



This guide is for any academic or staff who are named as approvers for a SEARCH PLAN, SHORTLIST REPORT, SEARCH REPORT, or a SEARCH WAIVER for an academic recruitment.

This is a supplement to the AP Recruit User Guide ([link](#)). For more detailed information on the steps, please refer to the AP Recruit User Guide, How Approvers Use AP Recruit and Notifications Sent to Approvers.

APPROVERS DASHBOARD

1. Click on Approvals link to display approval requests.
2. Type shows the approval type: Search Plan, Shortlist Report, Search Report or Search Waiver
3. Approvers shows all of the approvers in the approval workflow and the next approver in the sequence.
4. Users can use the control buttons on the dashboard to sort To Do Items, Approval Type, and Status.

| Type | Name | Approvers | Requested On | Last Approved On | Last Approved |
|------------------|---|---|--|------------------|---------------|
| Shortlist Report | Testing 8.22.17 - MELLO (JPF00317) Approval details (0/5) Search info | → Affirmative Action Reviewer Department Chair Equality Advisor Dean Diversity Office | Aug 25, 2017 2:47pm Sara Umali | - | 4 days ago |
| Shortlist Report | Testing 8.22.17 - HAMILTON (JPF00320) Approval details (0/5) Search info | → Affirmative Action Reviewer Department Chair Dean's Analyst Dean Diversity Office | Aug 22, 2017 10:51am Casey Hamilton | - | 7 days ago |

NOTE: The system will display an arrow next to the role that needs to approve the request. Please approve the items in the proper sequence as shown in the Approval Request window. AP Recruit does not currently enforce the approval chain sequence order.

HOW IT WORKS

1. AP Recruit sends automated email notifications to approvers. Approvers will not be notified twice for the same request. The recruit analyst in charge of the recruitment monitors approvals in progress and comments.
2. Approvers click on the link in the email message, login to Recruit at the prompt, and then view, approve, or comment on the item.
3. Approvers who are next in line in the workflow receive the email. (The arrow points out the step.)
4. If a step is approved before it is the current step, the email is suppressed.
5. If there are multiple people listed in a step (alternates), all receive the email simultaneously.
6. The email template for *optional* approvers have slightly different wording: "Your approval is 'requested' instead of 'required'."



7. When a current step is approved and if the next step is marked as optional, all potential approvers for the next mandatory step are sent the email.
8. Should any modification be made to a Search Plan, Shortlist Report, Search Report or Search Waiver, and the analyst submits the item again for approval, AP Recruit sends a notification to those who previously approved that the item has changed.

ACCESSING APPROVAL REQUESTS

There are two quick ways to reach the approval screen. For both options, you will see a personalized “To Do” approval dashboard. Click on the name of the recruitment to open the approval request screen.

Option 1:

1. Look for an email notification (sample below) from AP Recruit, Subject: UC Riverside Recruit: Approval Request.
2. Follow the link provided in the message where you will be prompted to login to AP Recruit. The approval screen will appear where you may view, approve, or comment on the item.

=====
Hello [Approver name]

Your approval is required for:

Recruitment name: Cardiovascular Professor Extraordinaire (JPF00667)

Approval request for: [Search Plan or Shortlist Report or Search Report or Search Waiver]

Your role: [Dean or Department Chair or Committee Chair]

To view, approve, or comment on this request please visit:

<https://aprecruit.ucr.edu/analyst/approvals/182>

If you have any questions, please contact the user who requested the approval:

[Analyst’s name, email]
=====

Option 2:

1. Bypass the email and login to AP Recruit directly
2. Using any web browser, navigate to <https://aprecruit.ucr.edu/>
3. Click “UC Riverside Faculty & Administrators.”
4. Login with your UCR NetID and password. If you have never activated your UCR NetID, instructions are available at <http://cnc.ucr.edu/NetID/obtaining.html>.
5. The Home screen will display the link to any approvals pending your review.
6. Click on Approval link to go to your approval dashboard.
7. Click the item to view, approve, or comment.



APPROVAL REQUEST SCREEN

To view, approve, or comment on the item.

