UCSC Recruit

Quick Guide for Search Committees

Login

Using any web browser, navigate to https://recruit.ucsc.edu

⇒ Click on the *UC Santa Cruz Faculty & Administrators* link
⇒ Enter your Cruz ID and Gold password

Navigating the *Applicants' List* page

Once logged in, click the *Applicants* link (just below the recruitment's title) to access the *Applicants List* page.

The number in the parenthesis indicates how many completed applications are available for review.

The Search Committee Chair and committee members can only view applications that were completed by the application deadline, whereas staff serving as Recruit Analysts can view all of the recruitment's applications.

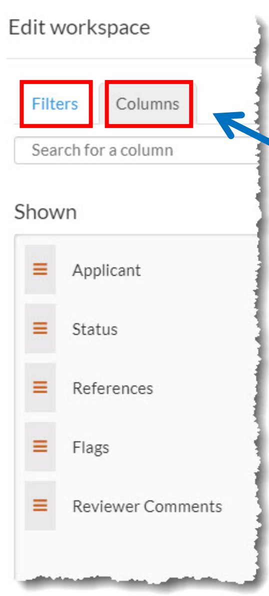
The Search Committee Chair or Recruit Analyst can contact APO to request that applications completed after the application deadline be released to the committee.

Customizing information displayed on the *Applicants' List* page

The workspace ribbon, see below, allows you to customize the information that is displayed on the *Applicants' List* page.

To update just one filter in the ribbon, hover over the specific filter and a pop-up screen will appear where you can update your selection.

To change multiple filters **or** the columns that are displayed on the *Applicants' List* page, click on the ribbon's *Edit workspace* and then click on the *Columns* or *Filters* tab according to what you want to modify.



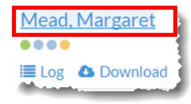
The minimum recommended columns to select are ***Applicant, Status, References*** (if confidential letters are required), and if the committee has elected to use them ***Flags*** and ***Reviewer Comment***.

To ensure that you can access all of the complete applications when you first access the *Applicants List* page, you will need to update the *Basic Qualifications* filter in the workspace ribbon to display *Entire Pool* (as displayed in the screenshot of the workspace ribbon above).

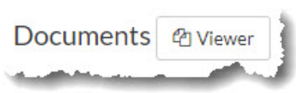
Once the basic qualification status for each of the applications has been updated in Recruit, change the *Basic Qualifications* filter from *Entire Pool* to *Qualified*. This will remove from the *Applicants' List* page applicants who did not meet the advertised basic qualifications.

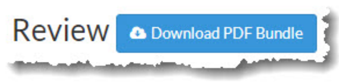
Reviewing an individual application

In the *Applicants' List* page, click on the applicant's name to access the individual's *Application* page.



In the *Application* page, you can view the application materials by clicking on *Viewer* button or by clicking on the *Download PDF Bundle* button.





Using the *Document Viewer* is the recommended method, because it allows you to view the application without downloading the applicant documents to your hard drive. If you elect to download the application, it is critical that you securely remove the materials from your hard drive once you have completed your review. This will be especially important when confidential letters are included in the application.

Annotating an application

On the right-hand side of the *Application* screen, you can click on either the *Add comment* button or the *Add Personal note* button to record information that pertains to the application. Your comments can be viewed by all of the committee members (and you are identified as the comment's author), whereas, your personal notes can only be viewed by you.

It is essential that your comments and personal notes (a functionality that we recommend you not use) <u>only address job-related requirements</u> (e.g., the screening criteria that you have assigned to the applicant). **Please be aware that both comments and personal notes are part of the recruitment record and will be discoverable when our campus is audited.**

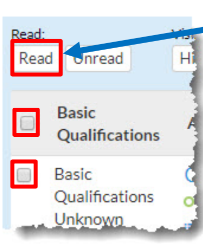
A recommended alternative for maintaining notes or the screening criteria that you have assigned for each of the applicants is to use the Download this data functionality. In the Applicants List page, click on the Download this data button (located in the upper left-hand corner of the screen) to download a spreadsheet that includes all of the information displayed in the Applicants List page.

Tracking your review of the applications

Mark as Read

When you mark an application as being read, a green checkmark appears to the left of the applicant's name (visible only in the *Applicants List* page). If any changes are made to the application (e.g., an additional confidential letter is received) after you have marked it as read, the checkmark is replaced by an alert icon.

You can mark an application as being read in both the *Applicants List* page and in the individual's application page.



From the *Applicants List* page, you can mark all of the applicants displayed on the page as being read by clicking the checkbox located in the menu bar **or** you can select individual applicants by clicking the checkbox that is to the left of the applicant's name. Once you have made your selection, click the *Read* button.

In the individual's application screen, click on the *Mark as Read* button.

To see what has changed with the application, click on the *Log* link, which is located under the applicant's name in the *Applicants' List* page.

Flags

The flag functionality is another method for committee members to share information on individual applications. Flags are created in the individual's application screen and they are displayed in the *Applicants List* page. To insert a flag, click on the *Insert a flag field* and enter the annotation.

Flags are most effective when they are brief. For example, committee members might agree to flag applicants whom they want to invite for an interview or a department might use flags to list the batch that applicants in an ongoing Lecturer pool were reviewed.