Search Committee Chair and Staff Editor Instruction Guide
v. 8/2015

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Getting Started

Logging in to AP Recruit:

- Using any web browser, navigate to https://aprecruit.ucsf.edu
- Select "UC San Francisco Faculty & Administrators"
- Enter your MyAccess login and password
  - If you forgot your password you can reset here:
    https://myaccess.ucsf.edu/myaccount/forgotPassword
  - If you forgot your username you can reset here:
    https://myaccess.ucsf.edu/myaccount/forgotID
  - Or Contact IT help desk for assistance at itservicedesk@ucsf.edu or (415) 514-4100

Search Committee Chair and Staff Editor* Functionality Overview

- *The Search Committee Chair and the Staff Editor can view the following pages:*
  - Home page:
    - UCSF AP Recruit news and updates
    - Contact information for comments, questions, or concerns
  - Recruitments page:
    - Lists all recruitments that you have been assigned to; each recruitment has a "Applicants" link that takes you to the applicant page
  - Help page:
    - Basic instruction for specific actions
    - FAQ
- The Search Committee Chair and the Staff Editor will not be able to make any changes to recruitment details
  - Consult with a VPAA specialist if you think you need to make changes to a recruitment

The "Staff Editor" is the person from the department responsible for supporting the search committee.

PLEASE NOTE: Search committee members are assigned the "Reviewer" role. They will be able to view the same pages as the Search Committee Chair and Staff Editor however, they will not be able to manage applicants.

Upload Advertisement(s)

Upload copies of ALL advertisements into AP Recruit:

- Select the recruitments tab
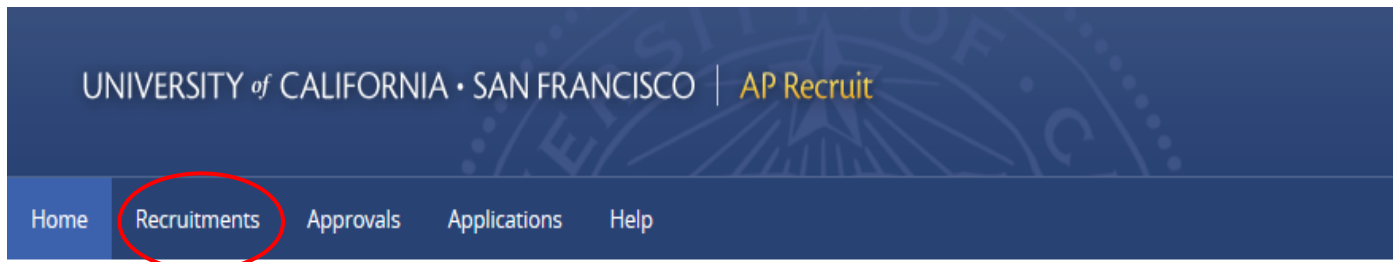
- Click on the "Job Number" (JPF #) you want to upload advertisements to

- Click on the "Advertisements" tab on the far left hand side of the page

- Under "Ad Documents" click on "Upload"

- Click "Browse" then find your advertisement and click "Open" (ad must be in PDF format)

- Click "Upload" file
- Your advertisement should appear under Ad Documents

View Applicant List

Find your list of applicants:

- After logging in, click the "Recruitments" link in the top menu bar on the home page
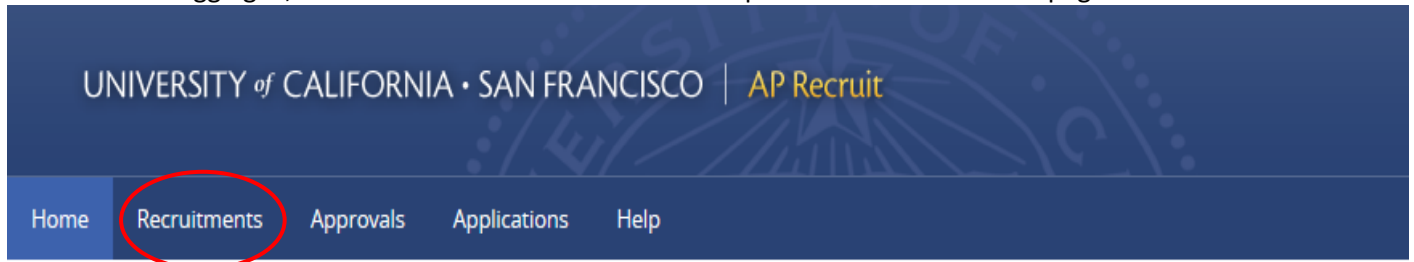
- Find the recruitment (by job number) that you want to review the applications for and click the "Applicants" link below the name of your recruitment

