Directions: The following guide should be used BEFORE a shortlist request is submit to the Office of Faculty and Staff Affirmative Action.

**Step 1: Assign Disposition Reasons to Qualified Applicants** (page 35, AP Recruit User Guide)

1. Go to the “Qualified” tab and click the button at the top of the list, “Disposition Reasons: Assign Reasons.”

2. For each applicant, place your cursor in the box and choose from the drop-down menu of reasons.

**Step 2: Updating Applicants’ Statuses** (page 36, AP Recruit User Guide)

Keeping an applicant’s status up to date will make sure that the search committee is always aware of the current status and it also satisfies annual reporting requirements by the Office of the President.

1. Find the applicant in the list and click the “Manage” link:
2. Click the **Update status** button at the top of the application:

![Update status button](image)

3. Recruit suggests the next logical status:

![New status suggestions](image)

4. Or click “Choose another status..." and select a status from the list. To shortlist an applicant change their status to “Invite for Interview”

   **Note:** You may only select statuses in a forward-moving progression. If a mistake has been made and you are unable to roll back, contact a Recruit Administrator at the Academic Personnel Office aprecruit@ucr.edu to unlock the statuses.

### Quick Guide

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