Chair View FAQ

[What do I do if I’ve forgotten my username? 1](#_Toc301792045)

[What do I do if I’ve forgotten my password? 1](#_Toc301792046)

[How do I add a job? 1](#_Toc301792047)

[How do I change an applicant’s status? 2](#_Toc301792048)

[How many reference letters can I upload in total? 2](#_Toc301792049)

[How can I reject an applicant? 3](#_Toc301792050)

[My question was not listed. 3](#_Toc301792051)

## What do I do if I’ve forgotten my username?

Contact: [cs-recruiting@cs.uwaterloo.ca](mailto:cs-recruiting@cs.uwaterloo.ca).

## What do I do if I’ve forgotten my password?

Contact: [cs-recruiting@cs.uwaterloo.ca](mailto:cs-recruiting@cs.uwaterloo.ca).

## How do I add a job?

Click **Job Management** in the left hand side menu

You will be brought to the **Job Management** page. Click on the paper icon located next to **New Job** above the table.

You will be redirected to a new page. You will need to fill in the required information to create a new job.

Click **Yes** (to make viewable) or **No** (not viewable) in the drop down menu located next to **Hidden.**

Click **SAVE**.

## How do I change an applicant’s status?

Click on the pencil icon from the **Submit Review** column.

To change the applicant’s status, click on the drop down menu located next to **Application Status**.

Click on the status you wish to give the applicant.

**Submitted**: Application has been submitted

**Hold**: Application is put on hold for further review

**SACA Review**: Application is being reviewed by SACA members

**Chair Review**: Applicant is being reviewed by Chair users

**Chair Reject**: Chair users have rejected applicant based on application

**SACA Reject**: SACA users have rejected applicant based on application

**Short List**: Applicant has been short listed for interview

**Interview**: Applicant has been offered an interview

**Rejected after interview**: Applicant has been rejected after interview

**Job offered**: Applicant has been offered a job after interview

**Job accepted**: Applicant has accepted an offer

**Job declined**: Applicant has declined an offer

**Withdrawn**: Applicant has withdrawn application

**Accepted**: Application has been reviewed and accepted and is pending an interview offer.

Click **UPDATE STATUS**.

## How many reference letters can I upload in total?

You can upload each of your reference letters one at a time, or upload multiple documents at once.

\*NOTE\* Your reference letters must include letters in the filename. Filenames that are composed solely of numbers (i.e. “1234.pdf”) cannot be replaced if uploaded.

## How can I reject an applicant?

Click on the pencil icon located in the **Reject** column.

This will bring you to the **Rejection Letter (step 1)** page.

To edit the applicant’s name on the rejection letter, highlight the text in the text box located next to **Applicant Name**. Press backspace/delete on your keyboard.

Type in the name you wish to see on rejection letter.

To edit the position on the rejection letter, highlight the text in the text box located next to **Position**. Press backspace/delete on your keyboard.

Type in the position you wish to see on rejection letter.

Click, *REVIEW REJECTION LETTER*.

You will be brought to the **Rejection Letter (step 2)** page.

Review the rejection letter that will be sent as it appears under **Email to be sent**.

If you are satisfied with the letter, click *SEND REJECTION LETTER*.

## My question was not listed.

Consult the Cheriton School of Computer Science SACA System V.2.4 User’s Guide – Chair View.