

How to Review Snapshots in eFilePlus

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

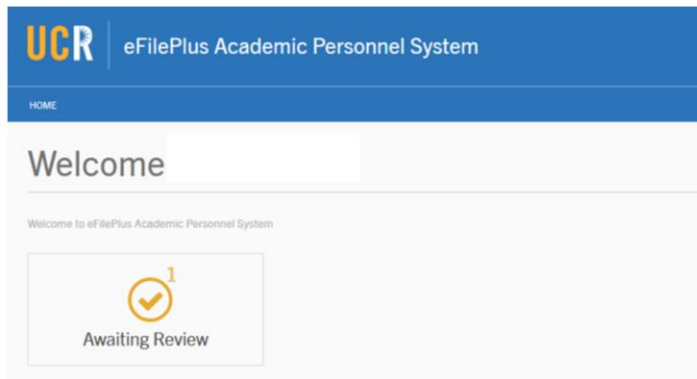
Reviewing a Snapshot as a Candidate


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 <https://efileplus.ucr.edu>.

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”.

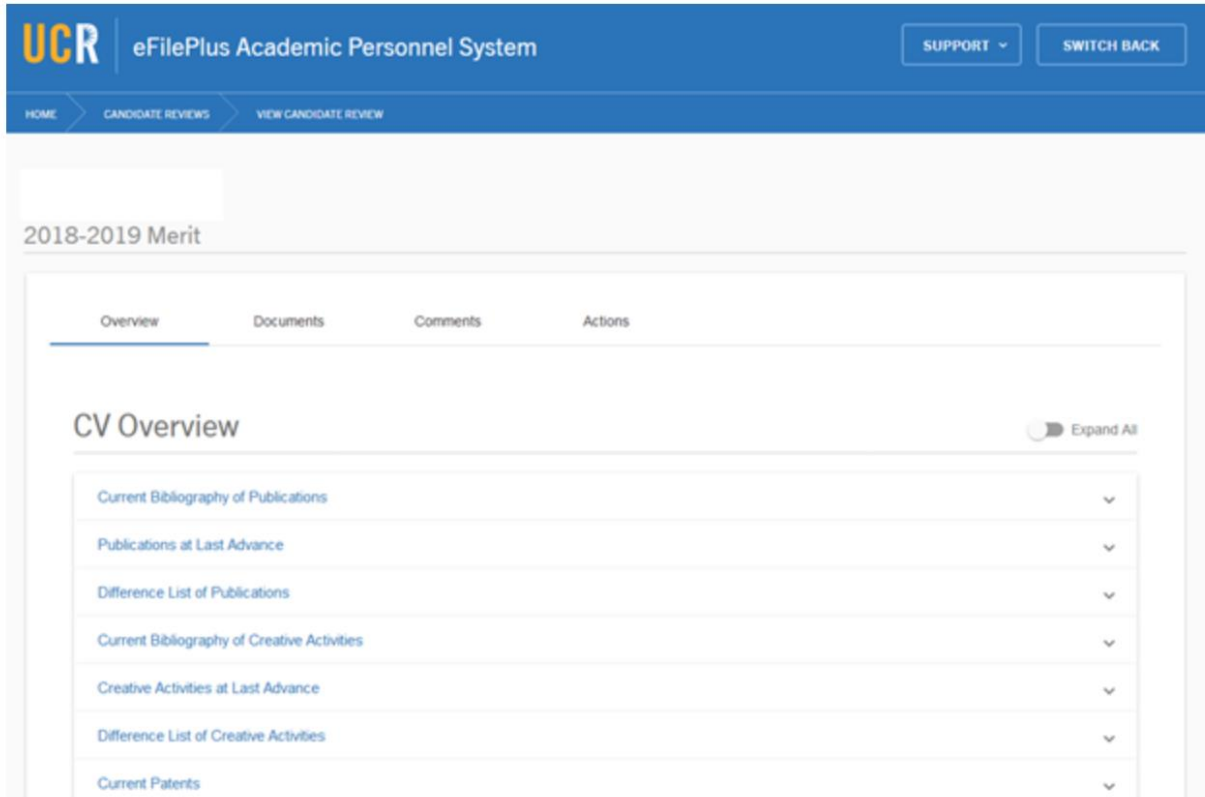
Candidate Reviews

Filter

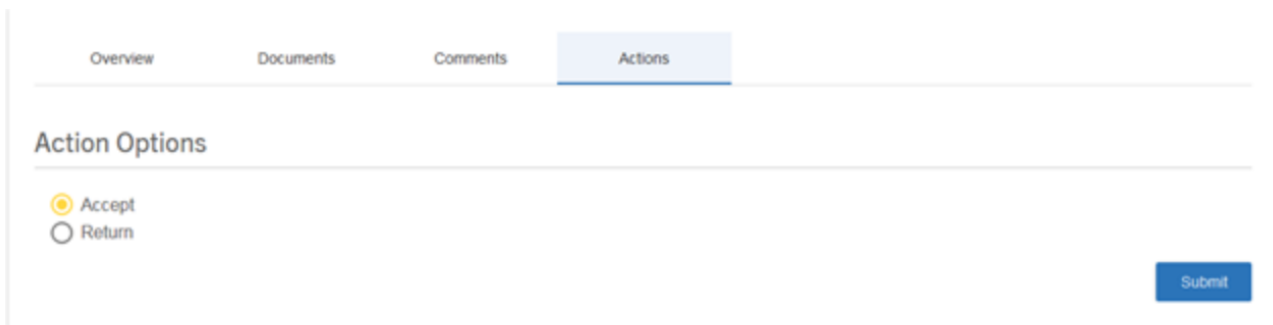
Work in Progress Reviews (Snapshots awaiting your review)

Date Received	Name	Department	Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department R	 Open Review  Edit Tags
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	 Edit Tags

