## Quick Guide for AP Recruit – Committee Members & Additional Reviewers

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| 1. AP Recruit Login | 1. Go to [https://aprecruit.ucsf.edu](https://aprecruit.ucsf.edu)  
  2. Select “UC San Francisco Faculty & Administrator”  
  3. Enter your MyAccess login and password |
| 2. Reviewing Applications in AP Recruit | Find your list of applicants:  
  1. After logging in, click the “Recruitments” link in the top left menu bar on the home page  
  2. Click on the “Applicants” link below the name of the recruitment |

**Review individual applications:**  
- Click on the applicant’s name to view his/her application
After you click on the applicant’s name, you will be brought to his/her application page which includes:

- Applicant’s Status
- Whether they’ve met “Basic Qualifications”
- Degrees
- Current employment
- Email address
- Postal address
- Documents submitted (e.g. CV, Cover Letter, etc.)
- Letters of Reference received
- Notes/comments made by other members of the committee