UC Davis AP Recruit

Quick Guide for Search Committees & Reviewers

Login

- Using any web browser, navigate to https://recruit.ucdavis.edu
- Select "UC Davis Faculty & Administrators."
- Enter your UC Davis Login ID and Kerberos passphrase.*

**If you do no*t know your UC Davis Login ID and Kerberos passphrase, contact IT Express at ithelp@ucdavis.edu or (530) 754-HELP (4357).

Manage the List of Applicants

- After login, click the "Applications" link in the top menu bar on the home page.
- Locate the position and click the "List Applications" link in the Recruitment Name column.

Note: *Reviewers see "qualified" applicants – those applicants who have completed the application process by submitting all required materials and assigned deemed as "Meets Basic Qualifications." However, Committee Chairs see all applications, including those that are still in progress or incomplete.*

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."
- To restore the original columns, click "Change Columns" and then click "Restore Defaults"

Meets/Does Not Meet Basic Qualifications

Once you select the "List Applications" link you will see the "Entire Pool" of applicants. The Recruit Analyst and Chair "roles" have access to mark an applicant as "Meets or Does Not Meet" basic qualifications. Reviewers will see applicants who are "completed" and categorized accordingly. There are four links to the left with color coding that represent the following:

- "Entire Pool" **(Blue)** = View all applicants regardless of their basic qualifications.
- "Qualified" **(Green)** = View applicants who meet the basic qualifications.
- "Unknown" **(Orange)** = View applicants who have not yet been marked as Qualified/Unqualified.
- "Unqualified" **(Gray)** = View applicants who do not meet the basic qualifications.

Filters

Applicants can be filtered based on the categories "Last Updated," "Applied On," and "Completed Date."

- Click on any one of the categories and set the parameters.
- Click "Filter" and the results will be displayed.
- Click "Reset" and a pop up window will ask for confirmation to reset, click "Ok" and the page will reset.

Search Box

There is a search box located near the top right corner. You can type anything in the search box and any results related to your search will appear on the screen.

Mark as Read - check off which applicant you have reviewed

- Put a check in the empty box located on the far left in the applicant's row.
- Click the button, "**Mark as read**". A green checkmark appears beside the box.
- If an application has been modified since you marked it as read, an alert icon will replace the green checkmark to cue you.
- If you see the alert icon , select the "Log" link beneath the applicant. The applicant log will indicate what changed since the applicant's materials were last reviewed.

<u>Note</u>: *The following actions will trigger the alert icon indicating modifications were made:*

1. *Any change to document requirements.*
2. *Any change to references.*
3. *When a reference letter is uploaded.*
4. *Any change to an applicant's personal information.*

Add a Personal Note - make a notation to yourself regarding the application

- Click the "Add" link in the Personal Note column beside the applicant's name.
- Click the button, "Save".
- If you do not see the "Personal Note" option, select "Change Columns" button, select "Personal Note" and then "Save Columns". The "Personal Note" column should appear.

<u>Note</u>: *Even though other users and reviewers will not be able to read your personal notes, be aware that they are part of the system record until you delete them. Even deleted notes are discoverable, so please be mindful of what is written in the personal note field.*

See Comments and Flags in the section below if you want to share notations with other reviewers.

Review Individual Applications

The applicants' names are hyperlinked. Click their names to open their files.

View Current Applicant Information.

- The Employment, Degree & Contact information is on the left-hand sidebar under "About this applicant."

Open Documents (CV, cover letter, etc.)

- The middle section contains the applicant's documents and indicates which ones are required.
- To open an individual document, click on the filename of the document.
- To download a PDF bundle of all documents, click "Download PDF bundle" near the top right of the page. (Note that if a media file type was uploaded, the bundle includes a link to the non-PDF file.)

Review Reference Letters (for all reviewers with access rights)

Reference letters are also included in PDF bundles. If you are viewing documents individually:

- If required, Reference letters can be found in the middle section.
- If letters were required, the References' Names appear as hyperlinks, click their names to open their letters.

Comment on the Applicant

- Enter or update your comment in the **Committee Comments & Flags** section in the **Your Comment** box.
- Committee members are able to see one anothers' comments, with the author identified.
- Each reviewer may make one comment, which may be updated as appropriate throughout the process.
- A personal note may be added from this page as well using the "Add a Personal Note" button.

Flag an Applicant

- Place a flag on the applicant by typing in the **Committee Comments & Flags** box and click **Add Flag**.
- Multiple flags are permitted.
- Click the "Remove Flag" link to remove your flag.

Note: *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.*

Check the Visit Schedule

- If scheduled by the analyst, visit information will be shown in the top left corner of the viewer above the "About this applicant" section.
- Review the summary and any associated events & times that may have been scheduled.

Return to Applicant List

- Click the button “Return to List of Applicants” located near the top right of the screen.

Log out of Recruit

- Click the “Logout” link at the top right of the screen if you are finished reviewing the applicants.

For More Help

- Online help documentation is available from the “Help” link located on the top menu bar.
- The Recruit support team may be reached by email at ap-recruit@ucdavis.edu.
- Click the Applications tab to find the department’s Recruitment Contact, listed near the top right corner of the page.