

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

UNIVERSITY of CALIFORNIA • SAN FRANCISCO | AP Recruit

Welcome to Academic Personnel Recruit

AP Recruit is a part of the Academic Personnel Systems for the University of California, San Francisco



- [Applicants](#)
Apply for an academic position at UC San Francisco or manage your existing applications
- [References](#)
Submit a requested letter of reference on behalf of an applicant
- [UC San Francisco Faculty & Administrators](#)
View and manage positions and applications

Need help? Visit the [help documentation](#).

Academic Personnel Recruit, UCSF
University of California, San Francisco

[Privacy Policy](#) [Accessibility](#) [About](#)

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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

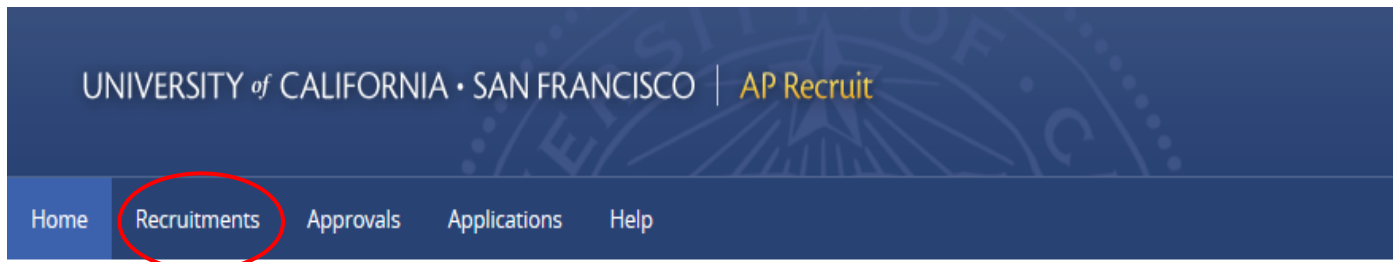
**The “Staff Editor” is the person from the department responsible for supporting the search committee.*

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



Need Help
Check out the [documentation](#) or [contact support](#)

UCSF AP Recruit News & Updates

Welcome to Academic Personnel Recruit

There are no active news items

[Contact Us](#) | UCSF IT Service Desk: (415) 514-4100

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- Click on the “Job Number” (JPF #) you want to upload advertisements to

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

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

Must have MD
JPF00166 • Neurological Surgery / SCHOOL OF MEDICINE

[Search Info](#) [Reports](#) [Applicants \(6\)](#)

[Edit Basic Recruitment](#) [Update Online Applicant Requirements](#)

Details

- Diversity
- Advertisements**
- Qualifications
- Selection Process
- Committee
- Documentation

OPEN Applicants can now apply. [Review current applicants.](#)

✔ Applicants can apply to the recruitment immediately, as it opened on Mar 11, 2018.
🔗 <https://aprecruit.ucsf.edu:31018/apply/JPF00166>

General Information [Edit](#)

Job #	JPF00166
Department	Neurological Surgery / SCHOOL OF MEDICINE
Title codes	1719 - ASSOC PROF-HCOMP 1721 - PROF-HCOMP
Type	Senate / Tenured / SOE

- Under “Ad Documents” click on “Upload”

Search Info Reports Applicants (6)

Edit Basic Recruitment Update Online Applicant Requirements

Details

Diversity

Advertisements

Qualifications

Selection Process

Committee

Documentation

Planned Search & Recruitment Efforts **SEARCH PLAN** Add

Missing

Actual Search & Recruitment Efforts **SEARCH REPORT** Add

Missing

Ad Documents **SEARCH PLAN** **Upload**

File	Comment
Test.pdf Edit Delete	Uploaded on Apr 10, 2015

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

Upload Ad Documents

* File (must be a .pdf, .txt, or image):

Browse... No file selected.