Approval Request

Approval requested for a **Shortlist for Testing 8.22.17 - MELLO (JPF00317)**

[Download report](#) [Approve report as academic personnel](#)

▼ Approvers – 0/4 required have approved [Notify approvers](#)

| Step | Person |
|---|---|
| Affirmative Action Reviewer <small>Remove</small> | Required Specify person |
| Equity Advisor <small>Remove</small> | Susan Brown <susanb@ucr.edu> <small>Coll of Hum, Arts & Social Sci</small> Proxy Add alternate approver |
| Dean <small>Remove</small> | Milagros Pena <mpena@ucr.edu> <small>Coll of Hum, Arts & Social Sci</small> Proxy Add alternate approver |
| Academic Personnel <small>Remove</small> | Antonette Toney <atoney@ucr.edu> <small>recruit</small> Proxy Sara Umali <sarau@ucr.edu> <small>recruit</small> Proxy Katina Napper <katinan@ucr.edu> <small>recruit</small> Proxy Add alternate approver |
| Diversity Office <small>Remove</small> | Brittnie Meltzenheimer <bmelt001@ucr.edu> <small>recruit</small> Proxy Nicole Butts <nicolebt@ucr.edu> <small>recruit</small> Proxy Tina Curry <tinacu@ucr.edu> <small>recruit</small> Proxy Monique Guerra <mguer017@ucr.edu> <small>recruit</small> Proxy Add alternate approver |

[+ Add step](#) [X Reorder steps](#)

Comments – 0 [Add a comment](#)

Download: This will display the document that may be downloaded: Search Plan, Shortlist Report, Search Report or Search Waiver. This opens a pdf of the document for your review.

Add a Comment: Leave a comment or question for the analyst and/or other approvers. To ensure that an approver sees the comment, use the Notify Approvers link (see information below). *Note:* At UCR, if the any of the reports or plan is not approved and/or needs modification, use this field to enter your comments. Do not click on “Approve” until the plan is ready for approval.

Notify Approvers: To send a message to approvers, click Notify Approvers and enter the message. The message will be sent via email to the specified approvers, and saved as a comment.

Notify approvers ×

Your message will be sent via email to the specified approvers, and saved as a comment. Remember that approvers are automatically notified when it is their turn to approve and when the report is updated.

Message

Email text (a link is included automatically)

Send to

- All approvers those who have approved, plus those people who have not yet approved.
- Previous approvers those who have already approved.
- Current approver those who are next in line to approve.
- Pending approvers those who have not yet approved, including the current approver.

[Send Email](#) [Cancel](#)



Approve: Clicking the approve button places your name in a grid on the page with a “thumbs up” icon to cue the analyst and any other approvers that this document has passed your review.

Approvers: Expand the arrow to view the identities of any other approvers named in the workflow. Roll over the icons with your mouse to see the approval date and time. The arrow indicates the next person in line to approve.

Comments: Expand the arrow to view all comments.

For Search Waivers Only

In addition to the options above, the Search Waiver Approval Request Screen includes the following options:

Decline Search Waiver Request

 Approve search waiver request

 Decline search waiver request

The very last required person in the workflow is the Final Authority and will ultimately make the final decision on the search waiver request. The final authority has the ability to approve the search waiver or decline it. They are the only approver who has both action buttons.

Final authorities are the only approvers who may revisit their vote and may reverse it if they want to. This is done using the menu item, Final decision.



Using the menu item, Final decision, final authorities may use the text box provided to leave a note regarding their decision. Their note updates the waiver’s PDF.

The following actions by the final authority will trigger an email to the analyst:

- ✓ If the final authority approves, and all prior steps have also been approved, an email is sent to the analyst to that effect.
- ✓ If waiver is declined, an email will be sent to inform the analyst.
- ✓ If the decision is reversed, another email is sent to inform the analyst.

After you approve the plan a thumbs up shows next to your role indicating your approval. Click Done to close the Approval Request window for that item.

When you are finished, log out of Recruit. The logout link for Recruit is at the top, right corner of the Recruit window:

Hello, Bob Faculty - [Logout](#)

Thank you for using the AP Recruit system. If you have any questions, please contact your College/School/Unit Recruit Analyst (<http://cnc.ucr.edu/aprecruit/contacts.html>) or the AP Recruit support team at aprecruit@ucr.edu.