CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Employment Services

CSU Recruit – Moving Application Statuses, Interview Process

Human Resources

Employment Services

Last Revised: **9/12/2024**

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Moving Applicant Statutes in CSU Recruit

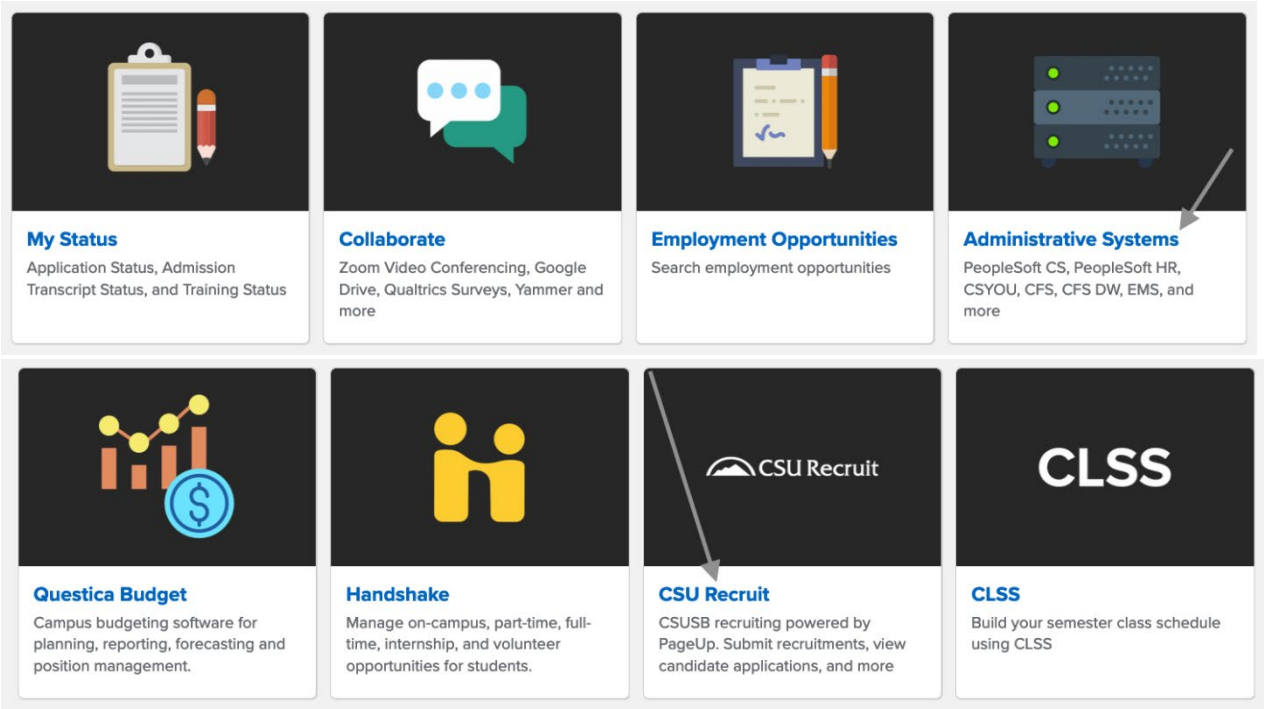
This section outlines how you can continue to disposition your candidate(s) to different application statutes in CSU Recruit.

Once the candidate(s) have been selected to move forward in the recruitment process, the Search Committee Chair / Admin Support will be able to move the candidate(s) statutes and send out communication via-CSU Recruit.

General Steps:

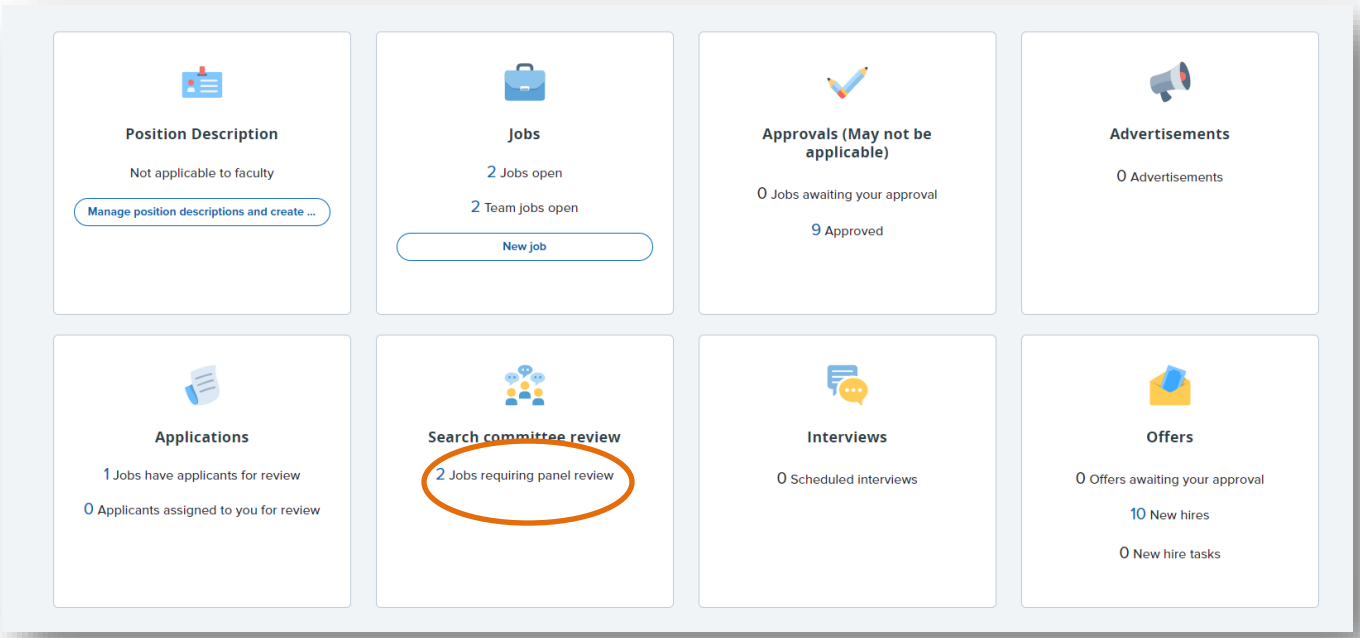
1. After you selected the candidates that you will interview, log into CSURecruit.
2. Select the appropriate staff/mpp recruitment and view applicants.
3. Select the candidate and disposition into "Invite to Interview."
4. Once accepted/declined, updated the candidate status.