Name of Description of uploaded file:

Comment:

Upload file [Cancel](#)

- Click “Upload” file
- Your advertisement should appear under Ad Documents

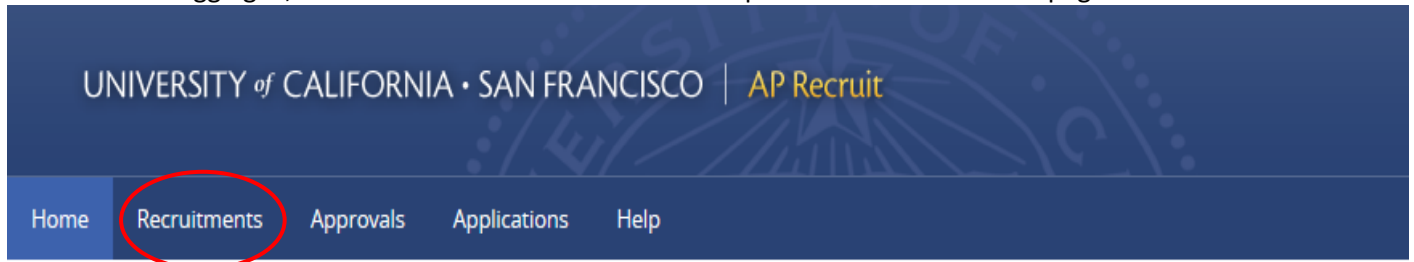
Ad Documents **SEARCH PLAN** Upload

File	Comment
Test.pdf Edit Delete	Uploaded on Apr 10, 2015 8:39am by Donna Ferriero

View Applicant List

Find your list of applicants:

- After logging in, click the “Recruitments” link in the top menu bar on the home page



Need Help

Check out the [documentation](#) or [contact support](#)

UCSF AP Recruit News & Updates

Welcome to Academic Personnel Recruit

There are no active news items

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- 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
JP00166	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-01s840007@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 PDF](#)

Personal Note

Not share
Limit personal notes to those accessed by the applicant or

[Add a Personal Note](#)

Public Comments

The €
Limit comments to those the applicant or during an audit.

Your Comment

[Add Comment](#) Jennifer Polce

No comments

Flags

The entire committee

[Flag](#)

- **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)

Search Info Reports Applicants (20) CONTACT: Horace Doyle


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 Ahelarrin 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

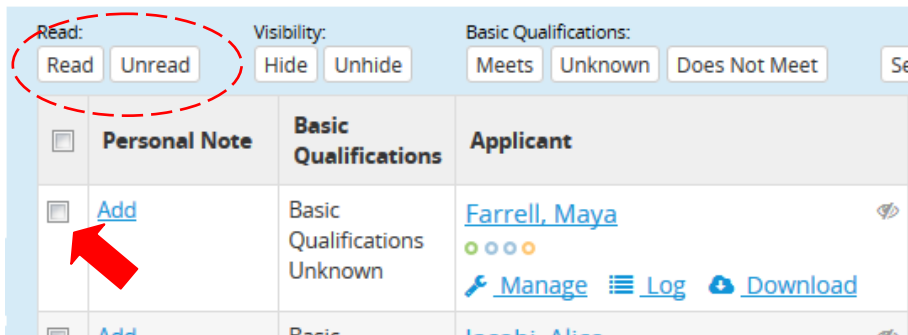
PLEASE NOTE: Personal notes, comments, and flags will not be displayed to the committee members however ALL personal notes are saved as part of the final electronic file which is discoverable.