JP #	Name
JPF00166	Test Recruitment UCSF 2 Search Info Applicants (5)

Reviewing Applications in AP Recruit

Review individual applications:

- Click on the applicant's name that you wish to view his or her application
- After you click on the applicant's name, you will be brought to his or her application page which includes:
  - Applicant's Status
  - Read/Not Read
  - Whether they've met "Basic Qualifications"
  - Degrees
  - Email address
  - Postal address
  - Documents submitted (e.g. CV, Cover letter, etc)
  - Letters of Reference received

Search Info   Reports   **Applicants (20)**

Winston Burke
Human Creative Liason, University of Connecticut

Basic Qualifications: Unknown   **Status:** Complete   **Last updated:** Apr 7, 2015 at 10:26am   Mark as Read

About

Degree	Ph.D in Est Dolorem at Baumbach Research Division (2014-04-06 18:25:42)
PhD Advisors	Ms. Adan Davis, Melba Bednar
Dissertation	Dull Book: The Aesthetics of Impressionist Temporality.
Email address	aptestmail+easter-01s8400007@uci.edu
Address	852 Eli Skyway North Abelardo, Vermont 74638

Documents [Viewer]

Curriculum Vitae	Download (Required)
	○ Est est illum provident aut animi modi in a.
Cover Letter	Download
	○ Iste blanditiis consequuntur unde ullam iusto ut delectus quis.
Statement of Research	Not yet provided
Statement of Teaching	Not yet provided
Statement of Contrib...	Not yet provided
Misc / Additional	Not yet provided

Letters of Reference 2-4 required

Oliver Kuhic	Download
	○ Laboriosam perspiciatis delectus recusandae.
Wallace McKenzie	Download
	○ Consequuntur eligendi aut maxime ut ut.

Review [Download PD]

Personal Note Not share
Limit personal notes to thos
accessed by the applicant or

Add a Personal Note

Public Comments The e
Limit comments to those tha
applicant or during an audit.

Your Comment

Add Comment   Jennifer Polce

No comments

Flags The entire committee

☑ □

- **Download a "PDF Bundle" of the applicant's information**
  - Click the "Download PDF Bundle" near the top right of the person's application page (Note that if a media file type was uploaded, the bundle includes a link to the non-PDF file)

Winston Burke
Human Creative Liason, University of Connecticut

⬆ Return to List of Applicants

Basic Qualifications: Unknown   **Status:** Complete   **Last updated:** Apr 7, 2015 at 10:26am   Mark as Read

About

Degree	Ph.D in Est Dolorem at Baumbach Research Division (2014-04-06 18:25:42)
PhD Advisors	Ms. Adan Davis, Melba Bednar
Dissertation	Dull Book: The Aesthetics of Impressionist Temporality.
Email address	aptestmail+easter-01s8400007@uci.edu
Address	852 Eli Skyway
	North Abelardo, Vermont 74638

Review   ☁ Download PDF Bundle

Personal Note Not shared with the committee
Limit personal notes to those that are job-related. All personal notes become part of the search record and may be accessed by the applicant or during an audit.

Add a Personal Note

Public Comments The entire committee sees these

- **Add a personal note, comment, or flag (make a notation to yourself regarding the application)**
  - Add a personal note that will not be displayed to the committee members
  - Add a comment that will be displayed to the committee member
  - Add a flag (short phrase or word) that will be displayed to the committee members

Review   ☁ Download PDF Bundle

Personal Note Not shared with the committee
Limit personal notes to those that are job-related. All personal notes become part of the search record and may be accessed by the applicant or during an audit.