Log in to CSU Recruit

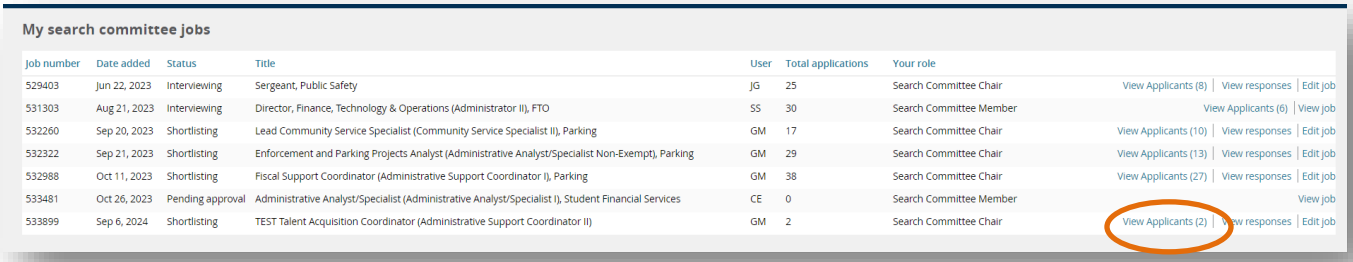


Invite to Interview

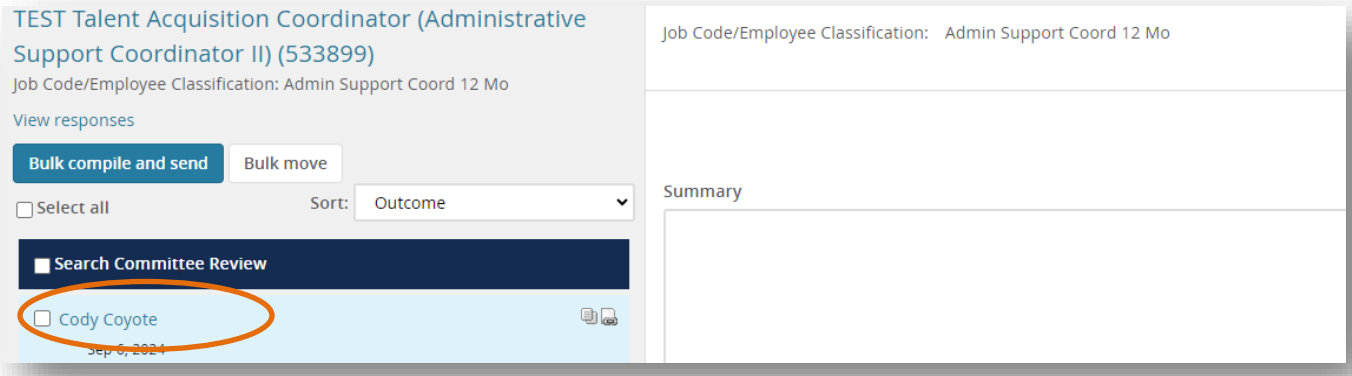
1. On your dashboard, select the Search committee review title.



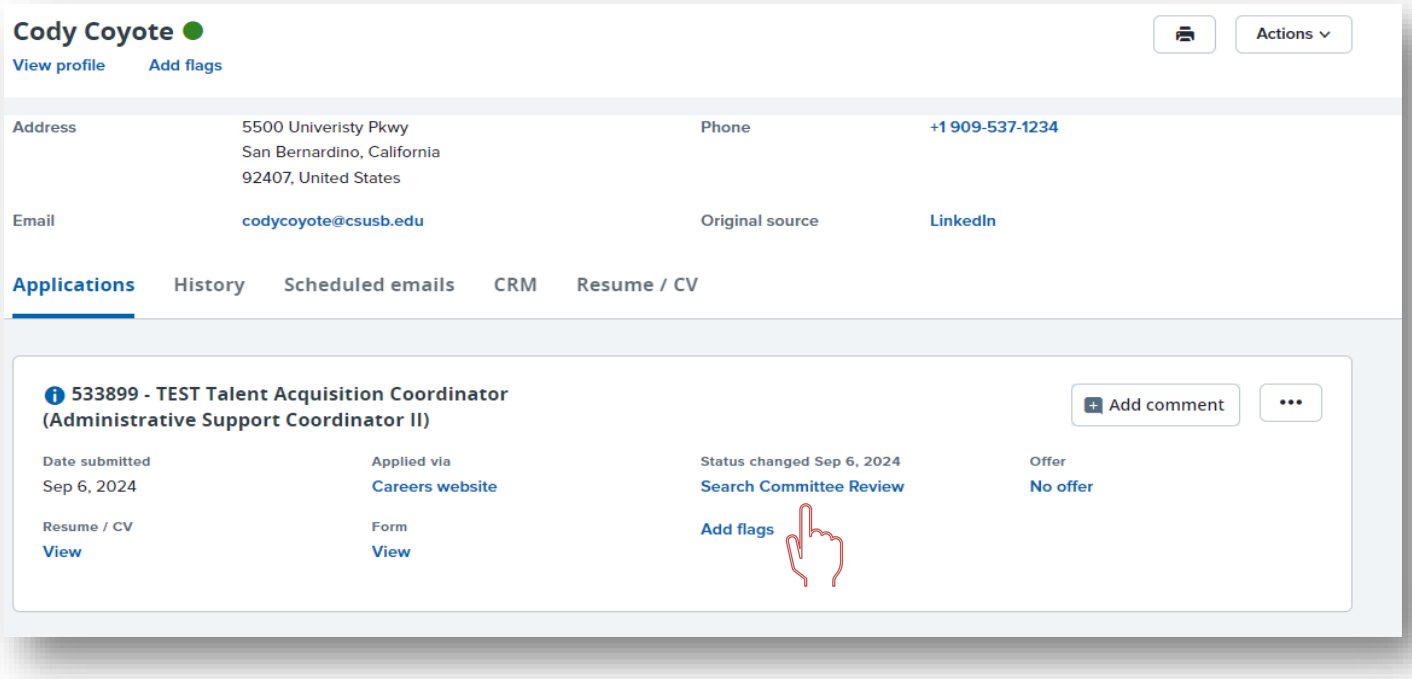
2. Select the appropriate position and click on **View Applicants**.



