

## Instructions for Accessing PAWS

PAWS, the UC Merced personnel application web-based system, allows hiring managers to view applications at any stage of the hiring process. Hiring managers can also generate reports necessary for completing the appointment review file through this system.

To log-in, go to: <https://jobs.ucmerced.edu/mgmt/mgmtlogin.faces>

Username: ldap login (email login)

Password: ldap password (email password)

If you do not have a UC Merced e-mail address, please use the following:

Username: current e-mail address

Password: Merced\$1

Once you log-in, if you want to select a different password, please contact Andrea Tung at [atung@ucmerced.edu](mailto:atung@ucmerced.edu) .

### ***To View Applications:***

#### **Pool Management**

Pool Management allows you to view applications for your advertised position(s). From the Pool Management screen you can view, print or add information to applications as needed.

### ***To Generate Reports:***

#### **Reports**

There are several reports that can be generated by the PAWS system. These reports are important when examining the diversity of your pool and can help you determine whether you need to advertise in more diverse recruitment sources. The information taken from these reports will also be necessary when completing the Affirmative Action Summary for a candidate's review file.

- Affirmative Action Pool Data- shows a breakdown of applicants by gender and ethnicity.
- Academic Applicant List- lists all applicants to a posted position (includes name, current institution, degree, discipline, position and department).
- Applicant Count - provides a quick up-to-the-minute total of all applicants to that search.
- Academic Special Designation Report- shows a breakdown of applicants who are disabled and/or veterans.

- Recruitment Source Report - allows you to track the response rate of the applicants to specific journals, websites or conferences.
- Academic Contact Info Report- gives quick information on applicants' name and address (useful for mailings).

***To Search for an Applicant:***

**Search**

You can search for an applicant based on last name, first name, email address and/ or position code.

For additional assistance, contact Andrea Tung: [atung@ucmerced.edu](mailto:atung@ucmerced.edu) .