

This guide is for any faculty or staff who are named as approvers for a SEARCH PLAN, APPLICANT POOL REPORT, SHORTLIST REPORT, SEARCH REPORT, or WAIVER. There are two quick ways for approvers to reach the approval screen:

1. Look for an email from Recruit, *Subject: UC Riverside Recruit: Approval Request*

- Follow the link provided in the message where you will be prompted to log into Recruit.
- Once logged in, the approval request screen appears, where you will review, approve, or comment.

2. Or bypass the email and log into Recruit directly.

- Navigate to <https://aprecruit.ucr.edu/>
- Click “UC Riverside Faculty & Administrators.”
- Login with your UCRnetID and password.
- If you are next in line to approve, Recruit’s News & Updates page displays the approval link(s).
🔔 1 approval request is available for your review
- The link opens a personalized “To Do” approval dashboard. The list may be filtered, and columns may be added.

Type	Status	Read status	Name	Approvers	Requested on	Last approved	Updated at
Applicant Pool Report	Pending	🔔	Test Recruitment (JPF01813) <small>Approval details (0/4) Search info</small>	<ul style="list-style-type: none"> Faculty Principal Investigator Equity Advisor Committee Chair Dean's Analyst 	Jan 20, 2022 1:02pm <small>Vanessa Yieh</small>		Jan 20, 2022 1:02pm

- Find the name and click it. The approval request screen opens.

The Approval request screen - Review, approve, or comment.

Approval Request

Pending Approval requested for a Applicant Pool for Test Recruitment

Current approver (step 1 of 4)

➔ Faculty Principal Investigator
Hester Dooley [Edit approvers](#)

[Make decision now](#)

[Notify approvers](#) [Download report](#)

Upcoming approvers

🕒 Equity Advisor
Eloy Lockman or Edward Equity Advisor [Edit approvers](#)

🕒 Committee Chair
Michele Yost or Hiram Cartwright [Edit approvers](#)

🕒 Dean's Analyst
Joannie Quigley or Freddy Boehm [Edit approvers](#)

Submitted for approval Jan 20, 2022 at 1:02pm by Vanessa Yieh

Comments - 1 [Add a comment](#)

Approval request submitted using workflow "Applicant Pool"

- Faculty Principal Investigator
- Equity Advisor
- Committee Chair
- Dean's Analyst

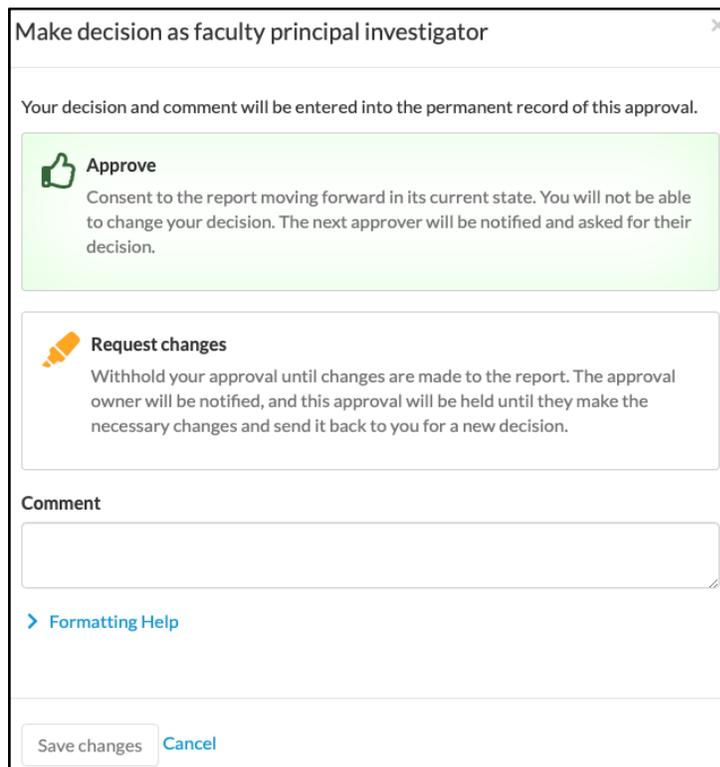
- Recruit System • Jan 20, 2022 at 1:02pm

[Done](#)

- Approvers and analysts may see one or all of the following sections on the approval screen: Current approver, Upcoming approvers, and Previous approvers.
- Current approver: The arrow icon by any name identifies who is next in line to approve.

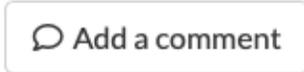


- **Make decision now button:** When you click this button, you'll have a chance to approve or request a change.



- **Approve:** Click approve to consent to the recruitment. Once approved, your decision cannot be undone.
- **Request changes:** An approver can notify the analyst that a change is required before making a decision on a submitted request.
- **Download button:** This opens a PDF of the report for your review. After reviewing the PDF, return to the approvals screen.
- **Comments:** Optionally leave a comment or question for the analyst and/or other approvers.

- The comment is recorded in the comment section on the approval request screen where all approvers can read one another’s comments.
- Comments trigger a heads-up email to the Analyst who submitted the report.
- Enter your comment by clicking the button:



- Enter text in the field provided.
 - To confirm, click the button, **Add comment**. Comments may not be removed or edited.



- **“Mark approval as read” feature:** For approvers who send reports back to departments for changes, use the "Mark approval as read" feature.
- Type your comment in the text field provided.
- Then click the box, “Mark approval as read”.



- To confirm both your comment and the flag, click:



- On your “To Do” approvals page, approvals marked as read will alert you when there’s a change:

With an indicator appearing in the “Read status” column.
The indicator switches from grey to red when a change is made to the report.

In the example below, the user marked the Search report “read” and changes are pending. The Shortlist Report was marked “read” and changes occurred.

Type	Read status
Search Report	
Shortlist Report	

The “Mark approval as read” flag may be repeated as often as needed.

- Return to the approval request screen.
- Remove the flag with the button, Mark approval as unread.
- Then create a new comment and flag.

Finally, **log out of Recruit**. The logout link for Recruit is at the top, right corner of Recruit’s window:

