

Screening Applications – Search Faculty

1. From my.csufresno.edu (My FresnoState)
 - a. Select eRecruit from the My Menu on the left hand side
 - b. Under eRecruit, select Manage Recruitments
 - c. In the Find Recruitment prompt – enter your recruitment number
 - i. Click GO to begin the search
 - ii. Select your recruitment from the list

CALIFORNIA STATE UNIVERSITY, FRESNO
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Manage Recruitments [Help](#)

Recruitment List

Find Recruitment:

Customize | Find | View All | First 41-50 of 59 Last

Recruitment	Posting Title
11466	Hourly Interpreter/Realtime Captioner (Continuous Recruitment)
11471	Health Services Management
11474	Director of Special Projects -12 month Lecturer (Temporary)
11475	Associate Professor / Professor / Chair Dept. of Viticulture and Enology & Director of VERC
11477	Instructional Studnt Asst / Construction Mgmt
11478	Research Fellow
11479	Assistant Professor
11480	Director of Sponsored Programs
11481	Custodian
11483	Assistant Professor

Menu

- Employee Self Service
- Student Self Service
- Curriculum Management
- Student Support
- Temporary Faculty
- Time Administration
- Training Administration
- eRecruit
 - View Faculty Applications
 - Career Opportunities
 - Recruitment Request
 - Pending Approvals
 - Manage Recruitments**
 - On-line Tutorials
 - Report Manager
- Fresno Messaging
- Reports Portfolio
- PAWS Action Request Tracker
- Security Requests
- Reporting Tools
- PeopleTools
 - ID Search
 - PeopleSoft HCM
 - PeopleSoft HCM Queries
 - Blackboard
 - BulldogLink
 - Student Clubs & Organizations
 - Access Email
 - Access Google Apps
 - Ask Timeout
 - Change My Password

2. A screen listing applicants will display

Manage Recruitments [Help](#)

Job Opening ID: 11484 Instructional Stndt Assistant - Tutoring
 Recruiter: Teresa Moreno-Aguallo
 Job Opening Type: Standard Requisition Opened Date: 11/23/2009

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Recruitment List

Find Applicant:

Customize | Find | View All | First 1-5 of 5 Last

Applicant	ID	Disposition	Application Date	9.3	References	Prepare Job Offer
<input type="checkbox"/>	56028	Applied	12/01/2009 9:05PM			
<input type="checkbox"/>	57024	Applied	01/15/2010 12:10PM			
<input type="checkbox"/>	52905	Applied	12/28/2009 1:39PM			
<input type="checkbox"/>	54112	Applied	12/08/2009 10:01PM			
<input type="checkbox"/>	31858	Applied	01/11/2010 9:45AM			

[Select All](#) [Deselect All](#) [View Previously Run Reports](#)

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- a. Click Select All
- b. From the Drop Down Menu – select View Applications then click GO
 - i. Click the Refresh button until a pdf file is generated then posted
 - ii. To view the report – click View Applications (see screen shot below)
 - iii. A new window opens and the applications are displayed.
 - iv.

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Diane Young (10031) last accessed: 11/23/2009 10:43:18 AM
[New Window](#) | [Help](#) | [Custo](#)

List Explorer **Administration** Archives

View Reports For

User ID: 10031 Type: Last: 60 Minutes
 Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	897242	1240489	View Applications	01/06/2010 8:43:18AM	Acrobat (*.pdf)	Processing

3. The search chair, department assistant can use this method to change status from Applied to Rejected or to Manage Interviews. If you do not have access to these additional functions, the search chair can request access by emailing Academic Personnel.