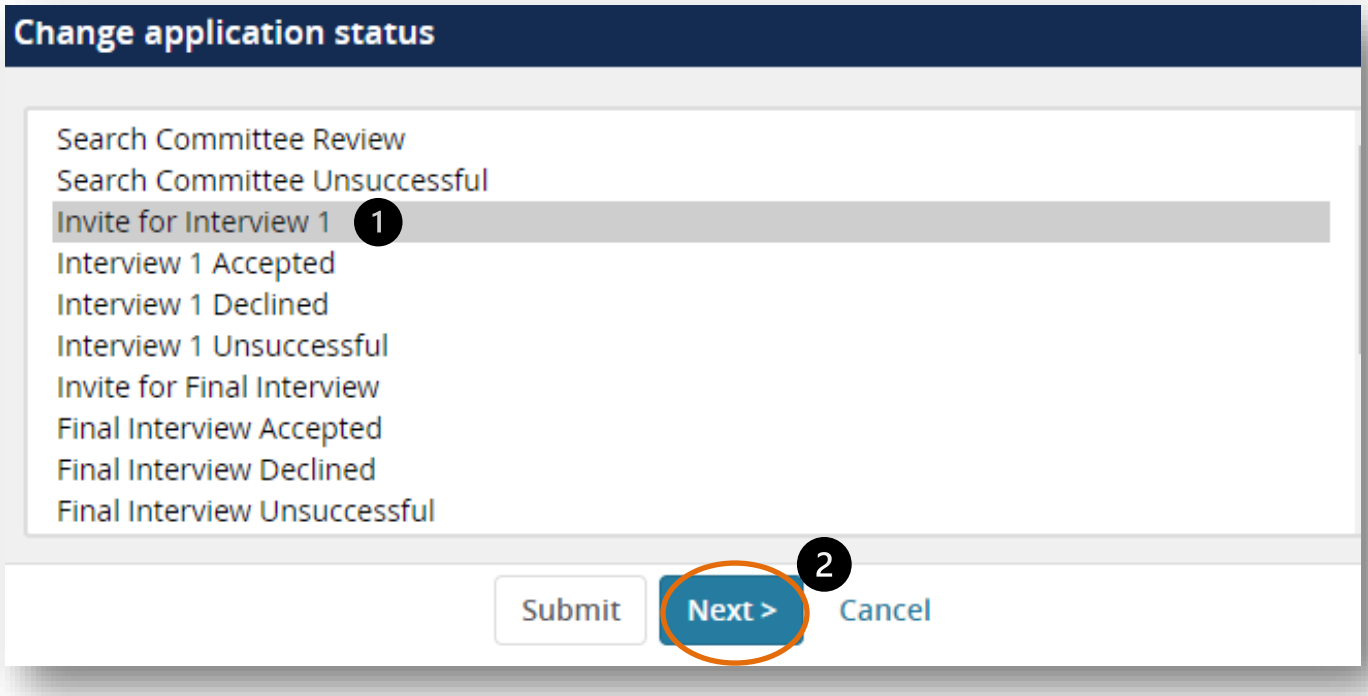
3. Select the candidate who you want to invite to interview.



4. Click on the **'Search Committee Review'** status.



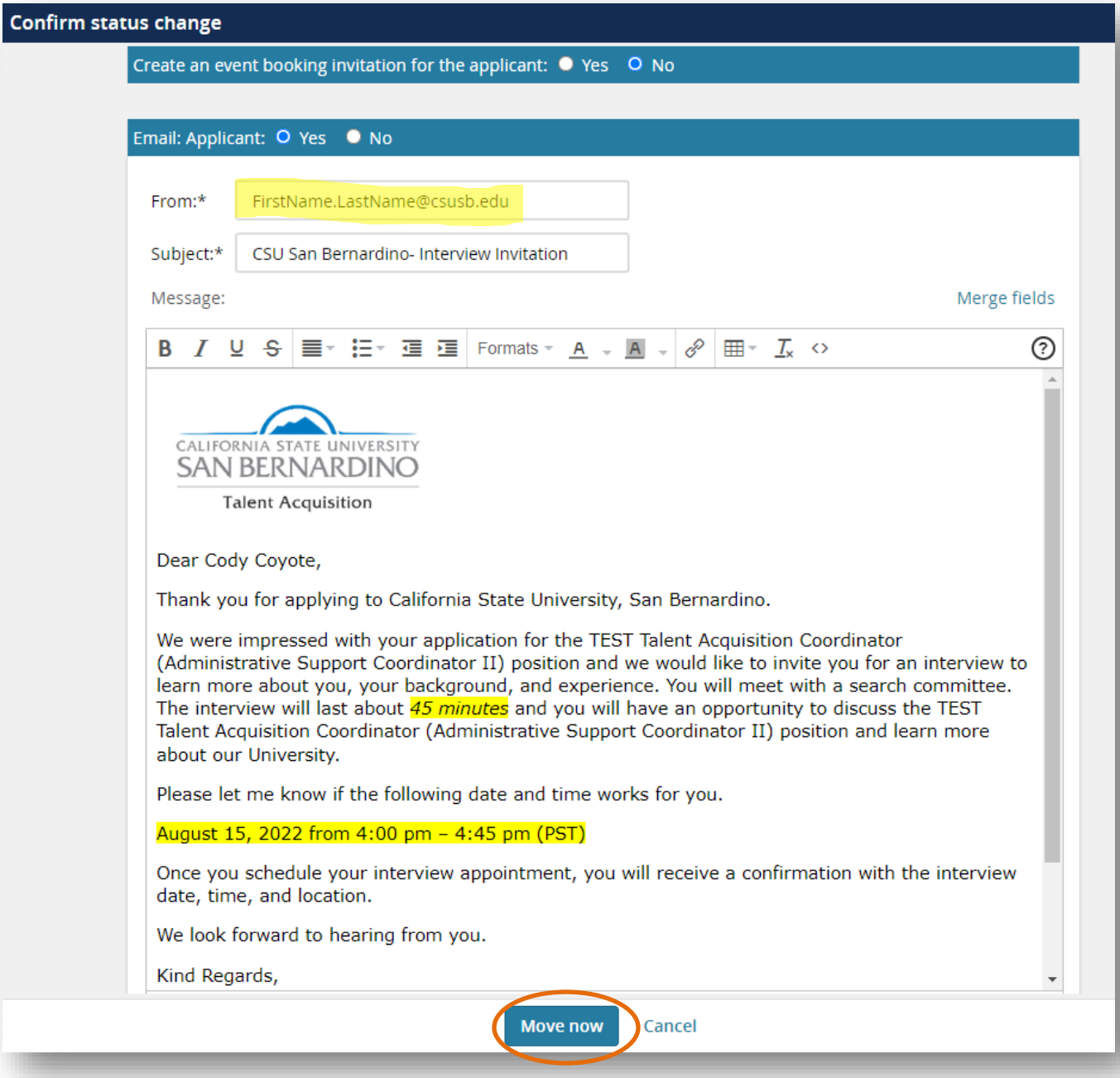
5. Move the candidate to **'Invite for Interview 1'** and click on next.



