



**CSU Recruit – Moving Application Statuses,
Interview Process**

Human Resources

Employment Services

Last Revised: 9/12/2024

General Steps:.....3
Log in to CSU Recruit.....3
Invite to Interview.....4
Status Update - Interview 1 Accepted7
Status Update - Interview 1 Declined.....10

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:

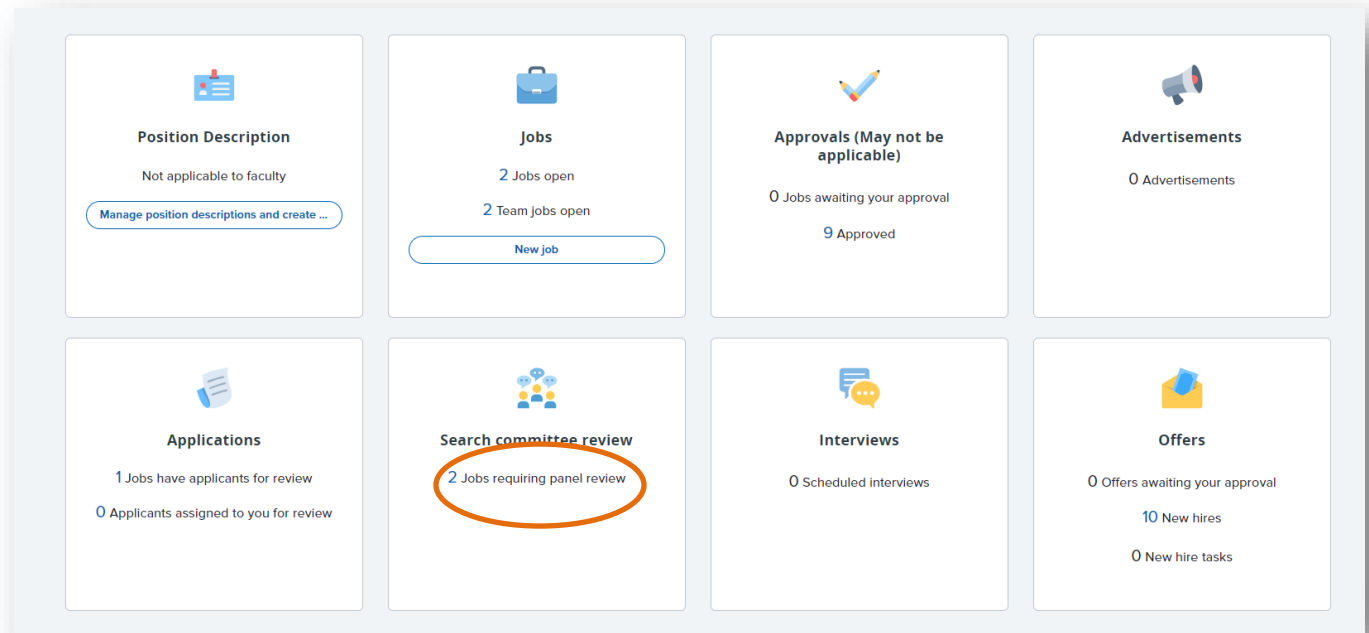
1. After you selected the candidates that you will interview, log into CSURecruit.
2. Select the appropriate staff/mpp recruitment and view applicants.
3. Select the candidate and disposition into "Invite to Interview."
4. Once accepted/declined, updated the candidate status.