- **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

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

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




Read:	Visibility:	Basic Qualifications:	
<input type="checkbox"/> Read <input type="checkbox"/> Unread	<input type="checkbox"/> Hide <input type="checkbox"/> Unhide	<input type="checkbox"/> Meets <input type="checkbox"/> Unknown <input type="checkbox"/> Does Not Meet	Se
<input type="checkbox"/> Personal Note	Basic Qualifications	Applicant	
<input type="checkbox"/> Add	Basic Qualifications Unknown	Farrell, Maya	
		Manage Log Download	

- 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
<input type="checkbox"/>	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: **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](#)

- Find the list of references toward the bottom of the page, under “References & Letters”
- 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 >](#)

- 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

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**

- 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

- 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](#)

- Find the list of references toward the bottom of the page, under “References & Letters”
- 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

Personal Note	Basic Qualifications	Applicant
Add	Meets Basic Qualifications Jennifer Polce Mar 19, 2014 1:18pm	Smith, Sally  Manage Log Download

- 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)

Manage Applicant for Junior Specialist (JPF00178)

Winston Burke

Status: **Complete** [Update status](#)

Basic Qualifications: **Unknown** [Meets](#) [Does Not Meet](#)

Hidden: **No** Completed: **Yes**

Overview

[Next >](#)

[Information](#)

[Documents & References](#)

[Comments & Flags](#)

[Visit/Seminar](#)

Documents [Jump to Documents >](#)

Applicant Documents

[Curriculum Vitae](#)
Est est illum provident aut animi modi in a.
Last updated: Apr 7, 2015
Your most recently updated C.V.

[Cover Letter](#)
Iste blanditiis consequuntur unde ullam iusto ut delectus quis.
Last updated: Apr 7, 2015

Letters of Reference

[Oliver Kuhic, Cummerata Research Division](#) — [Show Description](#)
Last updated: Apr 7, 2015

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

<input type="checkbox"/>	Personal Note	Basic Qualifications	Applicant
<input type="checkbox"/>	Add	Meets Basic Qualifications Jennifer Polce Mar 19, 2014 1:18pm	Smith, Sally ●●●●○ Manage Log Download

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

Manage Applicant for Junior Specialist (JPF00178)
Dion Lebsack

Status: **Complete** **Update status**

Basic Qualifications: **Meets** Does Not Meet Unknown

Hidden: **Completed** No Yes

Overview [Next >](#)

[Information](#)

[Documents & References](#)

[Comments & Flags](#)

[Visit/Seminar](#)

Documents [Jump to Documents >](#)

Applicant Documents

[Curriculum Vitae](#)
Tempore atque doloribus enim suscipit aliqu
Last updated: Apr 7, 2015
Your most recently updated C.V.

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

Update Applicant Status

Step 1: Choose new status Step 2: Confirm & provide add'l info (if needed)

Keeping the applicant's status up to date will make sure that the search committee is always aware of the current status, and is also required for UCOP and diversity office reporting.

Applicant Information

Recruitment: Test Recruitment UCSF 2 (JPF00166)
Applicant: Sally Smith
Current Status: Complete
New Status: **Serious consideration** **Choose another status..**

Status History

When	What	Who
Apr 1, 2015 12:48pm	Status changed to Complete	Jennifer Polce
Feb 26, 2015 11:30am	Status changed to Serious consideration	Jennifer Polce

- o Select a new status and click “Update Status”

Update Applicant Status

Step 1: Choose new status Step 2: Confirm & provide add'l info (if needed)

Keeping the applicant's status up to date will make sure that the search committee is always aware of the current status, and is also required for UCOP and diversity office reporting.

Applicant Information

Recruitment: Test Recruitment UCSF 2 (JPF00166)
 Applicant: Sally Smith
 Current Status: Complete

New Status:

- Serious consideration:** Applicant should be considered for the shortlist
- Recommend for interview:** Applicant recommended for 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:** Applicant entered in payroll system in searched title
- Withdrawn:** Applicant has withdrawn themselves from consideration

Update Status **Cancel**

- 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”

Update Applicant Status

Step 1: Choose new status Step 2: Confirm & provide add'l info (if needed)

Applicant Information

Recruitment: Test Recruitment UCSF 2 (JPF00166)
 Applicant: Sally Smith

Changes to Make

Status change: Current status **Complete** New status **Recommend for interview**

Save Changes **Cancel**

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 **FACULTY** 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.

