AP Recruit Instructions for Approvers
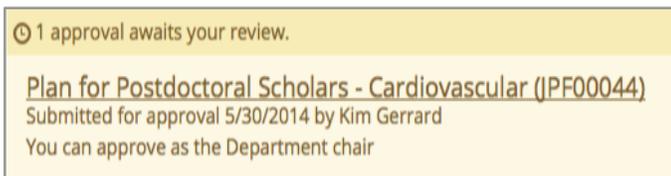
These are the steps for approving a recruitment Search Plan, Diversity Report, or a Search Report.

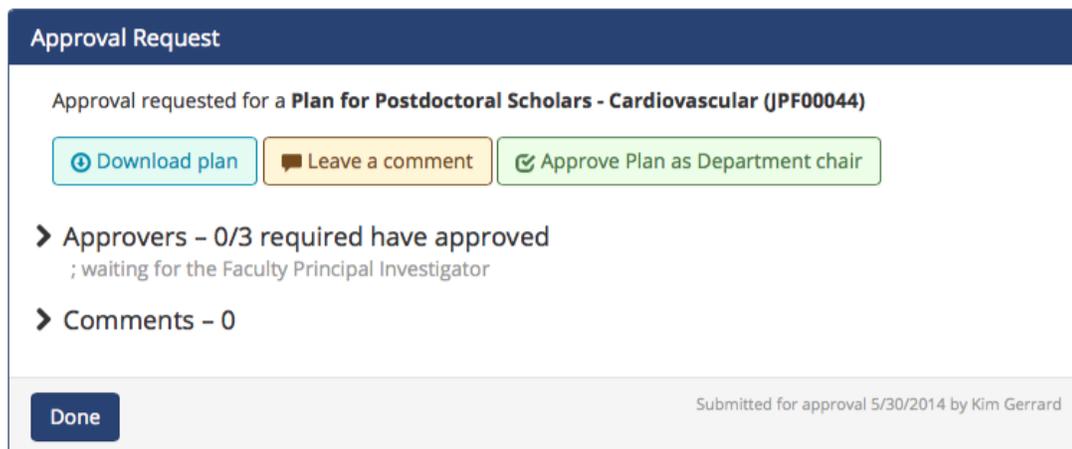**1. Access Recruit**

1. Using any modern web browser, navigate to https://aprecruit.berkeley.edu . Select "UC Berkeley Faculty & Administrators."
2. Login with your CalNetID and password.

2. Follow link to the approval request

Whether you are named as an approver for a search plan, diversity report, or a search report, you'll find the corresponding link on your HOME page:

> ⏱ 1 approval awaits your review.
>
> Plan for Postdoctoral Scholars - Cardiovascular (JPF00044)
> Submitted for approval 5/30/2014 by Kim Gerrard
> You can approve as the Department chair

3. The approval request screen opens:

> **Approval Request**
>
> Approval requested for a **Plan for Postdoctoral Scholars - Cardiovascular (JPF00044)**
>
> [⊕ Download plan] [🗨 Leave a comment] [☑ Approve Plan as Department chair]
>
> ❯ Approvers – 0/3 required have approved
>   ; waiting for the Faculty Principal Investigator
>
> ❯ Comments – 0
>
> [Done]   Submitted for approval 5/30/2014 by Kim Gerrard

Download: This opens a pdf for your review. After reviewing the document, return to the approvals screen.

Leave a comment: Optionally leave a comment or question for the analyst and/or other approvers. The analyst will monitor the approval process, making any necessary modifications.

Approve: Clicking the approve button places your name in a grid on the page with a "thumbs up" icon to cue the analyst and any other approvers that this document has passed your review.

> Approvers: Expand the arrow to view the identities of any other approvers named in the workflow. Roll over the icons with your mouse to see the approval date and time. The arrow indicates the next person in line to approve.

> Comments: Expand the arrow to view all comments.

4. Log out of Recruit. The logout link for Recruit is at the top, right corner of the Recruit window.

Contact OFEW for questions: ofew@berkeley.edu or 642-1935.