AP Recruit Quick Guide

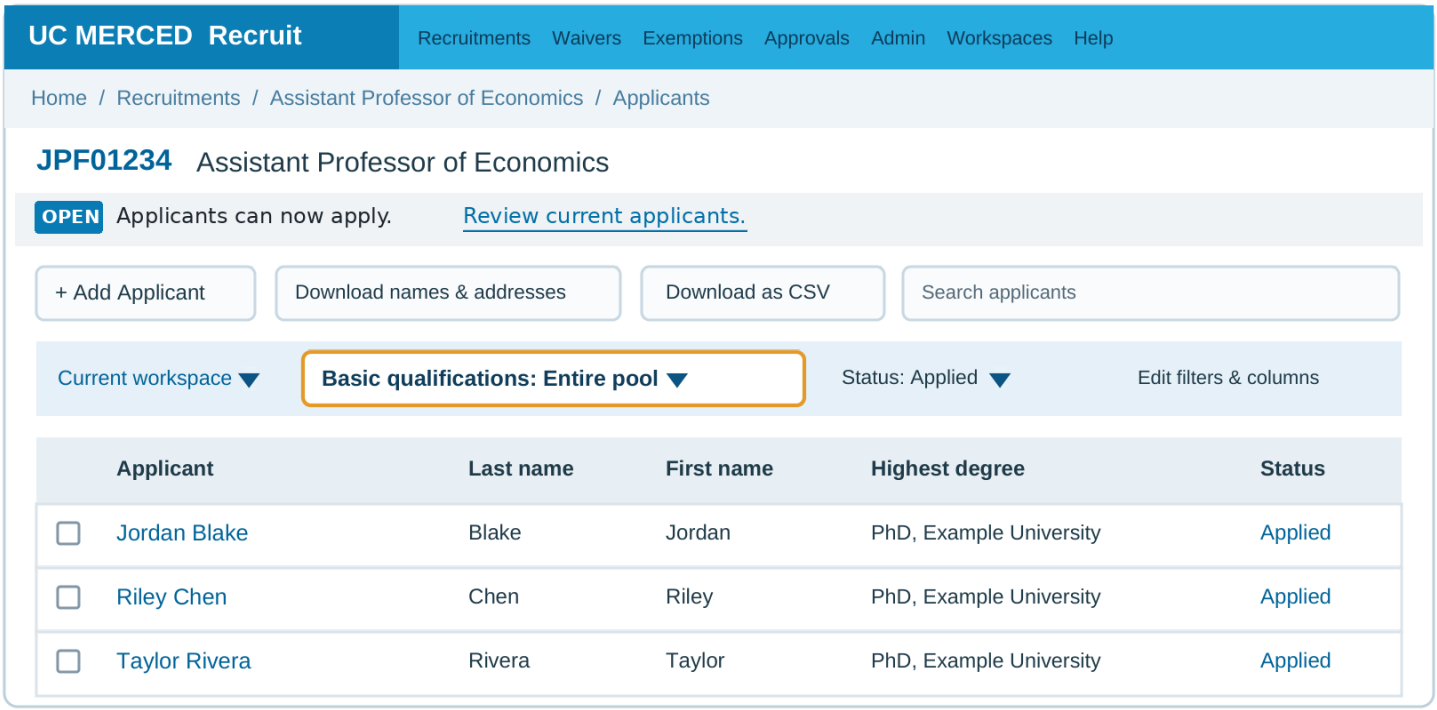
How to mark Basic Qualifications (Meets / Does Not Meet)

ℹ Illustrations replicate key AP Recruit controls using fictional applicants; actual screens may vary.

Use this guide to record whether applicants meet the posted basic qualifications for the recruitment.