6. The template will prepoluate with the candidate information.

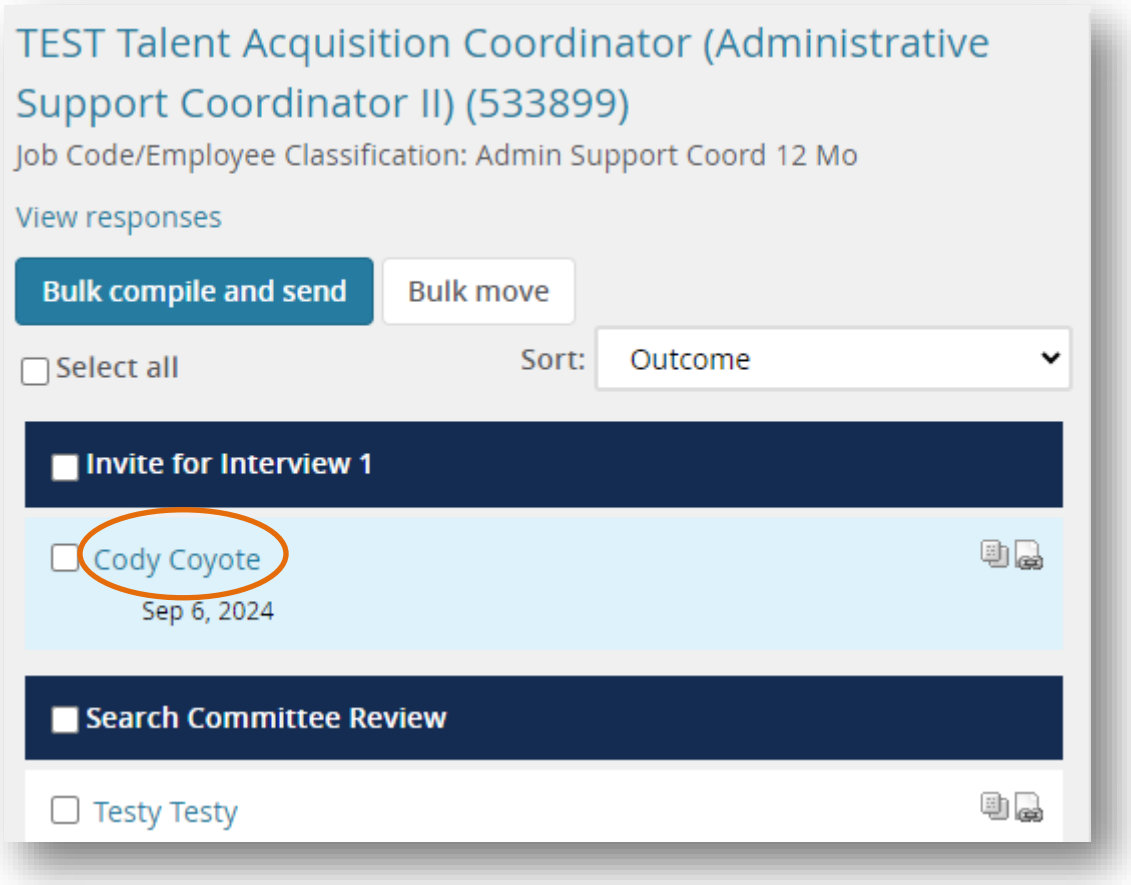
I. The hiring department is responsible for updating the highlighted fields: From*, minutes, & providings the new dates/times.

