

UC Merced

Approver's Quick Start Guide

This guide is for any faculty or staff who are named as approvers for a SEARCH PLAN, DIVERSITY REPORT, or a SEARCH REPORT for an academic recruitment. There are two quick ways to reach the approval screen:

1. Look for an email from Recruit, **Subject: UC Merced AP Recruit: Approval Request**

- Follow the link provided in the message where you will be prompted to login to AP Recruit. The approval screen will appear where you may view, approve, or comment on the item. Email example:

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Hello [Approver name]

Your approval is required for:

Recruitment name: Cardiovascular Professor Extraordinaire (JPF00667)

Approval request for: Applicant Pool Report

Your role: Committee Chair

To view, approve, or comment on this request please visit:

<https://aprecruit.ucmerced.edu/analyst/approvals/182>

If you have any questions, please contact the user who requested the approval:

[Analyst's name, email]

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2. Or bypass the email and login to AP Recruit directly

- Using any modern web browser, navigate to <https://aprecruit.ucmerced.edu/>
- Click "UC Merced Faculty & Administrators."
- Login with your UCMnetID and password.
- The Home screen will display the link to any approvals pending your review:

1 approval request is available for your review >

- The link opens your "To Do" approval bin.
- Click the item to view, approve, or comment:

To Do

Search Plan (Your role: Dean's Analyst)

Cardiovascular Professor Extraordinaire (JPF00667)
Department D • Submitted for approval 7/25/2014 by Kim Gerrard

[> 1 upcoming approval request](#)

Type

- Search Plan
- Applicant Pool

The Approval Request screen

To view, approve, or comment on the item.

Approval Request

Approval requested for a **Plan for Cardiovascular Professor Extraordinaire (JPF00667)**

[Download plan](#) [Leave a comment](#) [Approve Plan as Dean's Analyst](#)

> Approvers - 0/3 required have approved
waiting for the Dean's Analyst

> Comments - 1
Kim Gerrard

Done

Submitted for approval 7/25/2014 by Kim Gerrard

Download button: opens a pdf of the item for your review. After reviewing the item, please return to the approvals screen.

Leave a comment: to leave a comment or question for the analyst and/or other approvers.

Approve button: to approve the plan. Clicking the approve button places your name in a grid on the page with a “thumbs up” icon to cue the analyst and any other approvers that this document has passed your review.

> Approvers: displays the identities of any other approvers named in the workflow. Roll over the icons with your mouse to see the approval date and time. The arrow indicates who is the next person in line to approve.

> Comments: Expand the > arrow to view all comments.

When you are finished, log out of Recruit. The logout link for Recruit is at the top, right corner of the Recruit window:



Hello, Bob Faculty - [Logout](#)

If you need help with your UCMnetID, contact the IT Help desk at helpdesk@ucmerced.edu or 209-228-4357

Thank you for using the AP Recruit system. If you have any questions, please contact the AP Recruit support team at—

aprecruit@ucmerced.edu