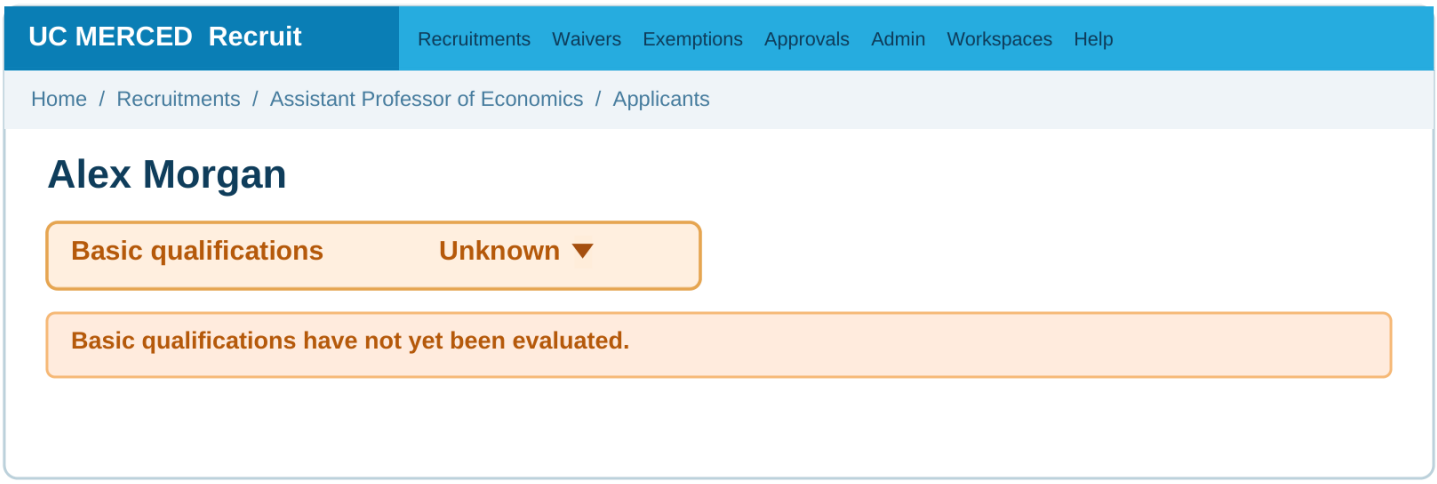
1 Open the Applicants tab and confirm your view

Go to the recruitment's Applicants tab. Use the workspace ribbon and Basic qualifications filter as directed by your school analyst or committee chair.



2 Open and review each application

Open an applicant and review the submitted materials against the posted basic qualifications. An orange "Unknown" notice means a decision has not yet been recorded.