Add a Personal Note

Public Comments The entire committee sees these
Limit comments to those that are job-related. All comments become part of the search record and may be accessed by the applicant or during an audit.

Your Comment

[   ]

Add Comment   Jennifer Polce (Jennifer.Polce@ucsf.edu)

No comments

Flags The entire committee sees these, unless they're hidden

[   ]   ☑ **Display to reviewers**   Add Flag
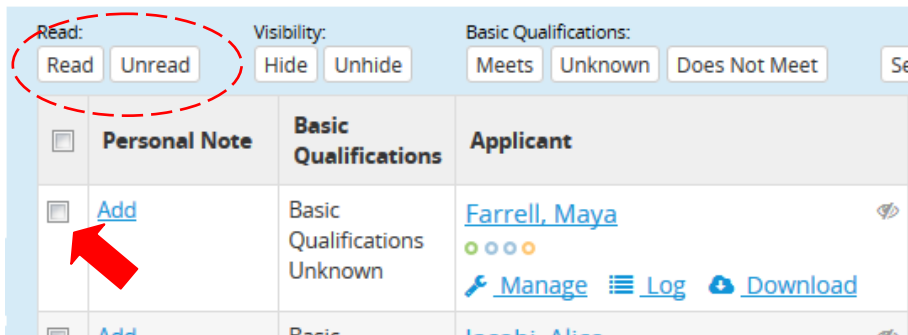
Privacy Policy   Accessibility   About

PLEASE NOTE: Personal notes, comments, and flags will not be displayed to the committee members however ALL personal notes are saved as part of the final electronic file which is discoverable.

- **Mark an applicant as "Read"**
  - Find the recruitment (by job number) and click the "Applicants" link below the name of your recruitment to see all the applicants

  - Put a check in the empty box in the applicant's row

  - Click the button "Read" above Personal Note (A dark green checkmark will appear below the check box)
  - If an application has been modified since you marked it as read, an alert icon will replace the green checkmark to cue you

Managing References in AP Recruit

- **Solicit reference letters**
  - Click the "Manage" link beneath the applicant's name

	Personal Note	Basic Qualifications	Applicant
☐			
☐	Add	Meets Basic Qualifications Jennifer Polce Mar 19, 2014 1:18pm	Smith, Sally ● ● ● ● ○ ⚹ Manage ▪ Log ☁ Download

  - Click the "Documents and References" link on the left hand side of the page

Manage Applicant for Test Recruitment UCSF 2 (JPF00166)
Sally Smith

Status:	Basic Qualifications:	Hidden:	Completed:
Complete Update status	**Meets** Does Not Meet Unknown	**Yes**	**Yes**

Overview

Next ›

Information

Documents Jump to Documents ›

Documents & References ⬅

Applicant Documents

📄 Curriculum Vitae	Required
Last updated: Nov 7, 2014	
Your most recently updated C.V.	

Comments & Flags

Visit/Seminar

📄 Statement of Research	Required
Last updated: Nov 7, 2014	

Comments Jump to Comments ›

💬 **Your Comment**

Donna Ferriero (Donna.Ferriero@ucsf.edu)   Add Comment

Flags Jump to Flags ›

☑ Display to reviewers   Add Flag

o Find the list of references toward the bottom of the page, under "References & Letters"
o Click the "Send Letter Request" link beneath the name of the reference you wish to solicit

References & Letters

👤 Jennifer UCSF
   Letter not requested

View details   Send letter request   Upload letter   Edit   Delete

‹ Back   Next ›

o A pop up window will appear displaying the language of the email that will be sent to the referees; click the "Send Request" button

Send Letter Request

ent

* To
Jane Doe <jennn   **<Email>**

Subject
Request for letter of reference for Smith Applicant

Body
Dear Jane Doe,

You are invited to submit a letter of reference for Smith Applicant for the position of
Test Recruitment UCSF 2 at the University of California, San Francisco.