Log in to CSU Recruit

 My Status Application Status, Admission Transcript Status, and Training Status	 Collaborate Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more	 Employment Opportunities Search employment opportunities	 Administrative Systems PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more
 Questica Budget Campus budgeting software for planning, reporting, forecasting and position management.	 Handshake Manage on-campus, part-time, full-time, internship, and volunteer opportunities for students.	 CSU Recruit CSUSB recruiting powered by PageUp. Submit recruitments, view candidate applications, and more	CLSS CLSS Build your semester class schedule using CLSS

Invite to Interview

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



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

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
529403	Jun 22, 2023	Interviewing	Sergeant, Public Safety	JG	25	Search Committee Chair	View Applicants (8) View responses Edit job
531303	Aug 21, 2023	Interviewing	Director, Finance, Technology & Operations (Administrator II), FTO	SS	30	Search Committee Member	View Applicants (6) View job
532260	Sep 20, 2023	Shortlisting	Lead Community Service Specialist (Community Service Specialist III), Parking	GM	17	Search Committee Chair	View Applicants (10) View responses Edit job
532322	Sep 21, 2023	Shortlisting	Enforcement and Parking Projects Analyst (Administrative Analyst/Specialist Non-Exempt), Parking	GM	29	Search Committee Chair	View Applicants (13) View responses Edit job
532988	Oct 11, 2023	Shortlisting	Fiscal Support Coordinator (Administrative Support Coordinator I), Parking	GM	38	Search Committee Chair	View Applicants (27) View responses Edit job
533481	Oct 26, 2023	Pending approval	Administrative Analyst/Specialist (Administrative Analyst/Specialist I), Student Financial Services	CE	0	Search Committee Member	View job
533899	Sep 6, 2024	Shortlisting	TEST Talent Acquisition Coordinator (Administrative Support Coordinator II)	GM	2	Search Committee Chair	View Applicants (2) View responses Edit job

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



TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) (533899)
Job Code/Employee Classification: Admin Support Coord 12 Mo