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



4. Use the “Actions” tab to indicate the outcome of your review.



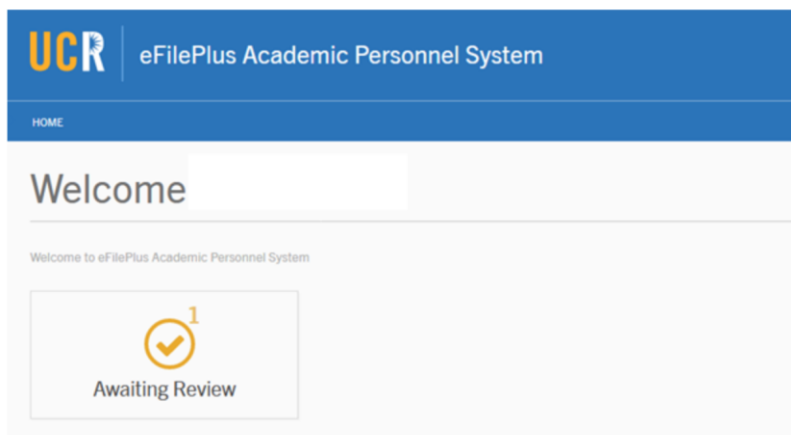
Reviewing a Snapshot as a Department Chair


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 <https://efileplus.ucr.edu>.

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.






2. In the Candidate Reviews screen, click the  icon to open the menu and choose “Open Review”.

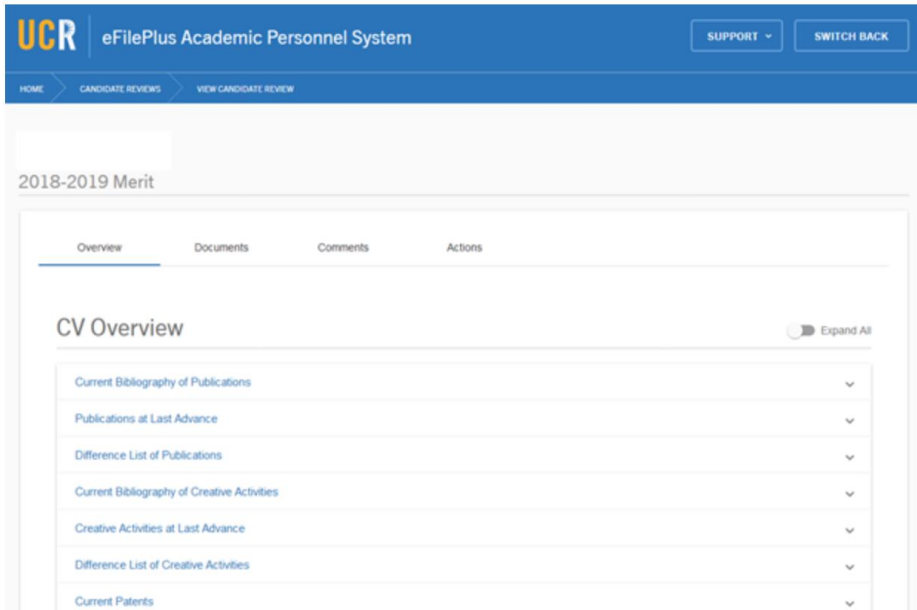
Candidate Reviews

Filter

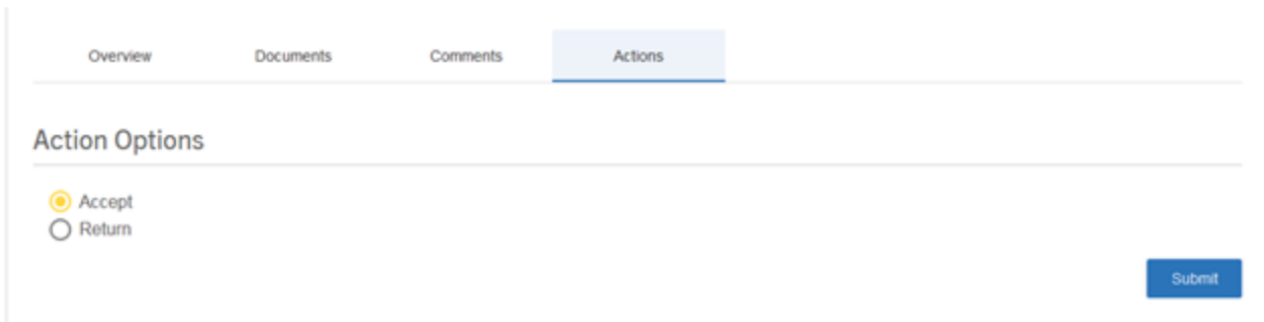
Work in Progress Reviews (Snapshots awaiting your review)

