

These are general system guidelines and this document is not meant to replace policy. Please refer to the CALL for the most current policy information: <https://academicpersonnel.ucr.edu/the-call>.

If you require further assistance, please contact the eFilePlus Subject Matter (SME) in your org [contact list](#) or send an email to efilesupport@ucr.edu.

Search Feature

This feature allows certain roles to search for current or previous snapshots in eFilePlus. For snapshots that are from the legacy system, only the most recent positive review is available. If other snapshots are needed from the legacy system, contact your eFilePlus SME, dean’s office or efilesupport@ucr.edu.

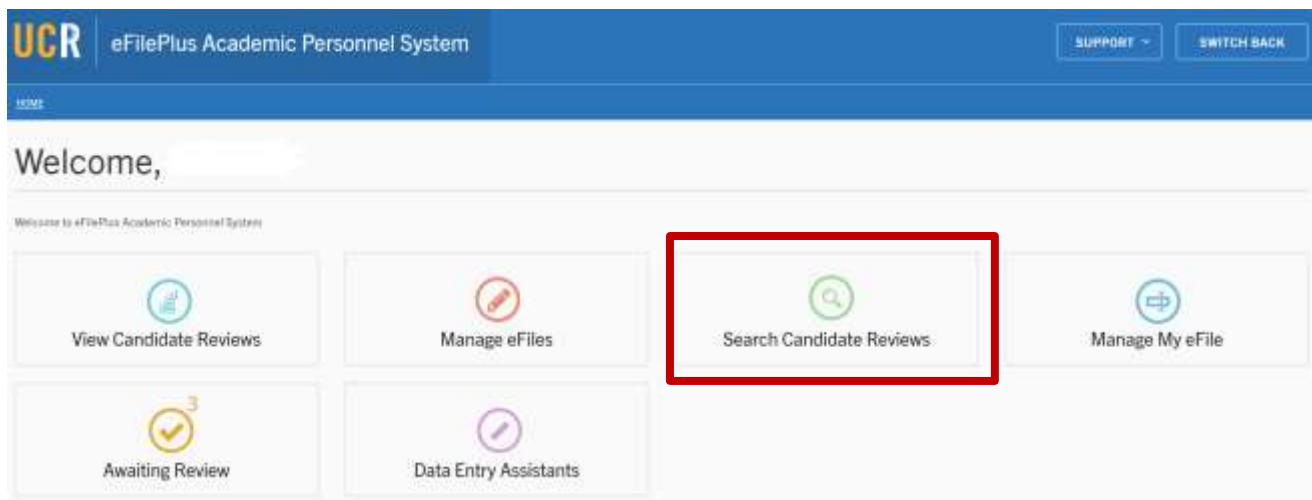
This feature is available to the following eFilePlus roles:

1. File Preparer
2. Dean’s Analyst
3. Department Chair
4. CAP Analyst
5. APO Analyst

A user with access to this feature can search for a faculty member’s snapshot as long as the faculty member is in their accountability structure.

How to Use the Search Feature

1. From the user dashboard, click on SEARCH CANDIDATE REVIEWS. The sample dashboard below is from a department chair view/role.



2. A search menu will be displayed. Users can search by NetID, by department, by action type, by review year, or by review status. Click SEARCH once the search parameter is entered.

Search Candidate Reviews

UCR NetID (Search by name or NetID)

Department

Action Type

Review Year

Review Status

3. Below is a sample based on a search by NetID. The Status shows the current state or location of the snapshot. To view the snapshot (read only), click on the three dots (menu button).

Search Candidate Reviews

UCR NetID (Search by name or NetID)

Department

Action Type

Review Year

Review Status

Date Received	Name	Department	Net ID	Action Type	Review Year	Status	
02/10/2020	Jody Benjamin	History	jodyb	Appraisal	2019-2020	Complete	<input type="button" value="⋮"/>
07/23/2021	Jody Benjamin	History	jodyb	Merit	2020-2021	Complete	<input type="button" value="⋮"/>
09/30/2019	Jody Benjamin	History	jodyb	Merit	2018-2019	Complete	<input type="button" value="⋮"/>
08/14/2010	Jody Benjamin	History	jodyb	Merit	2016-2017	Complete	<input type="button" value="⋮"/>
11/30/2022	Jody Benjamin	History	jodyb	Merit	2022-2023	APO Final Review	<input type="button" value="⋮"/>