# *Recruit Quick Guide for Committee Reviewers*

## Login

- Using any web browser, navigate to [aprecruit.berkeley.edu](aprecruit.berkeley.edu)
- Select UC Berkeley Faculty & Administrators
- Enter your CalNet ID and password

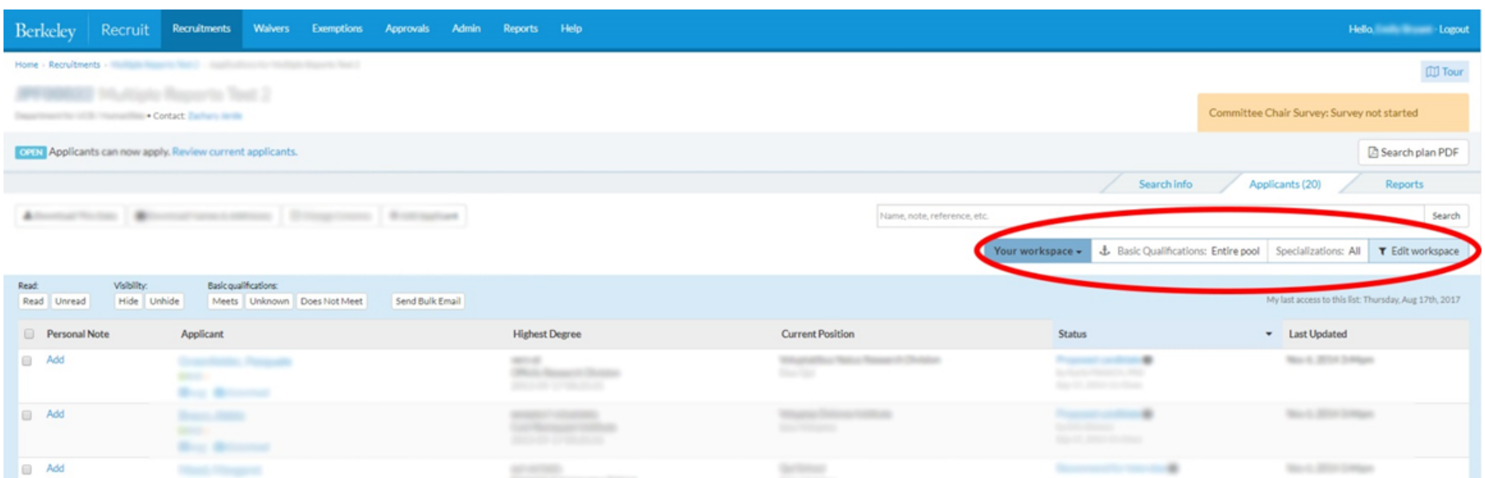
## *Find the applicants*

- 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, and click **Update**. <u>Qualified applicants are the ones to review.</u>

**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 **Save changes**
- 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 **Save changes** 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. Log
- 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 in the applicant's row.
- Click the **Read** button at the top of the applicants list. A green checkmark appears by 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.
- 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.

**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.*

## *Review Individual Applications*

- Click any applicant's name to open their file.
- 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 or update your comment in the box provided.
- 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.*

***Check the Visit/Seminar Schedule***

- If scheduled by the analyst, visit information will be shown towards the top of the viewer.
- Review the summary and any associated events & times that may have been scheduled.

***Return to Applicant List***

- When you have finished reviewing an applicant, click **Return to List of Applicants** towards the top right of the viewer.

***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.
- For technical system issues, the Recruit support team may be reached by email at ofew@berkeley.edu