II. Once updated, select **'Move now'.**

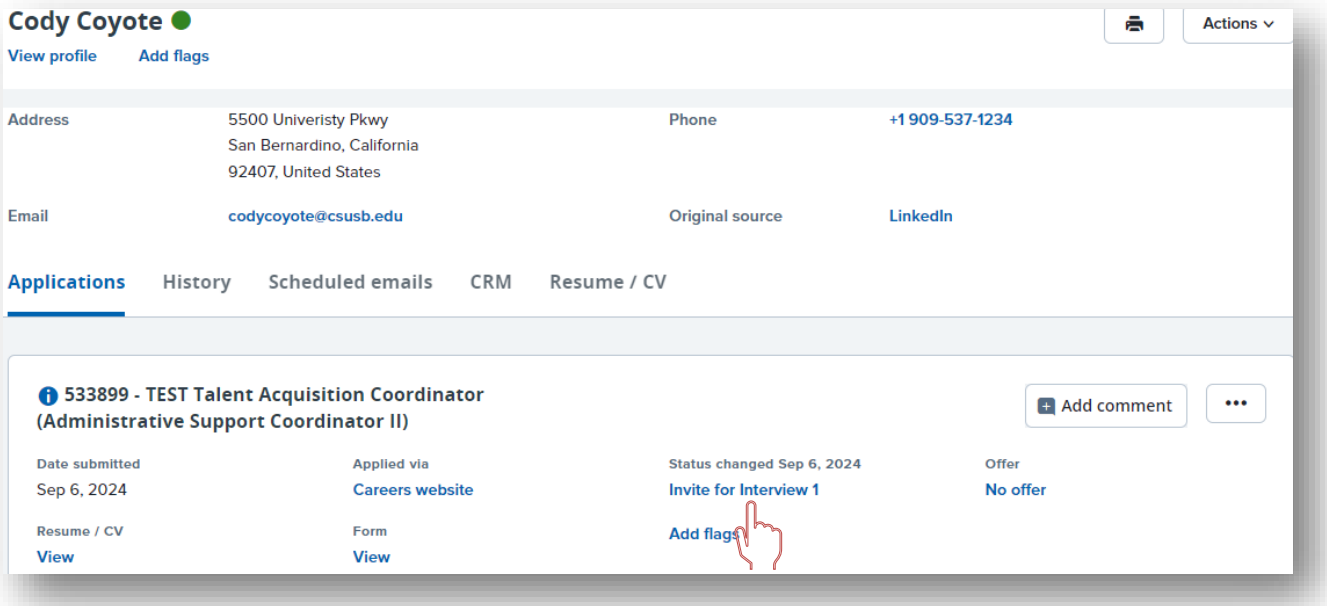


Status Update - Interview 1 Accepted

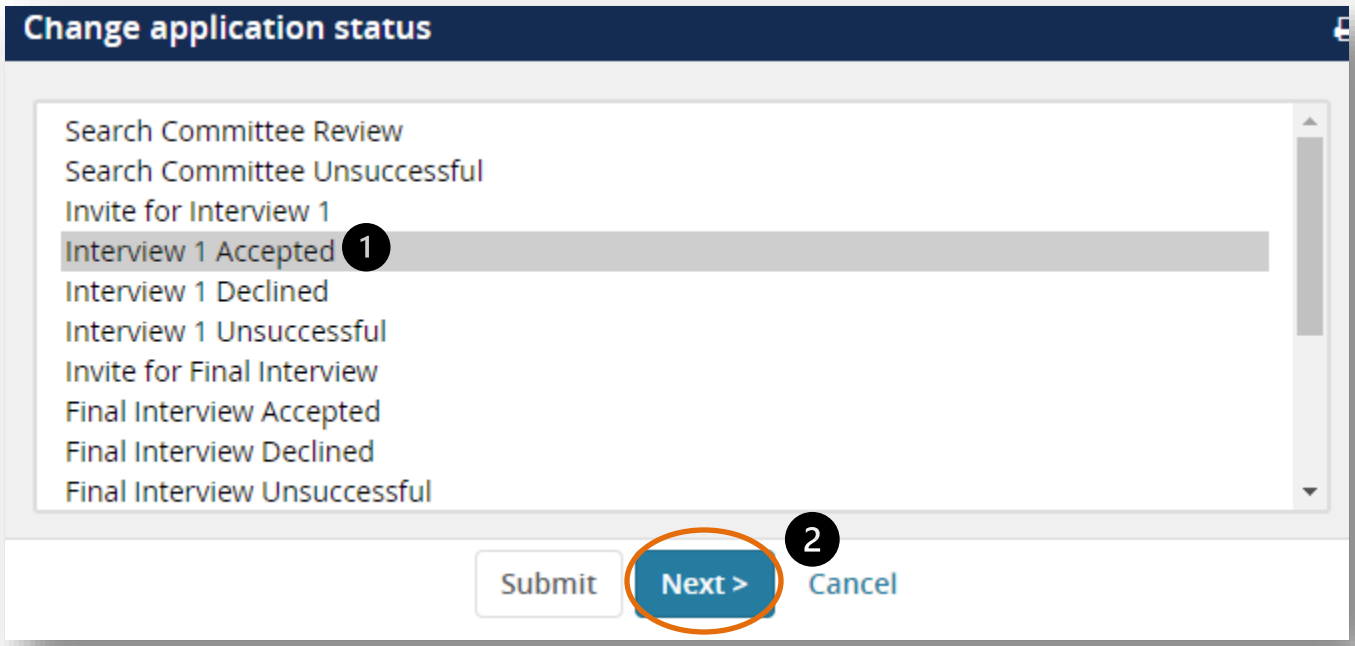
1. Once the candidate responded and accepted the interview invitation, you can send the confirmation email via-CSURecruit by selecting the candidate.



