

# E-RECRUIT TRAINING AT FRESNO STATE

## (ONLINE RECRUITING FOR NON-FACULTY POSITIONS)

If you have a role in the Fresno State recruitment process as a coordinator, committee member or hiring manager you should consider any or all training modules depending upon your involvement in the process. You may attend modules separately depending upon your schedule. You are also welcome to attend Module II to learn how to apply.

To view dates, times and locations, or to register, please visit the Human Resources website at: [www.csufresno.edu/humres](http://www.csufresno.edu/humres) or contact Human Resources by phone at 278-2032.

### Module I

#### Online Recruitment Management

Includes information for managing the online recruitment process:

- Approval process
- Applicant tracking/viewing
- Applicant screening
- Managing the interview process
- Recommending and finalizing the job offer

**1 Hour in Length**

**Target Audience:** Hiring Manager, Search Committee Chairs, Search Committee Members, or others who may be involved in the review/selection process for recruitments

### Module II

#### Online Application Process

Includes information related to applying online for positions at Fresno State:

- Learn where to locate computers on campus
- Learn how to navigate the Fresno State JOBS website
- Search for jobs of interest to you
- Applying through the online system
- Learn the simple how-to's of the new paperless system
- Learn how to update your profile, attach a resume and other documents
- Learn about the automated confirmation process for application acceptance and non-selection
- Track the job opening online

**1 Hour in Length**

**Target Audience:** Anyone wishing to apply for positions at Fresno State

### Module III

#### Online Recruitment Request and Application Management

Provides information on initiating and administrating the online recruit process:

- Create online recruitment requests to initiate recruitment for regular/temporary staff and management personnel
- Indicate approvals online
- Manage your applicant pool
- Select applicants for interview
- Recommend candidate for job offer

**2 Hours in Length**

**Target Audience:** Managers and administrative support personnel involved in managing departmental recruitments

### Module IV

#### E-Recruit at Fresno State from Requesting to Applying

This module includes modules I-III in one training program:

- Includes information on initiating and administering the online recruitment process
- Includes information for managing the online recruitment process
- Includes information related to applying online for positions at Fresno State

**3 Hours in Length**

**Target Audience:** Anyone wishing to learn all the "in's" and "out's" of the online recruitment process