Search Info Applicants (5)

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

Unknown Unqualified Entire Pool

Personal Note	Basic Qualifications	Applicant
Add	Meets Basic Qualifications Jennifer Polce Mar 19, 2014 1-18pm	Smith, Sally ●●●●○ Manage Log Download

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

Assign Disposition Reasons

Applicants marked as **Meets basic qualifications**

Applicant	Status	Disposition Reason(s)
Applicant, Smith	Proposed candidate	
Sean, Ucsf	Proposed candidate	
Smith, Sally	Complete	

Alternate for position
 Duplicates or significantly overlaps existing area of strength in department/school /college
 Interview showed some deficiencies
 Job talk showed some deficiencies
 Lacks sufficient clinical experience
 Lacks sufficient communications skills
 Lacks sufficient contributions to diversity/cultural competence

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

- Click “Done” towards the right hand side of the page
- 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”**

- Click on the “Unqualified” tab on the left hand side of the applicant list page. List of unqualified applicants will appear.
- Click “Assign Reasons” near middle of the page


Junior Specialist
 JPF00178 • Cell & Tissue Biology / SCHOOL OF DENTISTRY

[Search Info](#) Applicants (20)

[Download This Data](#)
[Download Names & Addresses](#)
[Change Columns](#)
[Add Applicant](#)

Read: [Read](#) [Unread](#)
 Visibility: [Hide](#) [Unhide](#)
 Basic Qualifications: [Meets](#) [Unknown](#)
[Send Bulk Email](#)
[Disposition Reasons: Assign Reasons](#)

Personal Note	Applicant	Highest Degree	Current P
Add	Stark, Jane ○○○○ Manage Log Download	EdD Kendramouth Institute 2014-04-06 18:25:42	Kshlerintor Forward In
Add	Paucek, Moshe ●●●○ Manage Log Download	PhD Schiller School 2014-04-06 18:25:42	Hauckbury Principal U

Qualified
 Unknown
Unqualified 
 Entire Pool
 Show
 Hidden (0)

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

Assign Disposition Reasons

Applicants marked as **Meets basic qualifications**

Applicant	Status	Disposition Reason(s)
Applicant, Smith	Proposed candidate	<ul style="list-style-type: none"> Alternate for position Duplicates or significantly overlaps existing area of strength in department/school /college Interview showed some deficiencies Job talk showed some deficiencies Lacks sufficient clinical experience Lacks sufficient communications skills Lacks sufficient contributions to diversity/cultural competence
Sean, Ucsf	Proposed candidate	
Smith, Sally	Complete	

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

Disposition Reason(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**
 - 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
 - Click “Edit disposition reasons for selected applicants” near middle of the page, to access the dropdown menu and select a disposition reason

Assign Disposition Reasons New and updated disposition reasons and comments are saved automatically **Done**

Applicants marked as **Meets basic qualifications**
11 applicants selected out of 11 applicants available

Edit disposition reasons for selected applicants ▼
Edit comments for selected applicants ▼

<input checked="" type="checkbox"/>	Applicant	Status	Disposition Reason(s)	Comment
<input checked="" type="checkbox"/>	Gibson, Beaulah	Complete	Type the disposition reason to get started	
<input checked="" type="checkbox"/>	Lebsack, Dion	Complete	Type the disposition reason to get started	
<input checked="" type="checkbox"/>	Lebsack, Emilia	Complete	Type the disposition reason to get started	

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 or unqualified
 - Unqualified: applicants that have not met the basic qualifications
 - Entire Pool: includes all applicants regardless of their basic qualification status

The screenshot shows the 'Test Recruitment UCSF 2' interface. At the top, it says 'Must have MD' and 'JPF00166 • Neurological Surgery / SCHOOL OF MEDICINE'. Below this are tabs for 'Search Info', 'Reports', and 'Applicants (6)'. A row of buttons includes 'Download This Data', 'Download Names & Addresses', 'Change Columns', and 'Add Applicant'. On the left, a vertical menu for qualification requirements is highlighted with a red circle, showing 'Qualified' (selected), 'Unknown', 'Unqualified', and 'Entire Pool'. To the right, there are 'Read' (Read, Unread) and 'Visibility' (Hide, Unhide) filters. A table header shows 'Personal Note' and 'Basic Qualifications'. A row in the table shows 'Add' and 'Meets Basic Qualifications' for Jennifer Polce on Jan 29, 2015 at 11:05am.