2. Click on the '**Invite for Interview 1**'.



3. Move the candidate to **'Interview 1 Accepted'** and click on next.

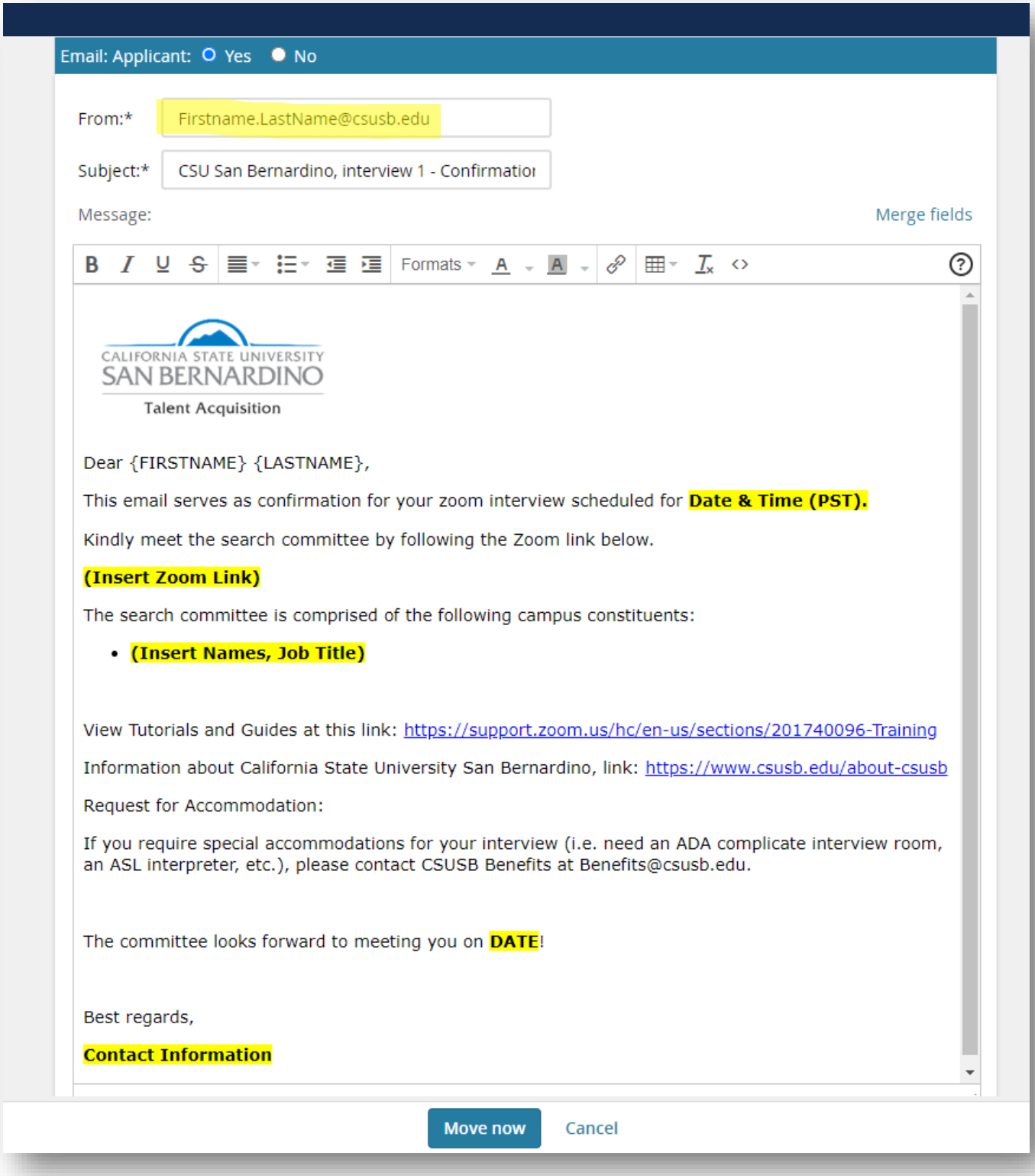


4. The template will prepoluate with the candidate information.

I. The hiring department is responsible for updating the highlighted fields:

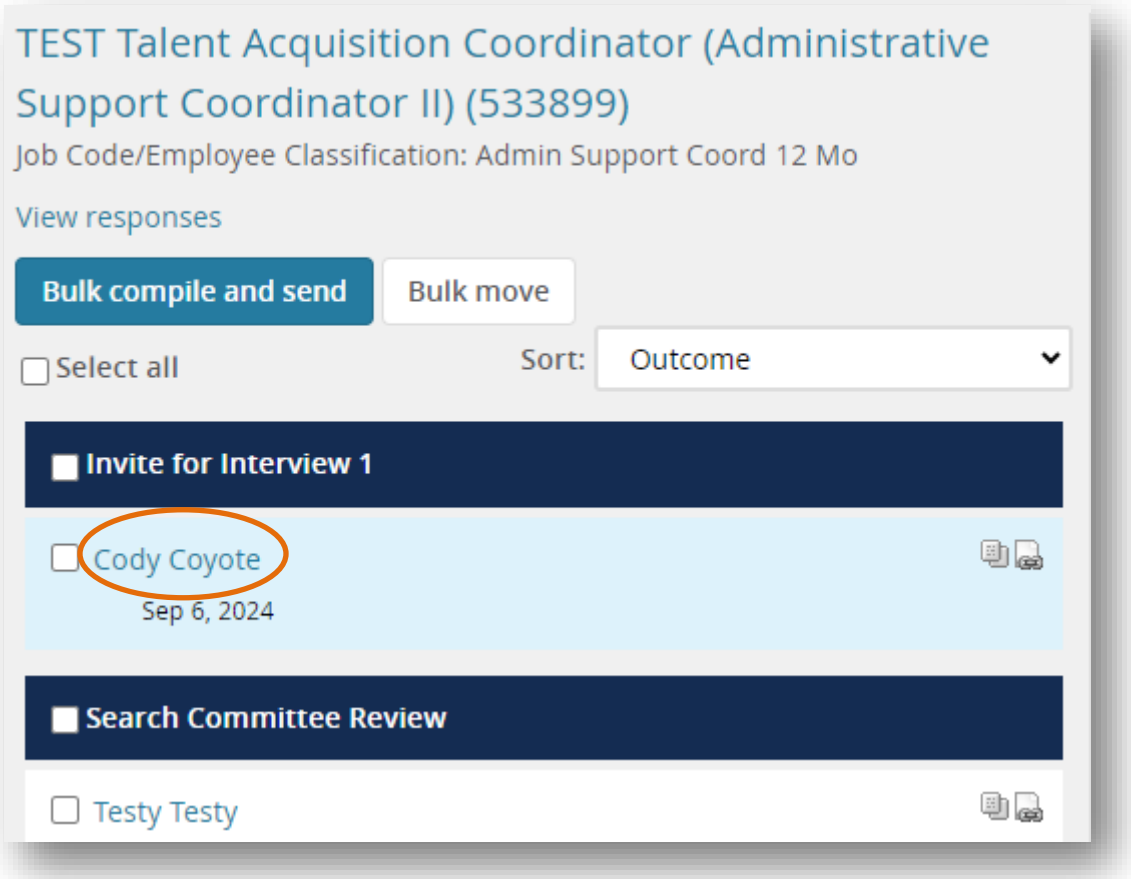
- From:*
- Date & Time
- Inserting a Zoom Link
- Campus Constituents: (Insert Names, Job Title)
- Contact information