View responses

Bulk compile and send **Bulk move**

Select all Sort: Outcome

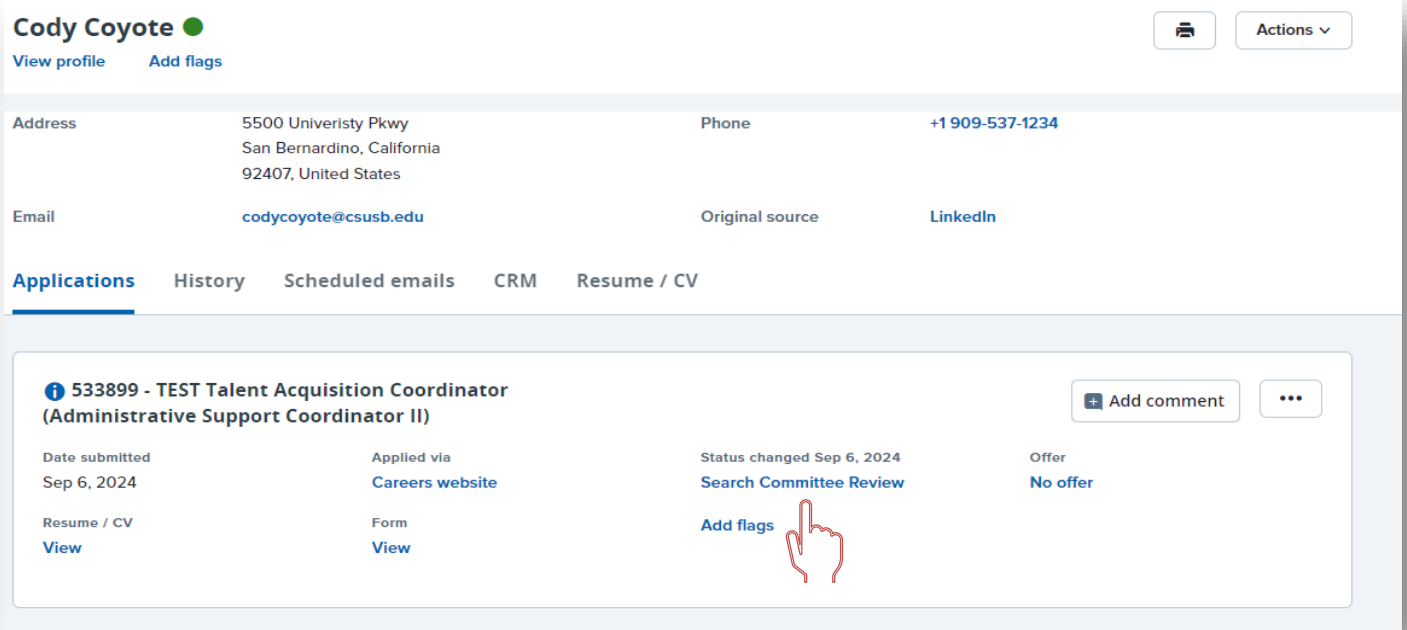
Search Committee Review

Cody Coyote  

Job Code/Employee Classification: Admin Support Coord 12 Mo

Summary

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




Cody Coyote ●
View profile Add flags 🖨️ Actions ▾

Address 5500 Univeristy Pkwy
San Bernardino, California
92407, United States Phone +1909-537-1234

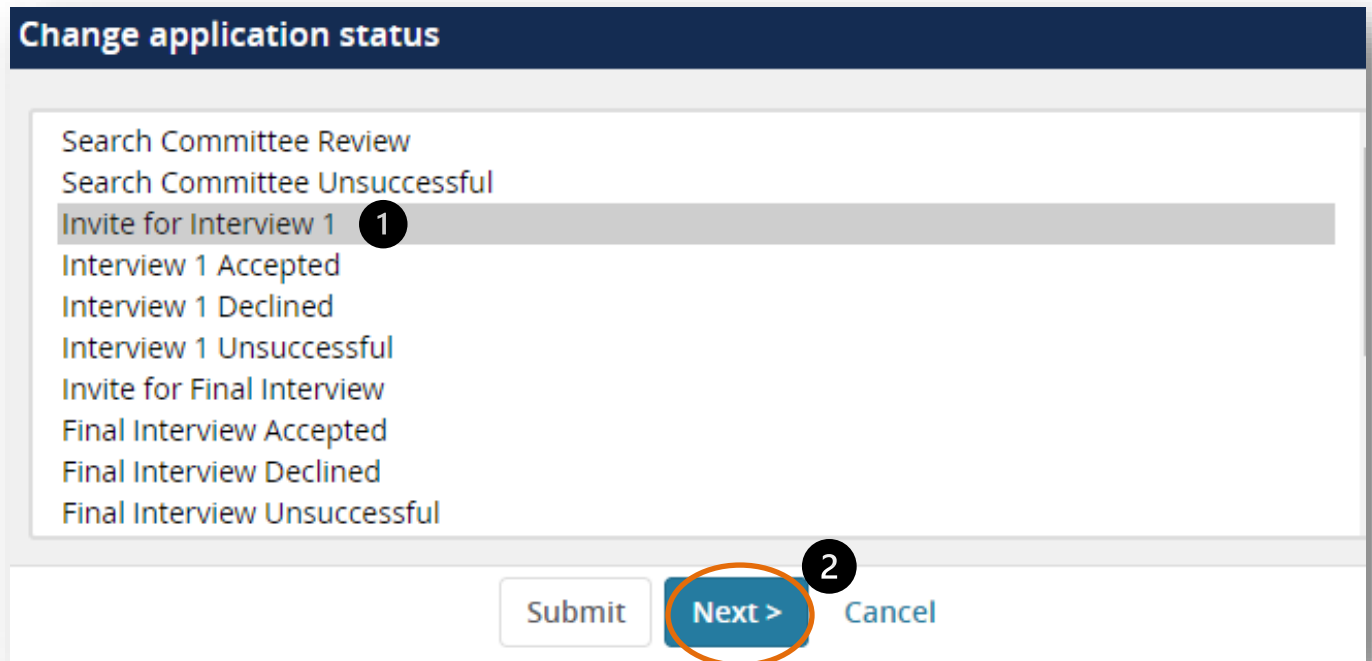
Email codycoyote@csusb.edu Original source LinkedIn