- **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

This screenshot is similar to the first one, showing the 'Test Recruitment UCSF 2' interface. The qualification filter menu is still visible. Below it, a 'Show' dropdown menu is open, and the 'Status' section is highlighted with a red circle. The 'Status' section has four checkboxes, all of which are checked: 'Hidden (1)', 'Not complete', 'Complete', and 'Proposed candidate'. The rest of the interface, including the 'Read' and 'Visibility' filters and the table header, is also visible.

- **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 Applicant](#)

Qualified Read: [Read](#) [Unread](#) Visibility: [Hide](#) [Unhide](#)

[Unknown](#)
[Unqualified](#)
[Entire Pool](#)

Show
 Hidden (1)

Status
 Not complete
 Complete
 Proposed candidate

Dates
 Last Updated
 Applied On
 Completed Date

[Filter](#) [Reset](#)

<input type="checkbox"/>	Personal Note	Basic Qualifications
<input type="checkbox"/>	Add	Meets Basic Qualifications Jennifer Polce Jan 29, 2015 11:05am
<input type="checkbox"/>	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	Application	Contact	Reviewing
<input type="checkbox"/> Username	<input checked="" type="checkbox"/> Status	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Personal Note
<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Hidden?	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Basic Qualifications
<input type="checkbox"/> First Name	<input type="checkbox"/> Survey Taken?	<input type="checkbox"/> Website	<input type="checkbox"/> Flags
<input type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Last Updated	<input type="checkbox"/> Phone	<input type="checkbox"/> Visit
<input checked="" type="checkbox"/> Highest Degree	<input type="checkbox"/> Applied On		<input checked="" type="checkbox"/> Disposition Reasons
<input type="checkbox"/> PhD	<input type="checkbox"/> Added by		<input type="checkbox"/> Disposition Comment
<input checked="" type="checkbox"/> Current Position	<input checked="" type="checkbox"/> Completed Date		<input type="checkbox"/> Reviewer Comments
<input type="checkbox"/> Last Emailed by Analyst	<input type="checkbox"/> References		

- 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:	Visibility:	Basic Qualifications:	Disposition Reasons:
	Read Unread	Hide Unhide	Unknown Does Not Meet	Send Bulk Email Assign Reasons
Unknown	<input type="checkbox"/>	Personal Note	Basic Qualifications	Applicant
Unqualified	<input type="checkbox"/>	Add	Meets Basic Qualifications	Mead, Margaret
Entire Pool			●●●○ Manage Log Download	Highest Degree
				Doctorate in Quam Stehr Research Division 2014-04-06 18:25:42

- 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

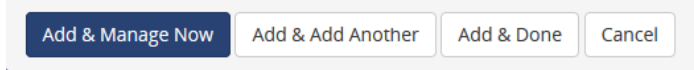
* **Affiliation/university:**

* **Job title:**

Application Information

* **Date received:**


- 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




- 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.

