EMAIL NOTIFICATIONS SENT VIA AP RECRUIT SYSTEM

Effective 9/8/14, AP Recruit sends email notification approval requests to those named as approvers on Search Plans, Diversity Reports (Shortlist), and Search Reports.

How it works:

1. Approvers click on the link in the email message, login to Recruit at the prompt, and then view, approve, or comment on the item.
2. Approvers who are next in line in the workflow receive the email. (The arrow points out the step.)
3. If a step is approved before it is the current step, the email is suppressed.
4. If there are multiple people listed in a step (alternates), all receive the email simultaneously.
5. The email template for optional approvers have slightly different wording: “Your approval is 'requested' instead of 'required'.”
6. When a current step is approved and if the next step is marked as optional, all potential approvers for the next mandatory step are sent the email.
7. Approvers are never emailed twice for the same request. It remains up to the analyst to monitor approvals in progress and check for comments left by approvers.
8. Should any modification be made to a diversity report or search report and the analyst submits the item again for approval, Recruit sends an FYI to those who previously approved that the item has changed.

ACCESSING APPROVAL REQUESTS

There are two quick ways to reach the approval screen (see Approvers User Guide).

Option 1:
1. Look for an email notification 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.

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 (see Figure 1)
6. The link opens your “To Do” approval bin
7. Click the item to view, approve, or comment.

APPROVALS MENU ITEM or the APPROVALS REQUEST NOTIFICATION LINK

When an approver clicks on either one of these links the To Do list is displayed which shows items that are currently ready for the approver’s review and approval. The page also displays upcoming approval requests items that are in the pipeline. See Figure 2.
a.) Click APPROVALS MENU LINK

b.) Click APPROVAL REQUESTS

Figure 1

When this link is clicked all upcoming approval requests are displayed in a grid.

Figure 2

This column shows all of the approvers in the chain and the next approver in the sequence. When the approver is the next approver in the sequence, the item will move the approver’s To Do List.
UCR AP RECRUIT: BEST PRACTICES FOR MANAGING APPROVALS IN AP RECRUIT FOR APPROVERS

APPROVAL REQUEST SCREEN
The system will display an arrow next to the role that needs to approve the request. Please approve the items in the proper sequence as shown in the Approval Request window. AP Recruit does not currently enforce the approval chain sequence order.

REQUESTING CHANGES OR ASKING QUESTIONS ABOUT A SEARCH PLAN OR A REPORT
If you have questions regarding a document or request a change to a document prior to approving, please leave a comment in the system and send an email notification outside of AP Recruit to the Recruit Analyst or to one of the previous approvers in the approval chain.

1.) When your questions are answered or the document is changed, a comment will be left in the system by the person performing the change request and an email notification will be sent to you outside of AP Recruit.
2.) After the comment is entered and you receive email notification of the change, please access the system, review the updated document and approve the document after verifying the requested changes.

3.) After you approve the plan a thumbs up shows next to your role indicating your approval. Click **Done** to close the Approval Request window for that item.
Thumbs up shows next to your role after you have approved.

Click Done when finished