Applications History Scheduled emails CRM Resume / CV

533899 - TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) ➕ Add comment ⋮

Date submitted Sep 6, 2024	Applied via Careers website	Status changed Sep 6, 2024 Search Committee Review	Offer No offer
Resume / CV View	Form View	Add flags 	

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



Change application status

- Search Committee Review
- Search Committee Unsuccessful
- Invite for Interview 1** 1
- Interview 1 Accepted
- Interview 1 Declined
- Interview 1 Unsuccessful
- Invite for Final Interview
- Final Interview Accepted
- Final Interview Declined
- Final Interview Unsuccessful

Submit **Next >** 2 Cancel

6. The template will prepopulate with the candidate information.
 - I. The hiring department is responsible for updating the highlighted fields: From*, minutes, & providing the new dates/times.
 - II. Once updated, select **'Move now'**.

Confirm status change

Create an event booking invitation for the applicant: Yes No


Email: Applicant: Yes No

From:*

Subject:*

Message: Merge fields

B *I* U ~~S~~


Talent Acquisition

Dear Cody Coyote,

Thank you for applying to California State University, San Bernardino.

We were impressed with your application for the TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) position and we would like to invite you for an interview to learn more about you, your background, and experience. You will meet with a search committee. The interview will last about **45 minutes** and you will have an opportunity to discuss the TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) position and learn more about our University.

Please let me know if the following date and time works for you.

August 15, 2022 from 4:00 pm – 4:45 pm (PST)

Once you schedule your interview appointment, you will receive a confirmation with the interview date, time, and location.

We look forward to hearing from you.

Kind Regards,

Move now Cancel

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.



TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) (533899)
Job Code/Employee Classification: Admin Support Coord 12 Mo

View responses



Bulk compile and send **Bulk move**

Select all Sort: Outcome




Invite for Interview 1

Cody Coyote  
Sep 6, 2024

Search Committee Review

Testy Testy  


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


Cody Coyote   **Actions** 

[View profile](#) [Add flags](#)

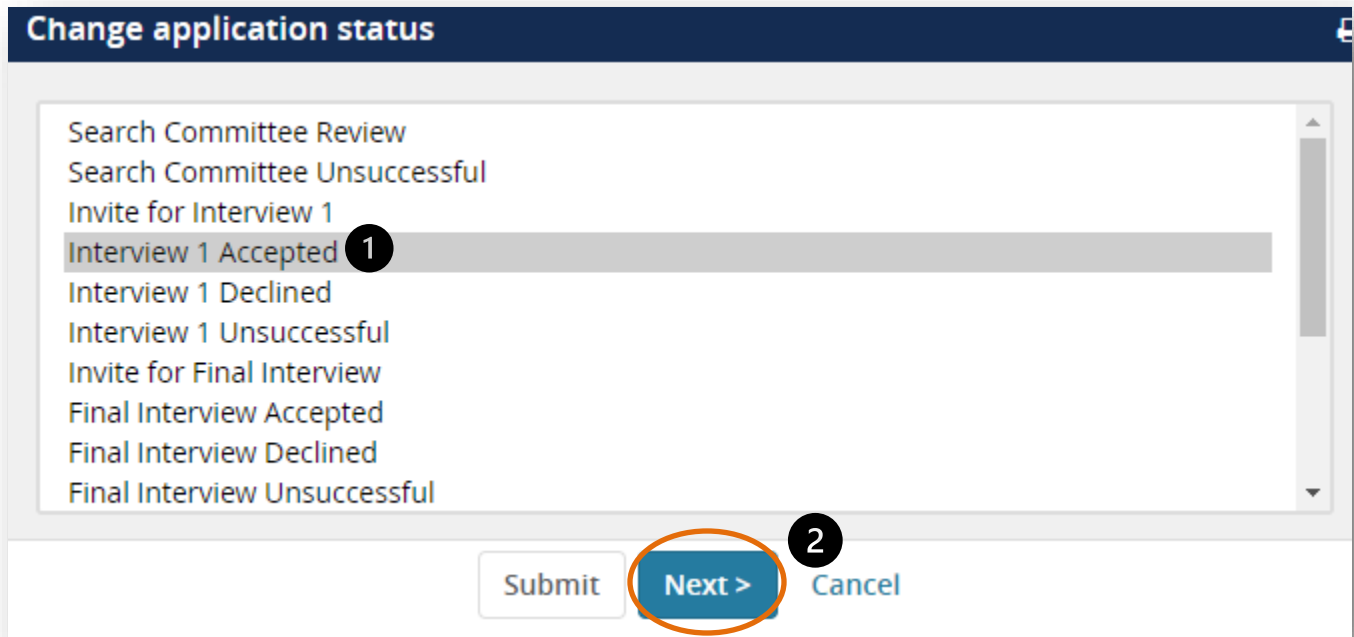
Address	5500 Univeristy Pkwy San Bernardino, California 92407, United States	Phone	+1 909-537-1234
Email	codycoyote@csusb.edu	Original source	LinkedIn

