Academic Personnel Office
QUICK GUIDE FOR SEARCH COMMITTEE CHAIRS
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This Quick Guide is a supplement to the AP Recruit User Guide

Login

- Using any web browser, navigate to https://aprecruit.ucr.edu/
- Select “UC Riverside Faculty & Administrators”
- Enter your UCR NetID* and password
  *If you do not have a UCR Net ID, please visit:
  http://cnc.ucr.edu/esai/index.php?content=ucrnetid.html

Find the Applicants

- The Recruitments menu leads to all recruitments assigned to the reviewer.

- Locate the recruitment you have been given access to and click on the JPF#
- Click the “Applicants” link in the Action column

Manage the List of Applicants

Note: Reviewers see “finalized” or “completed” applicants – those who have completed the application process by submitting all required materials. Recruit Analysts, Search Committee Chairs and Editors see **all** applications, including those that are still in progress.

Meets Basic Qualifications

As soon an applicant applies, Recruit places them in the Unknown category, color-coded Orange. There are four color-coded tabs located on the left side of the applicant list: Qualified, Unknown, Unqualified, and Entire Pool. The Recruit Analyst, Editor or Search Committee Chair will be marking completed applicants “Meets” basic qualifications when appropriate. Unmarked applicants remain on the Unknown tab.

Change which columns are listed in your view

- Click the button, “Change Columns”
- Check the boxes that you want to appear at the top of the list of applications
- Click “Save Columns”
- Click “Restore Defaults” to restore the original columns

Filter the list of applications - to locate a particular applicant

- Filter by Status or by Dates
- Click “Filter” at the bottom of the panel
- Click “Reset” to restore the entire pool of applications [Note: If you click away from the applicants screen, your filters will persist.]

Search by date - to locate a particular applicant or group by searching date ranges

- Click the link, “Search by Date”
- Select “Updated On” or “Applied On”
- Select “before”, “on”, or “after” for the date range
- Type in a date
- Click “Search”
- Click “Clear” to restore the entire pool of applications

Special Recruitments with Initial Review Dates (IRDs)

If the recruitment is ongoing with pools of applicants separated by review dates, there will be a Review Window slide bar in the filter panel. It is important to know that all committee reviewers (except committee Chairs and Editors) will *only* see applicants by the review period they completed in. In summary, reviewers will *not* be able to see applicants who (1) are still incomplete or (2) completed their applications after the review date.

Check the applicant’s log

- Click the “Log” link below an applicant’s name Log
- Peruse at all the 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 button, “**Mark as read**”. 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

Note: 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.

- Click the “Add” link in the Personal Note column beside the applicant’s name.

- Type a note up to 255 characters.
  - Click "Save"
  - Click on the note to read or edit it

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 on the left-hand side.

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

- The middle section contains the applicant's documents.
- Click "Download files as PDF bundle" near the top right of the page
- To download an individual document, click on the filename of the document
- To review documents without downloading them, click the "Use Document Viewer" link. [*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 the reference's name.
- To review letters without downloading them, click the "Use Document 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 each other'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-enter the flag.

A Note on Flag Access: By default, committee members will be able to read each other's flags, although the Recruit Analyst, Search Committee Chair or Editor may override Flag viewing rights on a per applicant basis.

Check the Visit Schedule

If scheduled by the analyst, visit information will be shown in the middle 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”

Log out of Recruit

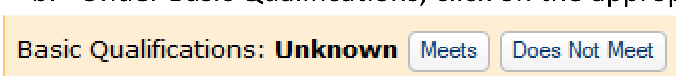
- Click the “logout” link at the top right of the screen when you have finished reviewing the applicants

Chair-Specific Functions

Meets Basic Qualifications: Meet/Does Not Meet

All new applicants are placed in the “Unknown” pool until marked as qualified (or not) by Recruit Analysts/Search Committee Chairs.

1. After reviewing the applicant(s) application materials, navigate to the list of applicants for the specific recruitment
2. To mark as Meets/Does Not Meet:
   a. Find a completed applicant.
   b. Under Basic Qualifications, click on the appropriate button Meets or Does Not Meet.



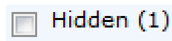
Hiding/Un-hiding an Applicant

This is used when an applicant does not need to be seen by the reviewers in the search committee

To hide

1. Navigate to the specific recruitment’s applicant pool and locate the applicant you wish to hide
2. Under Visibility check Hide 

To un-hide

1. In the "Show" field, place a check in the  box and click the  button
2. In the Applicant column, click the Unhide under Visibility

Updating the Status of an Applicant

This feature allows for changes to the applicant's status throughout the recruitment process are made via this function

1. After locating the applicant whose status you are going to update, click the applicant name
   a. From the applicant window, you can update the Status by clicking on the link and selecting the appropriate status that applies and select "Update"

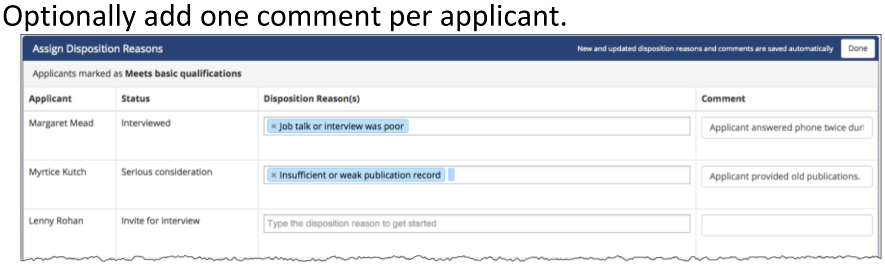
Assigning Disposition Reasons (formerly Deselection Codes)

This feature allows the Search Committee Chairs, Recruit Analysts and Editors to assign a Disposition Reason (why applicants did not move forward in the hiring process) to applicants. A set of Disposition Reasons is available to Qualified and Unqualified applicants

Assign disposition reasons to qualified and unqualified applicants

1. Select qualified or unqualified 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.
3. Optionally add one comment per applicant.



Thank you for using the AP Recruit system. If you have any questions, please contact your College/School/Unit Recruit Analyst (http://cnc.ucr.edu/aprecruit/contacts.html) or the AP Recruit support team at aprecruit@ucr.edu.