II. Once updated, select **'Move now'.**

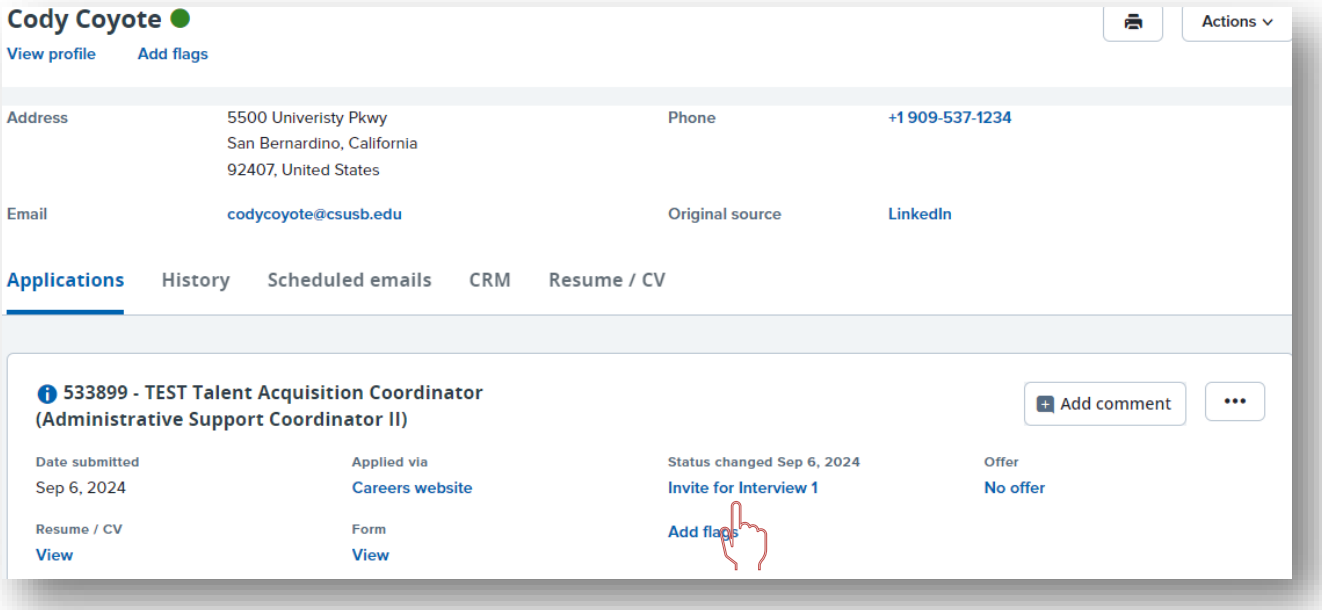

Email: Applicant: Yes No
From:* Firstname.LastName@csusb.edu
Subject:* CSU San Bernardino, interview 1 - Confirmatio
Message:
Merge fields
Formats
CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Talent Acquisition
Dear {FIRSTNAME} {LASTNAME},
This email serves as confirmation for your zoom interview scheduled for Date & Time (PST).
Kindly meet the search committee by following the Zoom link below.
(Insert Zoom Link)
The search committee is comprised of the following campus constituents:
(Insert Names, Job Title)
View Tutorials and Guides at this link: https://support.zoom.us/hc/en-us/sections/201740096-Training
Information about California State University San Bernardino, link: https://www.csusb.edu/about-csusb
Request for Accommodation:
If you require special accommodations for your interview (i.e. need an ADA complicate interview room, an ASL interpreter, etc.), please contact CSUSB Benefits at Benefits@csusb.edu.
The committee looks forward to meeting you on DATE!
Best regards,
Contact Information
Move now
Cancel

Status Update - Interview 1 Declined

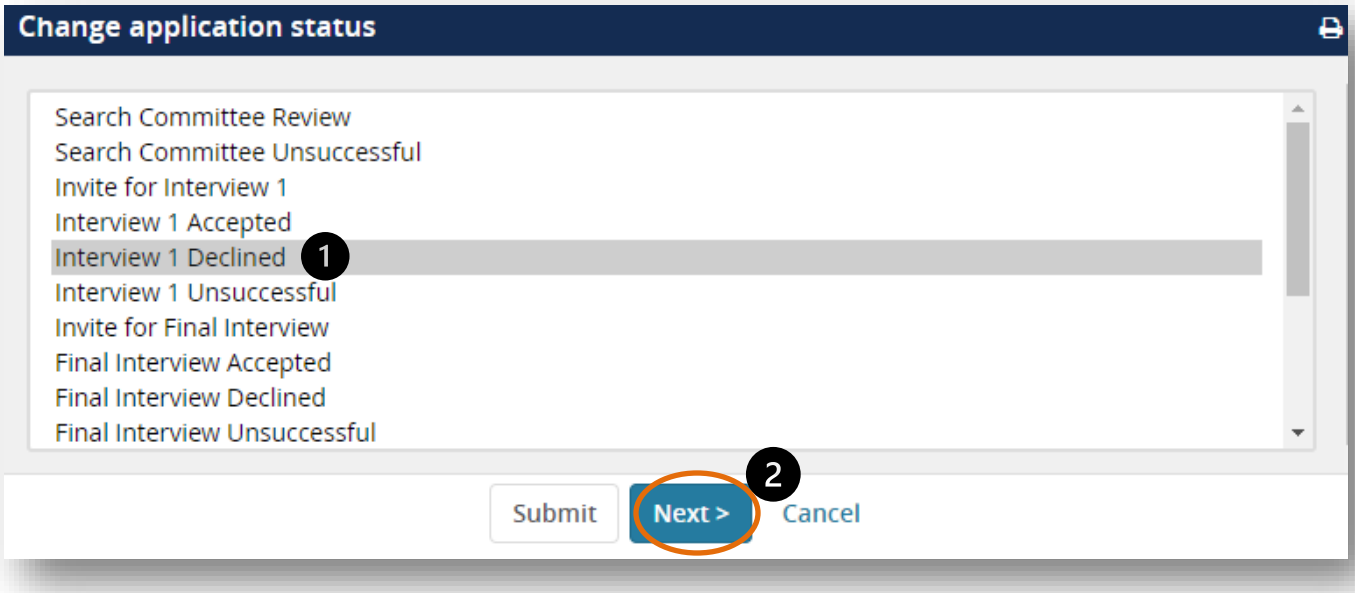
1. If the candidate has declined the interview invitation, you can send the confirmation email via-CSURecruit by selecting the candidate.



