This guide is for any faculty or staff who are named as approvers for a SEARCH PLAN, DIVERSITY REPORT (Shortlist Report), or a SEARCH REPORT for an academic recruitment.

Effective September 8, 2014, AP Recruit will send automated email notifications to approvers. Approvers will not be notified twice for the same request. The department analyst in charge of the recruitment monitors approvals in progress and comments.

There are two quick ways to reach the approval screen:

**Option 1:**
1. Look for an email notification (sample below) from AP Recruit, Subject: UC Riverside Recruit: Approval Request.
2. Follow the link provided in the message where you will be prompted to login to AP Recruit. The approval screen will appear where you may view, approve, or comment on the item.

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Hello [Approver name]

Your approval is required for:
Recruitment name: Cardiovascular Professor Extraordinaire (JPF00667)
Approval request for: Applicant Pool Report
Your role: Committee Chair

To view, approve, or comment on this request please visit: https://aprecruit.ucr.edu/analyst/approvals/182

If you have any questions, please contact the user who requested the approval:

[Analyst’s name, email]

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**Option 2:**
1. Bypass the email and login to AP Recruit directly
2. Using any modern web browser, navigate to https://aprecruit.ucr.edu/
3. Click “UC Riverside Faculty & Administrators.”
4. Login with your UCR NetID and password. If you have never activated your UCR NetID, instructions are available at http://cnc.ucr.edu/NetID/obtaining.html.
5. The Home screen will display the link to any approvals pending your review:
6. The link opens your “To Do” approval bin.
7. Click the item to view, approve, or comment:

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[Sample email content]

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[Sample login and approval bin]
The Approval Request screen
To view, approve, or comment on the item.

Download: This opens a pdf for your review. After reviewing to document, return to the approvals screen.
Leave a comment: Leave a comment or question for the analyst and/or other approvers. Note: At UCR, if the plan is not approved and/or needs modification, use this field to enter your comments. Do not click on “Approve” until the plan is ready for approval.
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.

When you are finished, log out of Recruit. The logout link for Recruit is at the top, right corner of the Recruit window:

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 aprrecruit@ucr.edu.