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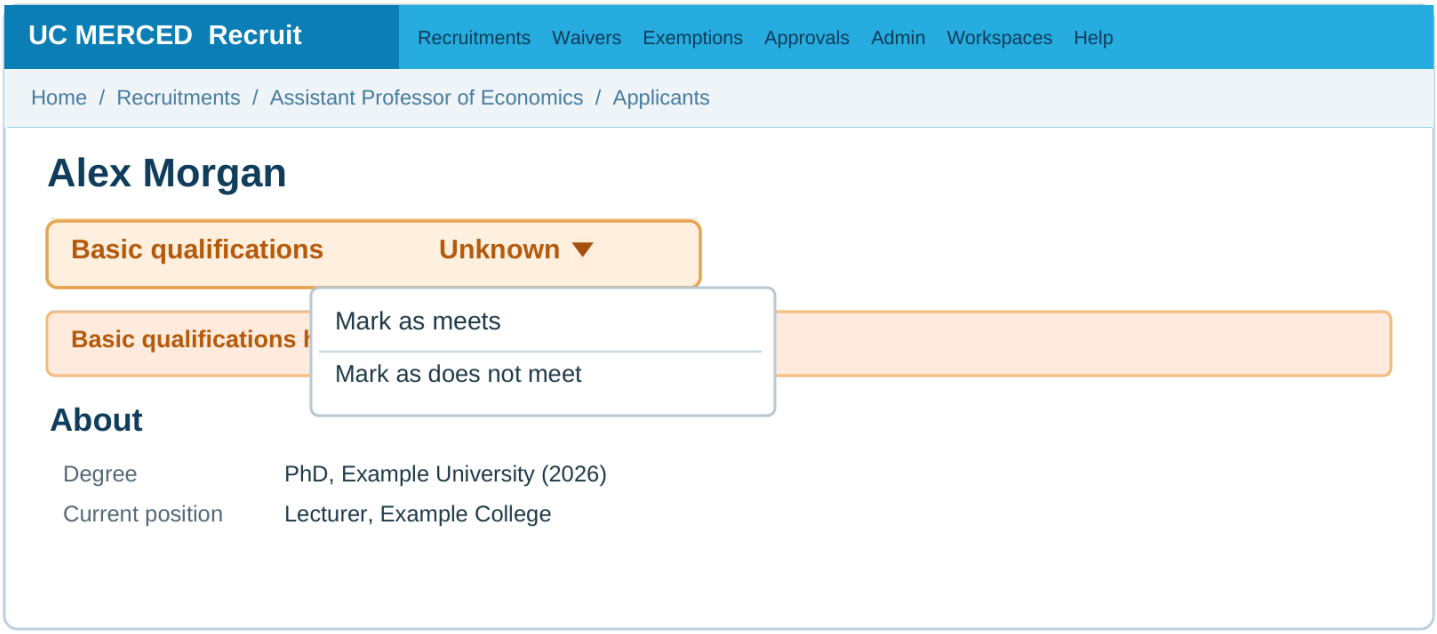
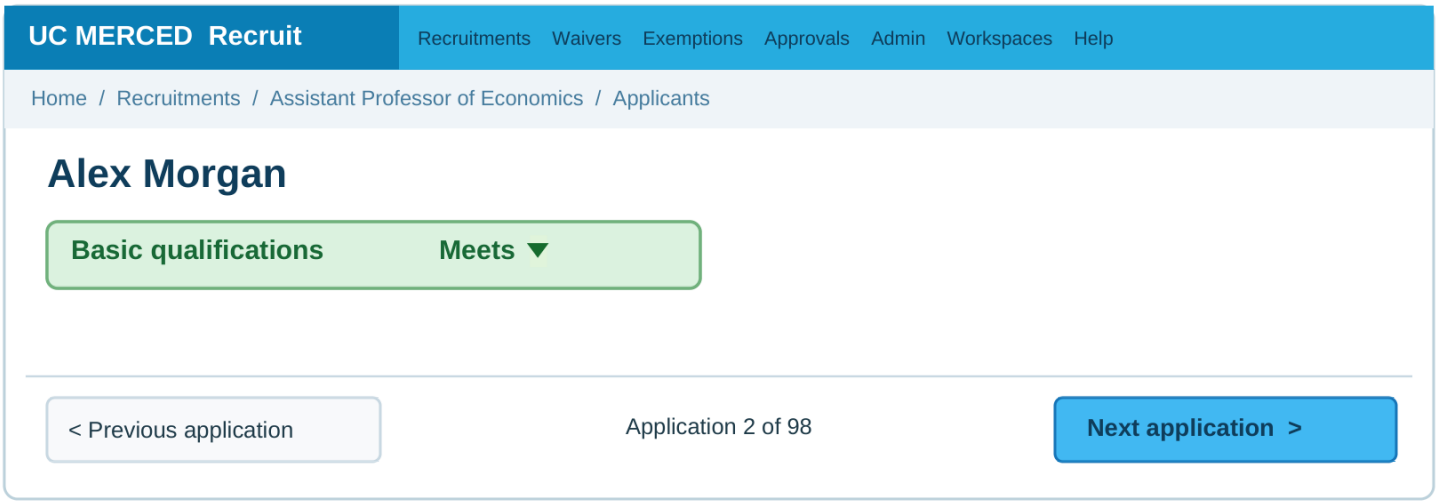
3 Select the appropriate result

From the Basic qualifications dropdown, select “Meets” when the applicant satisfies the posted basic qualifications or “Does Not Meet” when they do not. Use the objective criteria established for the recruitment.



4 Verify the result, then review the next application

Confirm the result appears in the Basic qualifications field. Select “Next application” at the bottom right to continue. Review each remaining assigned application and record its result.



If the Basic qualifications control is unavailable, contact your school analyst or committee chair.