1. Login

- Using any modern web browser, go to **https://recruit.ap.uci.edu/**

- Click "UC Riverside Faculty & Administrators".

- Enter your UCRnetID and password

2. Find the applicants

- Click "Recruitments" in the top menu bar.

- Locate the recruitment you have been given access to.

- Click the "Applicants" link.

## 3. Working with the list of applicants (the grid)

Committee members will only be able to view applications with APPLIED status; those who have finished all requirements and submitted it. Committee members will not have access to applications that are incomplete, complete but not submitted or late.

Applicant information is laid out in a grid view. Adjust the information using filters or column settings.

*B*y default, the grid opens to the green, Qualified view. The Analyst, Editor or Committee Chair will mark applicants qualified if they meet the basic qualifications or unqualified if they don't. (required PhD, teaching experience, etc.) *If you see no applicants in this view, most likely the task of marking them hasn't been done yet. To see ALL applicants, update the ribbon filter to see the Entire Pool view.*

4. Filter the list of applications

- Filters display on a "workspace ribbon," a horizontal band across the top of the grid.

- In the middle of the ribbon, you'll see which filters are active. Hover over any filter to quickly update it.
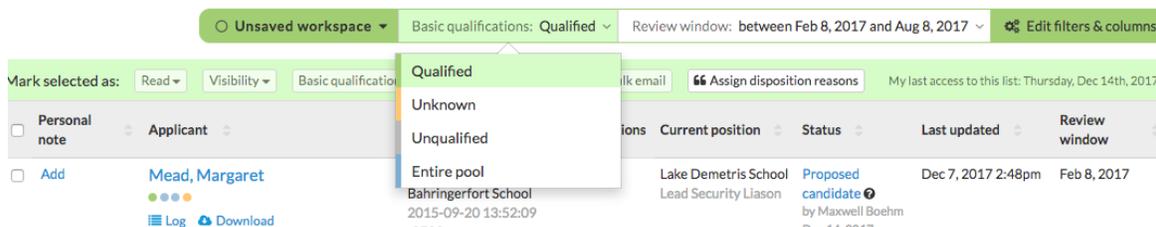
- To reset the grid to the essentials, hover over the end cap and choose "Default workspace."

- For more workspace management, click the button, **Edit filters & columns**, found on the right side of the ribbon.

5. Recruitments with Review Dates - *some recruitments are set up with ongoing pools of applicants, separated by review dates.*

- Add the Review window filter via the **Edit filters & columns** button.

- Adjust the two thumbs to see just the applicants who completed their application by a certain review date.

- If you want to see everyone, move the two thumbs as far apart as you can.

6. Check the applicant's log

- Click the "Log" link below an applicant's name.

- Recruit tracks all actions that have taken place in the applicant's file.

7. Download the applicant's entire file

- Click the "Download" link below an applicant's name. A PDF bundle will stitch together the applicant's documents and includes a title page, interstitial pages, and watermarks that provide other information.

 8. **Mark as Read -** use this to keep track of applicants you have reviewed.

- Put a check in the empty box in the applicant's row.

- Then click the "Read" button in the row at the top of the list of names. A green checkmark appears beside the applicant.

- If an application has been modified since you marked it as read, an alert icon ⊘ will replace the green checkmark to cue you to review again. Or look at the log to see what was changed.

