UC Merced AP Recruit

Quick Guide for Committees

Login

- Using any web browser, navigate to aprecruit.ucmerced.edu
- Select "UC Merced Faculty & Administrators."
- Enter your UCMNetID and password.*

  **If you do no*t know your UCMNetID go to myucmerced.edu to claim your UCNetID or reset your password

Manage the List of Applicants

- After login, click the "Applications" link in the top menu bar on the home page.
- Locate the position and click the "List Applicants" link in the Action column.

Note: *Reviewers see "finalized" applicants – those who have completed the application process by submitting all required materials. However, Committee Chairs see* all *applications, included those that are still in progress.*

Change which columns are listed in your view.

- Click the button, "Change Columns."
- Check the boxes that corresponds to the information about the applicants.
- Click "Save Columns."
- Click "Restore Defaults" to restore the original columns.

Filter the list of applications - to locate a particular applicant.

- Use the filter panel on the left side of the screen.
- Filter by **Status** or by **Dates**. (Chairs have additional filters)
- Click "Filter" at the bottom of the panel.
- Click "Reset" to restore the entire pool of applications.
- Note: If you click away from the applicants screen, your filters will persist.

Search by date - to locate a particular applicant or group by searching date ranges.

- Select either: Updated On, Applied On, or Finalized Date.
- For the date range select either: before, on, or after.
- Type in a date (or use the calendar selector).
- Click "Filter".
- Click "Reset" to restore the entire pool of applications.

Check the applicant's log.

- Click the "Log" link below an applicant's name. 

- Peruse at all the actions that have been taken on that particular applicant/application.

Mark as Read - to check off which applicant you have reviewed.

- Put a check in the empty box in the applicant's row.
- Click the button, "**Mark as read**". A green checkmark appears by the applicant.
- If an application has been modified since you marked it as read, an alert icon will replace the green checkmark to cue you.
- Click the **log** file to reveal what was changed since you last marked the application as "read".
- Click **Done** to exit the log file and return to the applicant list.

Add a Personal Note - make a notation to yourself regarding the application.

No other users will be able to see your personal notes, however please be aware that they are part of the system record until you delete them.

- Click the "Add" link in the Personal Note column beside the applicant's name.
- Type a note up to 255 characters.
- Click "Save".
- Click on the note to read or edit it.

** See Comments and Flags in the section below if you want to share notations with other reviewers.*

Review Individual Applications

The applicants' names are hyperlinked. Click their names to open their files.

View Current Application Information.

- The Employment, Degree & Contact information is on the left-hand sidebar.
- Click the "View detail" link to expand the information.

Open Documents (CV, cover letter, etc.)

- The middle section contains the applicant's documents with the required or optional tag.
- To open an individual document, click on the filename of the document.
- To download a PDF bundle of all documents, click "Download files as PDF bundle" near the top right of the page. (Note that if a media file type was uploaded, the bundle includes a link to the non-PDF file.)

Review Reference Letters (for all reviewers with access rights)

Reference letters are also included in PDF bundles. If you are viewing documents individually:

- To the right, locate the references and letters (if required).
- Click the "View detail" links to expand the reference's contact information.
- The references' names are hyperlinked. Click their names to open their letters.

Comment on the Applicant

- Enter or update your comment in the box provided in the **My Comment** section.
- Committee members are able to see one another's comments, with the author identified.
- Each reviewer may make one comment, which may be updated at any time.

Flag an Applicant

- Place a flag on the applicant by typing in the **My Flags** box.
- Multiple flags are permitted.
- Click the "Remove Flag" link to remove your flag.

Note: *By default, committee members will be able to read one another's flags, although the department analyst, committee chair or editor may override Flag viewing rights on a per applicant basis.*

Check the Visit Schedule

- If scheduled by the analyst, visit information will be shown in the middle of the viewer .
- Review the summary and any associated events & times that may have been scheduled.

Return to Applicant List

- Click "Return to List of Applicants".

Log out of Recruit

- Click the "logout" link at the top right of the screen if you are finished reviewing the applicants.

For More Help

- Online help documentation is available from the top menu bar.
- The Recruit support team may be reached by email at aprecruit@ucmerced.edu
- Click the Applications tab to find the department's Recruitment Contact, listed beside the position name.