.com/>
- Assess candidates based on their knowledge, skills, experience within CSUB.
- An applicant that is marked “not qualified” cannot be interviewed. If the search chair feels that an applicant does meet the minimum qualifications, they can reach out to the employment specialist for further discussion prior to the interviews.
- Any applicant identified in the email to the Search Chair and Administrative Assistant from CHRS as required to interview, must be interviewed.

## Interview Guidelines

1. Interview questions must be submitted to the Employment Specialist for review and approval prior to conducting interviews. [Interview Questions Guide](#)
2. Committee members should adhere to the approved questions and be careful not to ask questions of a personal nature. Some examples are: “do you have any children, what is your daycare situation, what year did you graduate?”

## Qualifications Appraisal Rating Form Guidelines

1. All committee members are required to submit rating sheets and interview notes. [Qualifications Appraisal Rating Form](#)
  - a. The committee should review and discuss rating categories prior to the interviews. **If the position is not an MPP or lead position, then column 6 should not be rated. If column 7, “specialized skills”, will be rated, the committee must determine the specialized skills they are rating (i.e., recruiting experience, PeopleSoft exp, higher ed exp, etc.,) and indicate this on the rating form. If no specialized skills have been identified, then this category should not be rated.**
  - b. Comments on the rating sheets, if any, should be objective and related to the answers provided by the candidate and should not include personal observations. For example, “good vibe, not dressed appropriately, not a good fit, etc.”. **You do not have to comment on the rating sheet, but you do have to indicate a rating for each category based on the rating guide.**
2. Rating sheets should be complete, signed, and the overall rating must correlate with the ratings given for the individual categories.
3. Provide all rating sheets and notes to the Search Chair for review.
4. Search chair will ensure that three telephone references are completed for the top candidate. At least one reference should be from a current supervisor. [Telephone Reference Check Form](#)
5. Upload rating sheets, committee notes, and telephone references to the job requisition in CHRS or to a BOX folder shared with the Employment Specialist. Please see the HR website for your Employment Specialist contact information: <https://www.csub.edu/hr/recruitment>.

