Recruit Quick Guide for Committee Reviewers

Login

- Navigate to aprecruit.berkeley.edu (please note: Chrome is the recommended browser)
- Select U**C Berkeley Faculty & Administrators**
- Enter your CalNet ID and password

Find the applicants

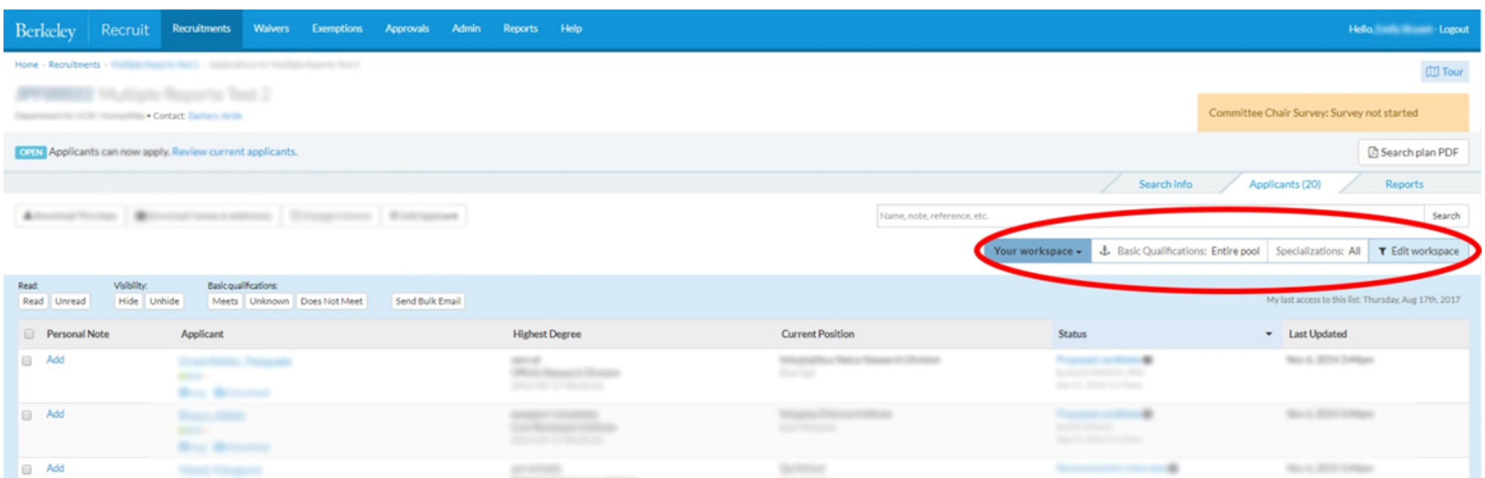
- Click the **Recruitments** link in the top menu bar
- Locate the recruitment you have been given access to
- Click the **Applicants** link under the name of the recruitment

Working with the list of applicants

******Note:** If you are a Chair, Editor, or Reviewer, you will see COMPLETED applicants (those who have finished all required requisites by the deadline).*

Workspace Ribbon

The workspace ribbon at the top of the applicants list allows you to customize your view of applicants.



Meets Basic Qualifications

The workspace ribbon indicates which applicants you are viewing: **Qualified**, **Unknown**, **Unqualified**, or **Entire Pool**. The analyst, editor, or committee chair will be marking completed applicants "Meets basic qualifications" when appropriate. Unmarked applicants remain on the **Unknown** tab. Click the **Basic Qualifications** section of the ribbon, then click the green **Qualified** button. Qualified applicants are the ones to review.

Change which columns are listed in your view.

- Click **Edit workspace** on the workspace ribbon
- Click the Columns tab and drag categories from Hidden to Shown to add them to your view

- Click **Update**
- Click **Use default columns** to restore the original columns

Filter the list of applications - to locate a particular applicant.

- Click **Edit workspace** on the workspace ribbon
- On the Filters tab, click any category to edit your filter options.
- Click **Update** when you are done
- Click **Use default filters** to restore the original filters
- Note: If you click away from the applicants screen, your filters will persist.

Recruitments with Initial Review Dates (IRDs)

If the recruitment is open until filled, or ongoing with pools of applicants separated by review dates, there will be a Review Window slide bar in the filter options. It is important to know that all committee reviewers, chairs and editors will *only* see applicants by the review period they completed in. They will *not* be able to see applicants who 1) are still incomplete or 2) completed their applications after the listed review date.

Check the applicant's log.

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

- Peruse all actions that have been taken on that particular applicant/application.

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.

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

- Put a check in the empty box to the left of an applicant's name.
- Click the **Read** button at the top of the applicants list and mark them as **Read**. A checkmark appears by the applicant.
- If an application has been modified since you marked it as read, an alert icon  will replace the checkmark to notify you of updates.
- Click the **log** file to reveal what was changed since you last marked the application as "read."
- Click **Done** to exit the log file and return to the applicant list.

Review Individual Applications

- Click any applicant's name to open their application.
- The Applicant Review screen opens.

Review Current Application Information.

- Find employment, degree and contact information in the About section.

Review the Documents (CV, cover letter, etc.)

- The Documents section contains the applicant's uploaded documents.

- Click **Download PDF bundle** near the top right of the page.
- To download an individual document, click **Download** next to the document name.
- To review documents without downloading them, click the **Viewer** button. **Note:** the Document Viewer is incompatible with some browser versions.

Review Reference Letters

- Reference letters will be included in the PDF bundles.
- To download an individual letter, click **Download letter** next to the reference's name.
- To review letters without downloading them, click the **Viewer** link. **Note:** the Document Viewer is incompatible with some browser versions.

Comment on the Applicant

- Enter your comments in the public comments section by clicking **Add comment.**
- Committee members are able to see one another's comments, with the author identified.
- Each reviewer may make one comment, which may be updated at any time.

Flag an Applicant

- Flag the applicant in the box provided.
- Multiple flags are permitted.
- To edit your flag, remove it by clicking the **x**. Then re-add the flag.

***__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 by unchecking the **Display to reviewers** box next to the flags.*

Add a Personal Note - use this to make private notations regarding the applicant.

- Click the **Add** link in the Personal Note column beside the applicant's name.
- Type a note up to 255 characters.
- Click **Save changes**
- Click on the note to read or edit it.

**No other users will be able to see your personal notes, however please be aware that they are part of the system record until you delete them.*

Return to Applicant List

- When you have finished reviewing an applicant, you can return to the list of applicants by clicking the x in the top right corner of their application window, or click **Next application** at the bottom right of the viewer to view the next application.

Log out of Recruit

- Click the **logout** button at the top right of the screen if you are finished reviewing the applicants.

For More Help

- Online help documentation is available from the top menu bar in AP Recruit.
- For technical system issues, the Recruit support team may be reached by email at ofew@berkeley.edu