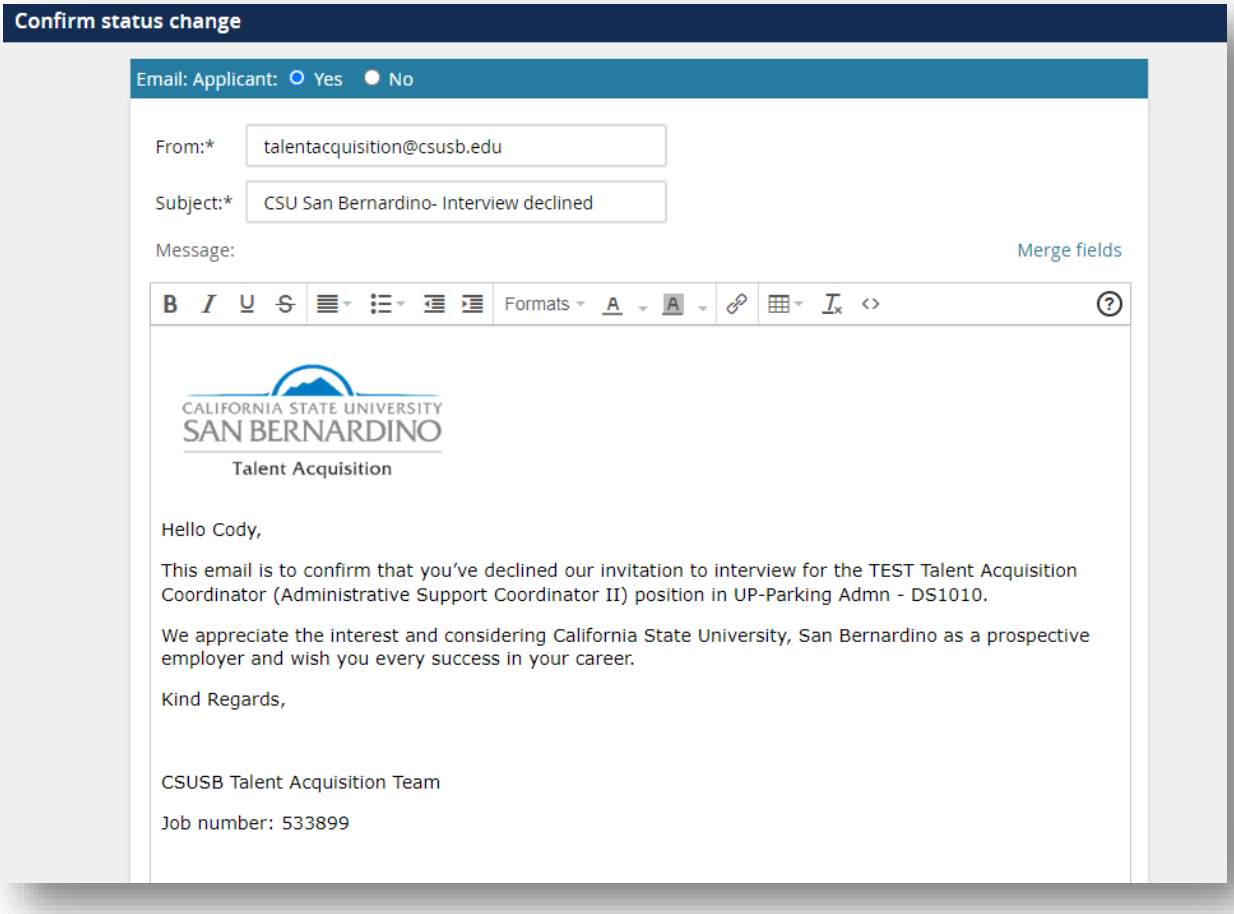
2. Click on the '**Invite for Interview 1**'.



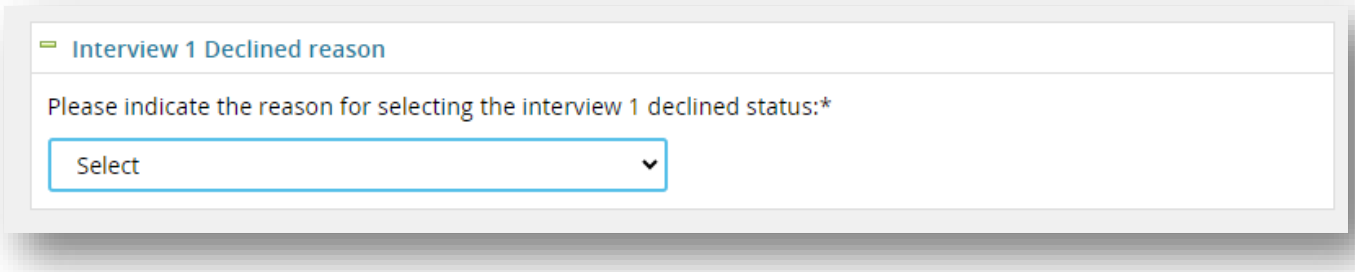
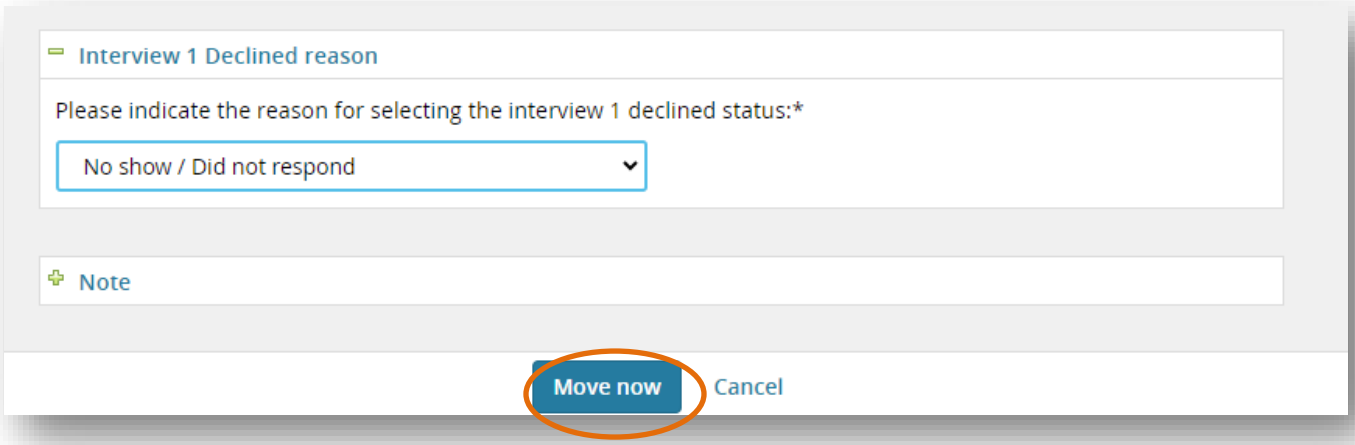
3. Move the candidate to 'Interview 1 Declined' and click on next.



4. The template will prepoluate with the candidate information, no changes need to be made.



I. Scroll down and please indicate the reason for selecting the interview 1 declined status:*



II. Once updated, select **'Move now'.**