Application Information

* Date received:

Apr 8, 2015 

Notify applicant that application is in the system 

Add & Manage Now Add & Add Another Add & Done Cancel

- **Upload documents**

- 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**)




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

- Find the applicant you want to upload documents for and then click the “Manage” link beneath the applicant’s name

ifications: Unknown Send Bulk Email Disposition Reasons: Assign Reasons

Applicant

[Smith, Sally](#)

 [Manage](#)  [Log](#)  [Download](#)

- o Click the “Documents & References” link on the left side of the page

Manage Applicant for Junior Specialist (JPF00178)
Margaret Mead

Status: **Recommend for interview** [Update status](#)

Basic Qualifications: **Meets** [Does Not Meet](#) [Unknown](#)

Hidden: **No** Completed: **Yes**

[Overview](#) [Information](#) **Documents & References** [Comments & Flags](#) [Visit/Seminar](#)

[Download PDF bundle](#) [Launch Document Viewer](#)

Application Documents

- [Curriculum Vitae](#)
Required - Your most recently updated C.V.Document note: Sit v
[Delete file](#)
- [Cover Letter](#)

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

Application Documents

- [Curriculum Vitae](#)
Required - Your most recently updated C.V.
[Upload](#)
- [Cover Letter](#)
Optional
[Upload](#)
- [Statement of Research](#)
Optional
[Upload](#)
- [Statement of Teaching](#)
Optional
[Upload](#)
- [Statement of Contributions to Diversity](#)
Optional
[Upload](#)
- [Misc / Additional](#)
Optional
[Upload](#)

- **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

Qualifications: Unknown Send Bulk Email Disposition Reasons: 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: **Recommend for interview** [Update status](#)

Basic Qualifications: **Meets** [Does Not Meet](#) [Unknown](#)

Hidden: **No** Completed: **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 v
[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”

Add Reference

- References will be able to log in to the system to upload letters of recommendation.
- Fields marked with an asterisk (*) are required.
- Provide reference information below.

Applicant Information

Recruitment: Test Recruitment UCSF 7
Applicant: Tiffany Hom

Reference Information

* Name:

Title:

Affiliation:

Phone Number:

* Email:

* Confirm Email:

* Mailing Address:

Save
Cancel

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**)

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

- o Find the applicant you want to upload reference letters to and click the “Manage” link beneath the applicant’s name

ifications: Unknown Send Bulk Email Disposition Reasons: 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: **Recommend for interview** [Update status](#)

Basic Qualifications: **Meets** [Does Not Meet](#) [Unknown](#)

Hidden: **No** Completed: **Yes**

Documents & References

[Curriculum Vitae](#)
 Required - Your most recently updated C.V.Document note: Sit v
[Delete file](#)

[Cover Letter](#)

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

References & Letters

Emerald
 Letter not requested
[View details](#) [Send letter request](#) [Upload letter](#) [Edit](#) [Delete](#)

Jane Doe
 Letter not requested
[View details](#) [Send letter request](#) [Upload letter](#) [Edit](#) [Delete](#)

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

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

- Find the applicant you wish to manage and click the “Manage” link beneath the applicant’s name

[Add](#)

Basic Qualifications: [Anderson, Jacoby](#)

Unknown [Manage](#) [Log](#) [Download](#)

- 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: **Not complete** [Update status](#)

Basic Qualifications: **Unknown** [Meets](#) [Does Not Meet](#)

Hidden: **No** Completed: **No**

[Overview](#) [Next >](#)

Notice: Applicant cannot access this application until it is activated - [Activate now](#)

[Information](#)

[Documents & References](#)

[Comments & Flags](#)

[Visit/Seminar](#)

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

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](#)

- Click “Done” once you have completed the previous step

PLEASE 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
JP00166	Test Recruitment UCSF 2 Search Info Applicants (5)

- Click the “Manage” link beneath the applicant’s name

Read:	Visibility:	Basic Qualifications:	Disposition Reasons:
<input type="checkbox"/> Read <input type="checkbox"/> Unread	<input type="checkbox"/> Hide <input type="checkbox"/> Unhide	<input type="checkbox"/> Meets <input type="checkbox"/> Unknown	<input type="button" value="Send Bulk Email"/> <input type="button" value="Assign Reasons"/>
<input type="checkbox"/> Personal Note	Basic Qualifications	Applicant	
<input type="checkbox"/> Add	Does Not Meet Basic Qualifications Tiffany Hom Apr 7, 2015 2:50pm	Smith, Sally <input type="button" value="Manage"/> <input type="button" value="Log"/> <input type="button" value="Download"/>	

