

## Overview

Prior to interviewing job finalists, each finalist will be asked to complete an online conviction history questionnaire. This step-by-step guide demonstrates how to identify candidates that meet the basic, minimum qualifications for the job opening and mark the candidates to proceed to the next step of interview process.

Selected applicants will receive an email to complete a short questionnaire and must respond within 72 hours of receiving the email to receive further consideration in the application process. Applicants receiving this email are required to indicate whether they have ever been convicted of a crime as an adult. A conviction will not necessarily disqualify the applicant from employment. By answering the online conviction questions the applicant agrees to and consents to the following: 1) California State University, Fresno will conduct a criminal records check through LiveScan fingerprinting, and 2) California State University, Fresno will verify the statements they have made regarding any criminal convictions which may be on their record.

Please Note: A conviction will not necessarily disqualify the applicant from employment.

## Table of Contents

<b>Log In to My Fresno State..</b> .....	<b>1</b>
<b>Manage Recruitments.....</b> .....	<b>2</b>
<b>Manage Interviews.....</b> .....	<b>3</b>

**Note:** Prior to nominating an applicant to proceed to the interview phase, contact your Analyst/Consultant to complete the required mid-course review by Human Resources.

## Manage Recruitments

You must be logged in the Fresno State Portal.

### Navigate to eRecruit

1. My Menu, eRecruit
2. Click on Manage Recruitments

**Note: You must be identified as part of the search team to access this page.**

3. Select the job opening from the list

All of the applicants that have been routed by Human Resources will be listed. Identify the candidates that will proceed to the interview phase.

1. Check each applicant to be interviewed.
2. From the drop down list select Manage Interviews
3. Click on "Go"

**MY FRESNO STATE**

Favorites | Main Menu > eRecruit > Manage Recruitments

My Page | Workflow

### Manage Recruitments

 Help

**Recruitment List**

Find Recruitment: 12590 Go

Personalize | Find | View All | First 1-10 of 84 Last

Recruitment	Posting Title
2893	Lecturer - 12 Month
11248	Support Analyst (Continuous Recruitment)
11295	Custodian (Continuous Recruitment)
11296	Police Officer (Continuous Recruitment)
11297	Casual Worker (Continuous Recruitment)
11298	Accounting Clerk (Continuous Recruitment)
11378	Casual Worker (Continuous Recruitment)
11493	Hourly Interpreter/Realtime Captioner (Continuous Recruitment)
11524	Hourly Interpreter/Realtime Captioner (Continuous Recruitment)
11690	Hourly Interpreter/Realtime Captioner (Continuous Recruitment)

  

**Manage Recruitments** Help

Job Opening ID: 12591 Automotive/Equipment Mechanic

Recruiter: Donna Freeman

Job Opening Type: Standard Requisition Opened Date: 03/20/2015

Recruitment Summary/Attachments Previous | Next | Back to List

**Recruitment List**

Find Applicant: Go

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

Applicant	ID	Disposition	Application Date	9.3	References	Prepare Job Offer
<input checked="" type="checkbox"/> John Doe	118164	Route	06/10/2015 1:56PM			
<input checked="" type="checkbox"/> Alan Hart	73261	Route	03/31/2015 9:01PM			
<input checked="" type="checkbox"/> James Jenner	80079	Route	03/31/2015 3:50PM			
<input type="checkbox"/> Jordan Lector	116536	Route	04/05/2015 7:38PM			
<input type="checkbox"/> Donald Reyes	116592	Route	04/08/2015 11:19AM			

Select All Deselect All **Manage Interviews** Go View Previously Run Reports

Recruitment Summary/Attachments Previous | Next | Back to List

## Manage Interviews

Each applicant will be listed on the page.

1. Enter today's date in the interview date field.
2. Select Nomination to Interview from the Interview type field.
3. Click on the Save and Submit button.

Each applicant will receive an email notifying him or her that they have 72 hours to complete the online conviction history questionnaire.

Human Resources will monitor the applicants to verify they have completed the online questionnaire and advise the search committee chair to proceed with the interview process.

The screenshot shows the 'Add Interview' interface for two applicants: James Jenner and John Doe. Each applicant's form includes fields for 'Applicant Name', 'ID', 'Notify Interview Team', and 'Notify Applicant'. Below these are options to 'Generate Letter', 'Email Applicant', and 'Upload Letter'. The 'Interview Schedule' section contains a table with columns for 'Interview Date', 'Start Time', 'End Time', 'Time Zone', 'Interview Type', and 'Location'. Red arrows point to the 'Interview Date' and 'Interview Type' fields in the first row of the table. Below the form are sections for 'Attachments' and 'Notes', and a row of buttons: 'Save', 'Save & Submit', 'Cancel', and 'Return to Previous Page'.

Interview Date	Start Time	End Time	Time Zone	Interview Type	Location
06/12/2015			PST	Nomination to Interview	
			PST		
			PST		
			PST		

Interview Date	Start Time	End Time	Time Zone	Interview Type	Location
06/12/2015			PST	Nomination to Interview	
			PST		
			PST		
			PST		

Attachments  
No Attachment have been added to this Job Opening.

Notes  
No notes have been added to this Job Opening.

Save Save & Submit Cancel Return to Previous Page