Applications [History](#) [Scheduled emails](#) [CRM](#) [Resume / CV](#)

533899 - TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) [+ Add comment](#) 

Date submitted	Applied via	Status changed Sep 6, 2024	Offer
Sep 6, 2024	Careers website	Invite for Interview 1	No offer
Resume / CV	Form	Add flags 	
View	View		

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



4. The template will prepopulate 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:*

Subject:*

Message:

Merge fields

B *I* U ~~S~~ Formats **A** **A**



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.


TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) (533899)
Job Code/Employee Classification: Admin Support Coord 12 Mo

View responses



Bulk compile and send **Bulk move**

Select all Sort: Outcome



Invite for Interview 1

Cody Coyote  
Sep 6, 2024

Search Committee Review

Testy Testy  


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

Cody Coyote 
[View profile](#) [Add flags](#)  [Actions](#)


Address 5500 Univeristy Pkwy San Bernardino, California 92407, United States Phone +1 909-537-1234

Email codycoyote@csusb.edu Original source LinkedIn

[Applications](#) [History](#) [Scheduled emails](#) [CRM](#) [Resume / CV](#)

533899 - TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) [Add comment](#) 

Date submitted Sep 6, 2024 Applied via Careers website Status changed Sep 6, 2024 [Invite for Interview 1](#) Offer No offer

Resume / CV View Form View [Add flags](#) 

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

Change application status

- Search Committee Review
- Search Committee Unsuccessful
- Invite for Interview 1
- Interview 1 Accepted
- Interview 1 Declined** 1
- Interview 1 Unsuccessful
- Invite for Final Interview
- Final Interview Accepted
- Final Interview Declined
- Final Interview Unsuccessful

Submit **Next >** 2 Cancel

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

Confirm status change


Email: Applicant: Yes No

From:* talentacquisition@csusb.edu

Subject:* CSU San Bernardino- Interview declined

Message: Merge fields

B I U [List Icons] Formats A A [Link Icon] [Table Icon] [Text Icon] [Code Icon] ?


Talent Acquisition

Hello Cody,

This email is to confirm that you've declined our invitation to interview for the TEST Talent Acquisition Coordinator (Administrative Support Coordinator II) position in UP-Parking Admn - DS1010.

We appreciate the interest and considering California State University, San Bernardino as a prospective employer and wish you every success in your career.

Kind Regards,

CSUSB Talent Acquisition Team
Job number: 533899

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

Interview 1 Declined reason

Please indicate the reason for selecting the interview 1 declined status:*

Select

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

Interview 1 Declined reason

Please indicate the reason for selecting the interview 1 declined status:*

No show / Did not respond

+ Note

Move now Cancel