- Click the “Visit/ Seminar” link on the left side of the page

Manage Applicant for Test Recruitment UCSF 2 (JP00166)

Smith Applicant

Status: **Proposed candidate** Basic Qualifications: **Meets** Hidden: **No** Completed: **Yes**

Overview

[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

The screenshot shows a navigation menu with the following items: Overview, Information, Documents & References, Comments & Flags, and Visit/Seminar. The Visit/Seminar item is highlighted in blue. To the right of the menu, there are two sections. The top section has a '< Back' button and a 'Save & Done' button, and contains the text 'No visit or seminar scheduled yet' followed by a bullet point with the link 'Schedule a visit/seminar'. A red arrow points to this link. The bottom section also has a '< Back' button and a 'Save & Done' button.

- 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**)

The screenshot shows the 'Schedule Visit or Seminar' form, Step 1: Information. The form has a yellow header with 'Step 1: Information > Step 2: Schedule'. Below the header is the 'Visit/Seminar Information' section. It contains four fields: 'Title' (text input), 'Summary' (text area), 'Bio' (text area), and 'Main event date' (date picker with 'Apr 14, 2015' selected). At the bottom of the form, there are two buttons: 'Next >' (circled in red) and 'Cancel'.

- 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

The screenshot shows the 'Schedule Visit or Seminar' form, Step 2: Schedule. The form has a yellow header with 'Step 1: Information > Step 2: Schedule'. Below the header, there are two bullet points: 'Optionally enter events associated with this visit/seminar' and 'Click 'Save & Done' when complete'. The 'Event Schedule' section contains the text 'No events created yet - Add a new event below.' Below this is a form to 'Add a new event' with four fields: 'Event' (text input), 'Start' (date and time picker with 'Apr 14, 2015' and '10:00am'), 'End' (date and time picker with 'Apr 14, 2015' and '11:00am'), and 'Location' (text input). At the bottom of the form, there are two buttons: 'Add Event' (circled in red) and 'Save & Done' (circled in red).

- Click “Save and Done”
- 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

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

Status: <input type="button" value="Complete"/> <input type="button" value="Update status"/>	Basic Qualifications: <input type="button" value="Does Not Meet"/> <input type="button" value="Meets"/> <input type="button" value="Unknown"/>	Hidden: <input type="button" value="No"/>	Completed: <input type="button" value="Yes"/>
---	---	--	--

<ul style="list-style-type: none"> Overview Information Documents & References Comments & Flags <li style="background-color: #003366; color: white; padding: 2px;">Visit/Seminar 	<div style="border-bottom: 1px solid #003366; margin-bottom: 5px;"> < Back <input type="button" value="Save & Done"/> </div> <p>Information Edit</p> <p>Title: XYZ Summary: Stem Cell Research Bio: N/A Main Event Time: Tuesday, April 14th, 2015</p> <p>Schedule Edit</p> <p>Timeline: Tuesday, April 14th, 2015 10:00am 5:00pm XYZ UCSF Drive</p> <p>Printer Friendly Versions Links open in a new window</p> <ul style="list-style-type: none"> • Flyer • Itinerary <p>Manage</p> <ul style="list-style-type: none"> • Delete this entire visit/seminar <div style="border-top: 1px solid #003366; margin-top: 5px;"> < Back <input type="button" value="Save & Done"/> </div>
--	--

- 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

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

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

EDICINE

Addresses Change Columns

Read: Visibility: Basic Qualifications: Disposition Reason:

