

How to Review Snapshots in eFilePlus

In eFilePlus, Snapshots are reviewed in the department by the Candidate, Department Chair, and (optionally) Faculty Reviewers.

Reviewing a Snapshot as a Candidate

When a Snapshot is ready for Candidate review, the Candidate will receive an email notification from the eFilePlus system.

The Candidate will login to the eFilePlus system by clicking in the link provided or by navigating to <u>https://efileplus.ucr.edu</u>.

As the Candidate:

1. Once logged in, you will see an "Awaiting Review" icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for your review.



2. In the Candidate Reviews screen, click the

icon to open the menu and choose "Open Review".

Candidate Reviews

					₹ Filte	er	
Work in Progress	Reviews (Sna	pshots awaiting your revie	ew)				
Date Received	Name	-					
	- turite	Department	Title	Action Type	Review Year	Status	Tags
10/17/18	Hunte	Botany and Plant Sciences	Title Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Action Type Appraisal	Review Year 2018-2019	Status Department Re	Tags

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3. View the "Overview" tab to review the electronic file. Documents that are available to you will be listed in the Documents tab.

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8-2019 Merit				
Overview	Documents	Comments	Actions	
CV Overview	N			Expand All
Publications at Last	Advance			Ý
Difference List of Pu				~
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4. Use the "Actions" tab to indicate the outcome of your review.





Reviewing a Snapshot as a Department Chair

When a Snapshot is ready for Department Chair review, the Chair will receive an email notification from the eFilePlus system.

The Chair will login to the eFilePlus system by clicking in the link provided or by navigating to <u>https://efileplus.ucr.edu</u>.

As the Chair:

1. Once logged in, you will see an "Awaiting Review" icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for your review.

UCR eFilePlus Academic Personnel System
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Welcome
Welcome to eFilePlus Academic Personnel System
Awaiting Review

2. In the Candidate Reviews screen, click the

icon to open the menu and choose "Open Review".

Candidate Reviews ₹ Filter Work in Progress Reviews (Snapshots awaiting your review) Date Received Name Department Title Action Type **Review Year** Status Tags 10/17/18 Botany and Plant Sciences Assoc Specialist in Cooperative Ext. & Assoc Horticulturisi Appraisal 2018-2019 Departm Open Revie 9/20/18 Botany and Plant Sciences Assoc Specialist in Cooperative Ext. & Assoc Horticulturist Merit 2018-2019 Department

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3. View the "Overview" tab to review the electronic file. Documents that are available to you will be listed in the Documents tab.

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2018-2019 Merit	
Overview Documents Comments Actions	
CV Overview	Expand All
Current Bibliography of Publications	*
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4. Use the "Actions" tab to indicate your recommendation.

Overview	Documents	Comments	Actions	
Action Options				
Accept				
O Return				



Reviewing a Snapshot as a Faculty Reviewer

When a Snapshot is ready for Eligible Faculty review, the Faculty Reviewer will receive an email notification from the eFilePlus system.

The Faculty Reviewer will login to the eFilePlus system by clicking in the link provided or by navigating to <u>https://efileplus.ucr.edu</u>.

As the Faculty Reviewer:

1. Once logged in, you will see an "Awaiting Review" icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for your review.

UCR eFilePlus Academic Personnel System	
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Welcome	
Welcome to eFilePlus Academic Personnel System	
Awaiting Review	

2. In the Candidate Reviews screen, click the

icon to open the menu and choose "Open Review".

Candidate Reviews

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Work in Progress	Reviews (Si Name	napshots awaiting your revi Department	ew) Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department R	P Open Review
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	Edit Tags

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3. View the "Overview" tab to review the electronic file. Documents that are available to you will be listed in the Documents tab.

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HOME CANDIGATE REVIEWS VIEW CANDIGATE REVIEW	
2018-2019 Merit	
Overview Documents Comments Actions	
CV Overview	Expand All
Current Bibliography of Publications	~
Publications at Last Advance	~
Difference List of Publications	~
Current Bibliography of Creative Activities	~
Creative Activities at Last Advance	~
Difference List of Creative Activities	~
Current Dataste	

4. For Faculty Reviewers, the Snapshot is reviewed online, but there are no actions to take.

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: <u>https://academicpersonnel.ucr.edu/the-call</u>.