Log in information...

Signature
Thank you for your time.

Donna Ferriero
Pediatrics
University of California, San Francisco

Confidentiality statement...

Send request   Cancel

- **Upload reference letters**
  - o Find the applicant you want to upload reference letters to and click the "Manage" link beneath the applicant's name

	Personal Note	Basic Qualifications	Applicant
☐	Add	Meets Basic Qualifications Jennifer Polce Mar 19, 2014 1:18pm	Smith, Sally ●●●●○ ⚙ Manage ▣ Log ☁ Download

  - o Click the "Documents and References" link on the left hand side of the page

Manage Applicant for Test Recruitment UCSF 2 (JPF00166)
Sally Smith

Status: **Complete** Update status	Basic Qualifications: **Meets** Does Not Meet Unknown	Hidden: **Yes**	Completed: **Yes**

Overview   Next ›

Information

Documents & References ⬅

Comments & Flags

Visit/Seminar

Documents Jump to Documents ›
Applicant Documents

📄 Curriculum Vitae   Required
Last updated: Nov 7, 2014
Your most recently updated C.V.

📄 Statement of Research   Required
Last updated: Nov 7, 2014

Comments Jump to Comments ›
💬 **Your Comment**

Donna Ferriero (Donna.Ferriero@ucsf.edu)   Add Comment

Flags Jump to Flags ›
☑ Display to reviewers   Add Flag

  - o Find the list of references toward the bottom of the page, under "References & Letters"
  - o Click the "Upload Letter" link beneath the name of the reference you wish to upload a letter for

References & Letters

👤 Marie College
Letter not requested

View details   Send letter request   Upload letter   Edit   Delete

Managing Applicants in AP Recruit

- **Indicate if the applicant has met basic qualifications**
  - Find the applicant you want to review and click the "Manage" link beneath the applicant's name

  - There are three selections for "Basic Qualifications", click one of the following 3 buttons:
    - Meets (applicant has met the basic qualifications)
    - Does Not Meet (applicant has not met the basic qualifications)
    - Unknown (this status will automatically appear if you have not selected one of the other two)

PLEASE NOTE: An applicant's status must be "Complete" in order for you to indicate whether he/she has met basic qualifications. Applicants that have completed the application requirements will be automatically set to "Complete." To manually update an applicant's status to "Complete" see instructions below.

- **Update an applicant's status**
  - Click the "Manage" link beneath the applicant's name

  - Click on the "Update Status" button near the top left of the page.

  - Click on "Choose Another Status" to update the status of the application

o   Select a new status and click "Update Status"

o   List of all statuses + definitions:

Status	Definition
Incomplete	Application is incomplete
Withdrawn	Applicant has withdrawn themselves from consideration
Complete	Required documentation has been submitted (or analyst has manually completed the applicant)
Serious consideration	Applicant should be considered for the shortlist
Recommend for interview	Applicant has been recommended for an interview
Interviewed	Applicant has been interviewed
Proposed Candidate	Applicant recommended for appointment
Offered	Approvals have been obtained and a formal offer has been made to the applicant
Accepted offer	Approvals have been obtained and a formal offer has been accepted by the applicant
Declined offer	Approvals have been obtained and a formal offer has been declined by the applicant
Hired	Applicants has entered into the payroll system in searched title

o   Click "**Save Changes**"

PLEASE NOTE: Prior to closing your search and/or identifying your final candidate(s), all applicants that have applied up to your review date MUST have disposition reasons assigned to them.

- **For <mark>FACULTY</mark> recruitments only:**
  - **If you are approaching your 1st round of interviews: Contact Academic Affairs BEFORE you begin the interview process, to request review and approval of your applicant pool by Office of Diversity and Outreach**

  - **For each subsequent round of interviews in which you have changed your application review date: Contact Academic Affairs at any point BEFORE you identify your final candidate, to request review and approval of your applicant pool by Office of Diversity and Outreach***

  - **Applicant pool review and approval is not required for hires that are a result of a change in series.**

  *If you do not change your application review date and there have been no changes to your pool since your   1st round of interviews, then additional applicant pool review and approval is not required.