<input type="checkbox"/>	Personal Note	Basic Qualifications	Applicant	Highest Degree
<input type="checkbox"/>	Add	Meets Basic Qualifications Jennifer Polce Jan 29, 2015 11:05am	Applicant, Smith ●●●●○ Manage Log Download	MD UCSF 1999
<input checked="" type="checkbox"/>	Add	Meets Basic Qualifications Jennifer Polce Feb 26, 2015 11:38am	Sean, Ucsf ●●●●○ Manage Log Download	MD UCSF 1998

- **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”

Qualified

Read: Visibility: Basic Qualifications: Disposition Reasons:

Unknown

Unqualified

Entire Pool

Show Hidden (1)

Status

Not complete

Complete

Proposed candidate

<input type="checkbox"/>	Personal Note	Applicant	Highest Degree
<input checked="" type="checkbox"/>	Add	Smith, Sally ●●●●○ Manage Log Download	MD UCSF
<input type="checkbox"/>	Add	Applicant, Smith ●●●●○ Manage Log Download	MD UCSF 1999
<input type="checkbox"/>	Add	Sean, Ucsf ●●●●○ Manage Log Download	MD UCSF 1998

Icon indicates applicant is hidden

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

Personal Note	Applicant	Highest Degree
<input checked="" type="checkbox"/> Add	Smith, Sally ●●●●○ Manage Log Download	MD UCSF 2005
<input type="checkbox"/> Add	Applicant, Smith ●●●●○ Manage Log Download	MD UCSF 1999
<input type="checkbox"/> Add	Sean, Ucsf ●●●●○ Manage Log Download	MD UCSF 1998

- 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**
 - Select the recruitments tab then find the recruitment (by job number) and click “Applicants” link below the name of your recruitment

JP #	Name
JP00166	Test Recruitment UCSF 2 Search Info Applicants (5)

- Click the “Change Columns” toward the top of the page

Test Recruitment UCSF 2
Must have MD
JP00166 • Neurological Surgery / SCHOOL OF MEDICINE

[Search Info](#) [Reports](#) [Applicants \(6\)](#)

[Download This Data](#) [Download Names & Addresses](#) [Change Columns](#) [Add Applicant](#)

Personal Note	Basic Qualifications	Applicant	Highest Degree
<input type="checkbox"/> Add	Does Not Meet Basic Qualifications Tiffany Hom Apr 7, 2015	Smith, Sally ●●●●○ Manage Log Download	MD UCSF 2005

- Check the “Basic Qualifications” box

Select columns to display

Applicant	Application	Contact	Reviewing
<input type="checkbox"/> Username	<input type="checkbox"/> Status	<input type="checkbox"/> Email	<input type="checkbox"/> Personal Note
<input type="checkbox"/> Applicant	<input type="checkbox"/> Hidden?	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Basic Qualifications
<input type="checkbox"/> First Name	<input type="checkbox"/> Survey Taken?	<input type="checkbox"/> Website	<input type="checkbox"/> Flags
<input type="checkbox"/> Last Name	<input type="checkbox"/> Last Updated	<input type="checkbox"/> Phone	<input type="checkbox"/> Visit
<input type="checkbox"/> Highest Degree	<input type="checkbox"/> Applied On		<input type="checkbox"/> Disposition Reasons
<input type="checkbox"/> PhD	<input type="checkbox"/> Added by		<input type="checkbox"/> Disposition Comment
<input type="checkbox"/> Current Position	<input type="checkbox"/> Completed Date		<input type="checkbox"/> Reviewer Comments
<input type="checkbox"/> Last Emailed by Analyst	<input type="checkbox"/> References		

- Click “Save Columns”. Basic qualifications should appear next to applicant’s name

- **View the “Application Log”**

- Find the applicant’s name that you wish to view his or her application
- Click the “log” link below the applicant’s name

<input type="checkbox"/>	Personal Note	Basic Qualifications	Applicant
<input type="checkbox"/>	Add	Meets Basic Qualifications Jennifer Polce Mar 19, 2014 1:18pm	Smith, Sally ●●●●● Manage Log Download

- 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)