9. Review the list of applicants (the hoverboard)

Committee reviewers can review applications easily through the "hoverboard." Application pages appear as a pop-up window, "hovering" over the full application list.
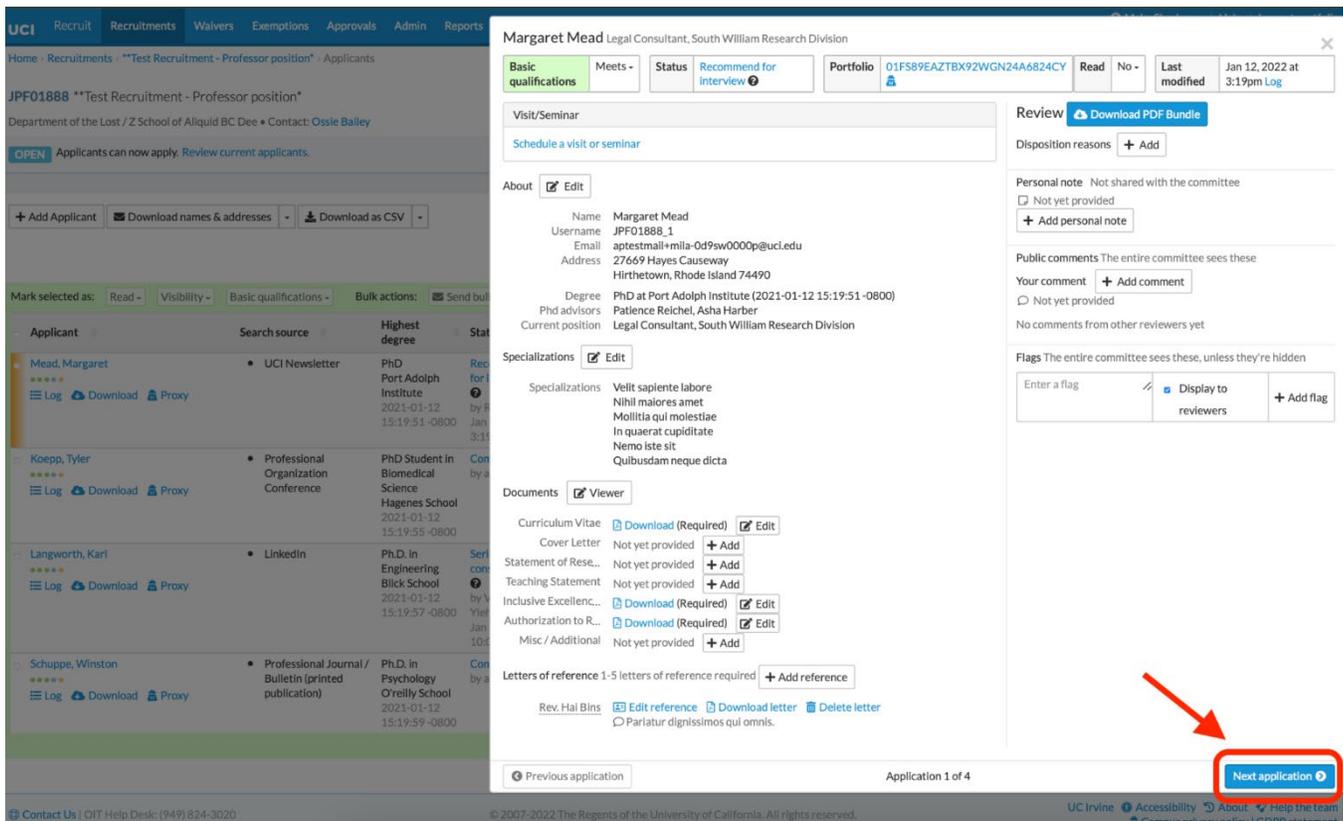
10. Next application - quickly view the next application in the applicant list

11. Review Individual Applications - Click on an applicant's name to review the application.

- *About - find the dissertation title, degree, contact information, etc.*
- *Documents - review the applicant's materials (CV, cover letter, etc.).*

    o Click the button, **Viewer** to open the applicant's documents within the browser frame.

    or...

    o Click on any hyperlinked filename to download the individual document to your computer.

or...

- o Click the button, **Download PDF Bundle** near the top right of the page for all materials provided by this applicant.

- ● *Letters of Reference*

  - o References' names and letters (if required) appear below the documents section.

  - o If the letter has been supplied, it is viewable via any of the three methods mentioned above.

- ● *Add a Personal Note - use this to make private notations regarding the applicant. Please limit notes to those that are job-related, as they become part of the electronic record.*

  - o Click on "+Add personal note" in the Personal Note section

  - o Type a note up to 255 characters and click "Save".