- **Assign Disposition Reasons For Applicants Marked as "Meets Basic Qualifications"**
  - Click on the "Qualified" tab on the left hand side of the applicant list page (list of qualified applicants will appear)
  - Click "Assign Reasons" near middle of the page.

  - Click the empty box under "Disposition Reasons" to access dropdown menu

  - Select a disposition reason (If other, use comment box to provide reason)

- o Click "Done" towards the right hand side of the page
- o List of disposition reasons for applicants marked as "Meets Basic Qualifications"

Disposition Reason(s)
Alternate for position
Duplicates or significantly overlaps existing area of strength in department/school/college
Interview showed some deficiencies
Lacks sufficient clinical experience
Lacks sufficient communication skills
Lacks sufficient contributions to diversity/cultural competence
Lacks sufficient depth/breadth of research/creative excellence or impact
Lacks sufficient leadership experience for position
Lacks sufficient potential for successful attraction, advising, and mentoring of students/trainees/postdocs
Lacks sufficient research achievement/potential
Lacks sufficient teaching achievement/potential
Job talk showed some deficiencies
Other, please specify
Overall record not as strong as other candidates
Publication record shows some deficiencies
References were weak
Specialization or area of expertise for position or department needs shows some deficiencies

- • **Assign Disposition Reasons For Applicants Marked as "Does not Meet Basic Qualifications"**
  - o Click on the "Unqualified" tab on the left hand side of the applicant list page. List of unqualified applicants will appear.
  - o Click "Assign Reasons" near middle of the page

o   Click the empty box under "Disposition Reasons" to access dropdown menu

o   Select a disposition reason (If other, use comment box to provide reason)
o   Click "Done" towards the right hand side of the page

Disposition Reasons(s)
Application was incomplete, materials submitted were not the required materials
Candidate Withdrew
Degree was not in the advertised field(s) if specific (fields) were required
Did not meet stated basic clinical requirements
Did not meet stated basic research requirements
Did not meet stated basic service requirements
Did not meet stated basic teaching requirements
Did not meet stated basic years of experience required
Did not possess basic degree requirements stated in advertisement
Did not possess stated credentials (e.g., board eligibility/board certification)
Others, please specify

- **Assign Disposition Reasons for Multiple Applicants at a time**
    o   On the "Assign Disposition Reasons" page (for either qualified or unqualified applicants), check off each applicant for which you want to assign the same disposition reason for
    o   Click "Edit disposition reasons for selected applicants" near middle of the page, to access the dropdown menu and select a disposition reason

Filtering the Applicant List

- **Filter applicants by qualification requirement, by selecting one of the following:**
  - Qualified: applicants that have met the basic qualifications
  - Unknown: applicants that have not been marked as qualified of unqualified
  - Unqualified: applicants that have not met the basic qualifications
  - Entire Pool: includes all applicants regardless of their basic qualification status

- **Filter applicants by status:**
  - From the left hand side of the page check the boxes below status (e.g., completed, not completed, not proposed) that you are interested in seeing applicants for
  - Check all of the boxes to show applicants in all status

- **Filter applicants by the following dates:**
  - Date the application was last updated
  - Date the applicant applied on
  - Date the applicant moved to the "complete" status

Test Recruitment UCSF 2

Must have MD

JPF00166 · Neurological Surgery / SCHOOL OF MEDICINE

| Search Info | Reports | Applicants (6) |

⤓ Download This Data **✉ Download Names & Addresses** **⊞ Change Columns** **➕ Add Appli**

Qualified

Unknown

Unqualified

Entire Pool

Show
☑ Hidden (1)

Status
☑ Not complete
☑ Complete
☑ Proposed candidate

Dates
▶ Last Updated
▶ Applied On
▶ Completed Date

[Filter] [Reset]

Read: [Read] [Unread]   Visibility: [Hide] [Unhide]