Date Received	Name	Department	Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department R	 Open Review  Edit Tags
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	 Edit Tags

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



4. Use the “Actions” tab to indicate your recommendation.



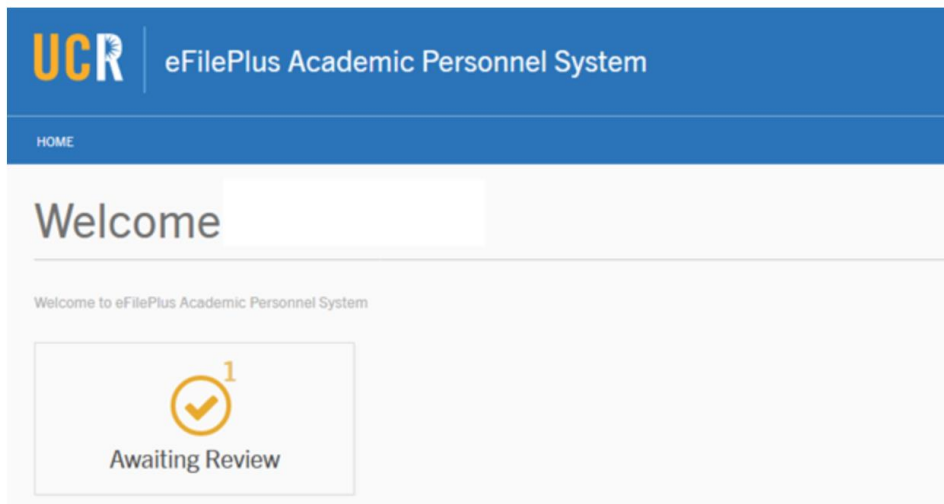
Reviewing a Snapshot as a Faculty Reviewer

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 <https://efileplus.ucr.edu>.

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.





2. In the Candidate Reviews screen, click the  icon to open the menu and choose “Open Review”.

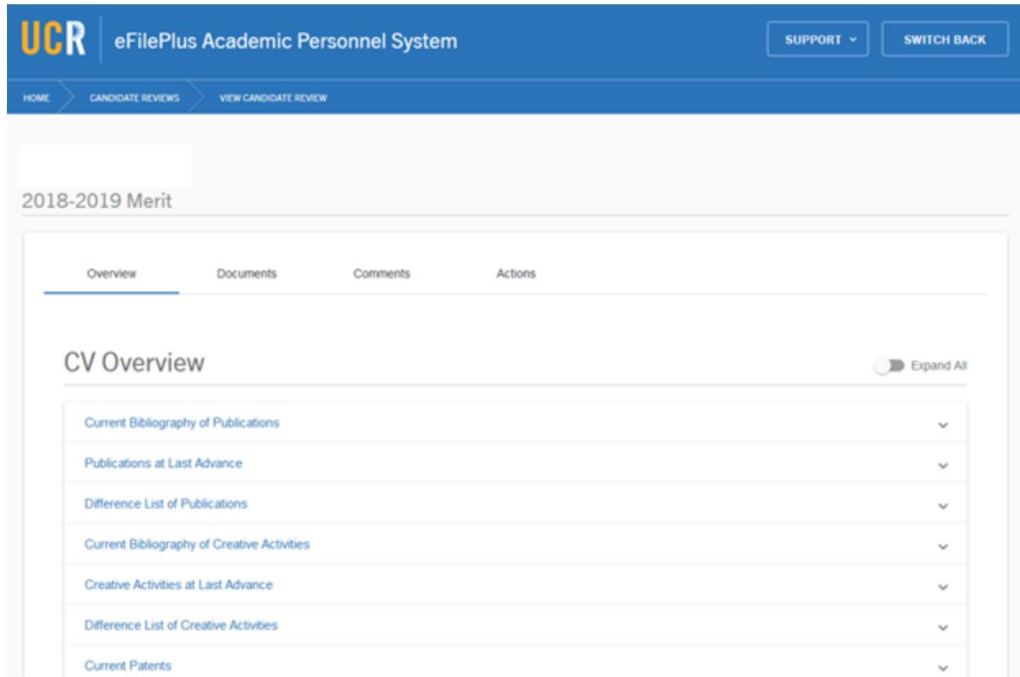
Candidate Reviews

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 Horticulturist	Appraisal	2018-2019	Department R	 Open Review
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department R	 Edit Tags

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



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