  - o To view your longer notes, click on the ellipses.

  - o Click the "Edit" link to view, edit, or remove it.

- ● *Public Comments - Comments are displayed to the rest of the search committee. They should be limited to those that are job-related, as all comments become part of the electronic record.*

  - o Click "Add comment" and enter your comment in the box provided

  - o Owner's names and a time-stamp show to other reviewers below the comment.

  - o One comment is permitted per applicant. You may return and add more text, but it is still considered one comment.

  - o Remove your comment by clicking "Edit Comment" (and erasing it).

  - o There is no limit on the number of characters permitted in the comment field.

12. Flag an Applicant - *Flags are intended to be a unique set of labels applied to applicants to help categorize them.*

- ● Enter a short descriptor in the box provided and click "Add Flag."

- ● Multiple flags are permitted but they must be unique.

- ● Remove a flag by clicking the "x".

- *Flag access:* By default, committee members will be able to read one another's flags although the department analyst, committee chair or editor may override flag viewing rights on a per applicant basis.

13. Check the Visit Schedule

- If visit information was added by the analyst (this is optional), it will be shown on the top of the screen.

14. Return to Applicant List

- When you are finished reviewing an applicant, click the button, "Return to List of Applicants".

15. Log out of Recruit

- Click the "logout" link at the top right of the screen.

When you are the Committee Chair or Editor

Chairs and Editors have more access rights than reviewers. Work with your department Analyst to coordinate these tasks:

- Categorize applicants who meet the basic qualifications — and those who do not.

- Prior to inviting candidates for interviews, update their statuses to create a shortlist.

- Assign final disposition reasons to justify why qualified and unqualified applicants didn't move forward in the hiring process.

1. Assigning Disposition Reasons

*Disposition reasons justify why applicants didn't move forward in the hiring process and is an important component of the final **Search Report**. The recruitment's analyst may need the help of the Committee Chair or Editor for this task.*

2. Assigning reasons for Qualified applicants

a. Using the Basic Qualifications filter on the ribbon, select "Qualified." Then do the same for "Unqualified."

b. Check the boxes beside the applicant names that you wish to disposition.

UC RECRUIT: SEARCH COMMITTEE QUICK GUIDE
Creation Date: 01.24.2022
Revision Date(s):

c. With applicants selected, click the button "Assign Reasons" found at the top.

66 Assign disposition reasons

3. Here are the default reasons for applicants marked as Qualified:

- *Alternate for position*

- *Duplicates or significantly overlaps existing area of strength in department/school/college*

- *Interview showed some deficiencies*

- *Job talk showed some deficiencies*

- *Lacks sufficient clinical experience*

- *Lacks sufficient contributions to diversity/cultural competence*

- *Lacks sufficient depth/breadth of research/creative excellence or impact*

- *Lacks sufficient leadership experience for position*

- *Lacks sufficient potential for successful attraction, advising, and mentoring of students/trainees/postdocs*

- *Lacks sufficient research achievement/potential*

- *Lacks sufficient teaching achievement/potential*

- *Other, please specify*

- *Publication record shows some deficiencies*

- *References were weak*

- *Specialization or area of expertise for position or department needs shows some deficiencies*

4. Here are the default reasons for applicants marked as Unqualified:

- *Application was incomplete, materials submitted were not the required materials*

- *Candidate withdrew*

- *Degree was not in the advertised field(s) if specific field(s) were required*

- *Did not meet stated basic clinical requirements*

APO:su
Page **6** of **7**

- *Did not meet stated basic research requirements*

- *Did not meet stated basic service requirements*

- *Did not meet stated basic teaching requirements*

- *Did not meet stated basic years of experience required*

- *Did not possess basic degree requirements stated in advertisement*

- *Did not possess stated credentials (e.g., board eligibility/board certification)*

- *Other, please specify*

Resources

•Online documentation is available from the "Help" link in the top menu bar.

•Email the department contact. The name and email are listed beside the recruitment name.