☐	**Personal Note**	**Basic Qualifications**
☐	Add	Meets Basic Qualifications Jennifer Polce Jan 29, 2015 11:05am
☐	Add	Meets Basic Qualifications Jennifer Polce Feb 26, 2015 11:38am

- **Display applicant data by specifying column criteria**
  - Click the "Change Columns" button toward the top of the page

Test Recruitment UCSF 2

Must have MD

JPF00166 · Neurological Surgery / SCHOOL OF MEDICINE

| Search Info | Reports | Applicants (6) |

⤓ Download This Data **✉ Download Names & Addresses** **⊞ Change Columns** **➕ Add Applicant**

o   Check the boxes next to the criteria that you want to appear at the top of the list of applications

Select columns to display ✕

Applicant
☐ Username
☑ Applicant
☐ First Name
☐ Last Name
☑ Highest Degree
☐ PhD
☑ Current Position
☐ Last Emailed by Analyst

Application
☑ Status
☐ Hidden?
☐ Survey Taken?
☑ Last Updated
☐ Applied On
☐ Added by
☑ Completed Date
☐ References

Contact
☐ Email
☐ Address
☐ Website
☐ Phone

Reviewing
☑ Personal Note
☑ Basic Qualifications
☐ Flags
☐ Visit
☑ Disposition Reasons
☐ Disposition Comment
☐ Reviewer Comments

Save Columns   Restore Defaults   Cancel

o   Click "Save Columns" to save your choice

Adding an Applicant in AP Recruit

- **Add an applicant to your recruitment**
  - Click the "Add Applicant" button toward the top of the page

Junior Specialist

JPF00178 • Cell & Tissue Biology / SCHOOL OF DENTISTRY

Search Info   Reports   Applicants (20)

⬇ Download This Data   ✉ Download Names & Addresses   ▥ Change Columns   ⊕ Add Applicant

Qualified	Read: Read Unread	Visibility: Hide Unhide	Basic Qualifications: Unknown Does Not Meet	Send Bulk Email	Disposition Reasons: Assign Reasons

	☐	**Personal Note**	**Basic Qualifications**	**Applicant**	**Highest Degree**
Unknown	☐	Add	Meets Basic Qualifications	Mead, Margaret ●●●○ 🔧 Manage ☰ Log ☁ Download	Doctorate in Quam Stehr Research Division 2014-04-06 18:25:42

Unqualified

Entire Pool

  - Enter required applicant information
    - Contact information
    - Degree information
    - Current employment information
    - Application information (date received)

Add Applicant

All fields are required.

Contact Information

* First name:

* Last name:

* Email:

* Verify email:

* Mailing address:

Degree Information

* Highest degree:

* Institution:

* Date obtained:

Current Employment Information

* Affiliation/university:

* Job title:

Application Information

* Date received:

o After you've entered all the required information, click one of the 4 following buttons:
   - Add & Manage Now: Choose this button when you have completed the required information and want to proceed with uploading documents and reference information (see upload documents and add reference contact information below)
   - Add & Add Another: Choose this when you have more applications you would like to add
   - Add & Done: Choose this when you are finished with the required information; you may return to manage the application later
   - Cancel: Choose this if you do not want this application to be added
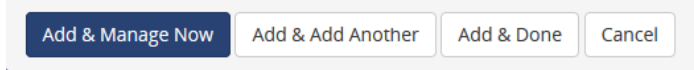
o Check the "Notify Applicant" box (beneath date received) to send a notification to the applicant informing him/her that an application has been established on their behalf.

- **Upload documents**
   o Find the recruitment (by job number) and click the "Applicants" link below the name of the recruitment **(Skip to the third bullet point if you just clicked on the "Add & Manage Now" button)**

   o Find the applicant you want to upload documents for and then click the "Manage" link beneath the applicant's name

○ Click the "Documents & References" link on the left side of the page

○ Click the "Upload" link beneath any of the following categories:
  - Curriculum Vitae
  - Cover Letter
  - Statement of Research
  - Statement of Teaching
  - Miscellaneous/ Additional

- **Add reference contact information**
  - Find the recruitment (by job number) and click the "Applicants" link below the name of your recruitment **(Skip to the third bullet point if you just clicked on the "Add & Manage Now" button)**

JP #	Name
JPF00166	Test Recruitment UCSF 2
	Search Info Applicants (5)

  - Find the applicant you want to add references for then click the "Manage" link beneath the applicant's name

    lifications: Disposition Reasons:
    [Unknown] [Send Bulk Email]   [Assign Reasons]

    Applicant

    Smith, Sally
    🔧 Manage   ≡ Log   ☁ Download

  - Click the "Documents and References" link on the left hand side of the page

    Manage Applicant for Junior Specialist (JPF00178)
    Margaret Mead

Status:	Basic Qualifications:	Hidden:	Completed:
Recommend for interview Update status	**Meets** Does Not Meet Unknown	**No**	**Yes**

    Overview
    Information
    Documents & References
    Comments & Flags
    Visit/Seminar

    ‹ Back   Next ›

    Download PDF bundle   Launch Document Viewer

    Application Documents

    📄 Curriculum Vitae
    Required - Your most recently updated C.V.Document note: Sit vo
    Delete file

    📄 Cover Letter

  - Click the "Add Reference" button to add contact information for individuals to be solicited from AP Recruit for reference letters

    References & Letters

    [Add reference]

    👤 No references provided

    ‹ Back   Next ›

o Enter reference information and click "Save"

PLEASE NOTE: Reference contact information must be entered first (by you or the applicant) in order to upload or solicit letters.

- **Upload reference letters**
  - o Find the recruitment (by job number) and click the "Applicants" link below the name of your recruitment **(Skip to third bullet point if you just clicked on the "Add & Manage Now" button)**

  - o Find the applicant you want to upload reference letters to and click the "Manage" link beneath the applicant's name

o Click the "Documents and References" link on the left hand side of the page

o Find the list of references toward the bottom of the page, under "References & Letters"
o Click the "Upload Letter" link beneath the name of the reference you wish to upload a letter for

- **Activate the applicant that you've created an application for**
  o Find the recruitment (by job number) and click the "Applicants" link below the name of your recruitment

  o Find the applicant you wish to manage and click the "Manage" link beneath the applicant's name

o Near the middle of the page click on the link "Activate Now" this will bring you to another page

Manage Applicant for Test Recruitment UCSF 2 (JPF00166)
Jacoby Anderson

Status:	Basic Qualifications:	Hidden:	Completed:
Not complete Update status	**Unknown** Meets Does Not Meet	**No**	**No**

Overview

Information

Documents & References

Comments & Flags

Visit/Seminar

Next ›

Notice: Applicant cannot access this application until it is activated – Activate now

Documents Jump to Documents ›
Applicant Documents
2 required documents not yet uploaded.

This applicant has not yet supplied any files.

o Click on the "Activate Applicant Access" button; a pop up window will appear

Manage Account Information

Applicant Information

Applicant: Jacoby Anderson

Recruitment: Test Recruitment UCSF 2

ApplicantID Information

Notified that Yes, sent on Apr 8, 2015 at 11:02am
application was
added:

Added on: Apr 8, 2015 at 11:02am

Received on: Apr 8, 2015

Activated: No

Activating access will send the applicant an email with instructions on how to log in and manage their application.

The email will be sent to **t1ffanyt8m@gmail.com**

Activate applicant access

Done

o Click on the "Information is correct- Activate access" button in the pop up window; an email will automatically be sent to the applicant notifying them of the activation

Activate applicant access

Send an email to **Jacoby Anderson** at
t1ffanyt8m@gmail.com

An incorrect email address could allow somebody else to access this person's application

To the best of my knowledge, the email address
t1ffanyt8m@gmail.com belongs to **Jacoby Anderson**

Information is correct - Activate access   Cancel

o Click "Done" once you have completed the previous step

PLEWASE NOTE: Applicants you've added manually cannot access their applications until you've activated them. You will have the option to resend an activation email to the applicant, if he or she did not receive the first one.

- **Manage the applicant that you've created an application for**
  - Navigate to the applicant's application page 1 of 2 ways:
    - After you've clicked the "Add & Manage Now" button, you will automatically be taken to the applicant overview page
    - Find the recruitment that you've added an applicant to and click on the "Applicants" link; click on the "Manage" link beneath the applicant's name
  - See steps for "**Managing Applicants in AP Recruit**

Other Optional Features

- **"Visit/Seminar" feature**
  - ○ Find the recruitment (by job number) then click the "Applicants" link below the name of your recruitment

JP #	Name
JPF00166	Test Recruitment UCSF 2
	Search Info Applicants (5)

  - ○ Click the "Manage" link beneath the applicant's name

Read:		Visibility:		Basic Qualifications:			Disposition Reasons:
Read	Unread	Hide	Unhide	Meets	Unknown	Send Bulk Email	Assign Reasons

☐	Personal Note	Basic Qualifications	Applicant
☐	Add	Does Not Meet Basic Qualifications Tiffany Hom Apr 7, 2015 2:50pm	Smith, Sally ●●●●○ 🔧 Manage ☰ Log ☁ Download

  - ○ Click the "Visit/ Seminar" link on the left side of the page

Manage Applicant for Test Recruitment UCSF 2 (JPF00166)
Smith Applicant

Status:	Basic Qualifications:	Hidden:	Completed:
Proposed candidate Update status	**Meets** Does Not Meet Unknown	**No**	**Yes**

Overview   Next ›

Information

Documents & References

Comments & Flags

Visit/Seminar

Documents Jump to Documents ›
Applicant Documents

📄 Curriculum Vitae
CV
Last updated: Nov 7, 2014
Your most recently updated C.V.

📄 Statement of Research
Statement of Research
Last updated: Nov 7, 2014

o Click the "Schedule a visit/seminar" link

o Enter relevant information regarding the visit/seminar:
  - Title of the event
  - Summary of the event
  - Brief biography of the applicant
  - Date of the event
  - After you've entered the information, click the "Next" button **(all fields must be completed)**

o Enter the schedule details of the visit/seminar:
  - Title of the event
  - Day and time of the event
  - Location of the event
  - After you've entered the information, click the "Add Event" button

o Click "Save and Done"
o Once you've clicked "Save and Done", a "Flyer" and "Itinerary" link will appear on the "Visit/ Seminar" page, which both provide printer friendly versions of your visit/seminar information

o The information for the "Visit/Seminar" will also appear on the applicant's application page and will be visible to the committee members

PLEASE NOTE: The "Visit/Seminar" feature is NOT a scheduling tool and does NOT trigger a notification to the applicant. The Search Committee Chair or Staff Editor can use this feature as a way to document scheduling information on a person's application. The committee members can view the scheduling information by clicking on an applicant's name and viewing his/her application page.

- **Hide an applicant from the view of the committee members**
  - Select recruitments tab then find the recruitment (by job number) and click "Applicants" link below the name of your recruitment

  - Find the candidate you wish to hide then check off the box to the left and click the "Hide" link

- **Unhide an applicant from the view of the committee members**
  - To view all the hidden applicants make sure the "**Hidden**" filter checkbox is checked (from left hand side of the page) and click "**Filter**"

Icon indicates applicant is hidden

o Find the applicant you want to unhide and check off the box to the left of applicant's name

o Click the "Unhide" link

Please note: At UCSF we discourage the use of the "Hide" feature. The search committee should have viewing access to all applicants. Please refer to the instructions in cases where you have accidentally made applicants hidden, and need to make them visible to the committee.

- **View basic qualification status of each applicant**
  - o Select the recruitments tab then find the recruitment (by job number) and click "Applicants" link below the name of your recruitment

  - o Click the "Change Columns" toward the top of the page

o Check the "Basic Qualifications" box

o Click "Save Columns". Basic qualifications should appear next to applicant's name

- **View the "Application Log"**
  o Find the applicant's name that you wish to view his or her application
  o Click the "log" link below the applicant's name

  o The application log will show you any changes/ updates that have been made to the applications (e.g. date and time a letter of reference was uploaded)