

Quick Guide for Committees

Login

- Using any web browser, navigate to <https://recruit.ucsc.edu/>
- Select “UC Santa Cruz Faculty & Administrators.”
- Enter your CruzID and Gold password.*
**If you do not know your CruzID and Gold password, contact the ITS HelpDesk at help@ucsc.edu, or (831) 459-HELP (4357).*
- After login, the **Applications** link allows you to view all recruitments with which you are affiliated.
- Select the **List Applicants** link under the recruitment you wish to review. The number in parentheses indicates how many completed applications are available for review.

To review applications, you will need:

- your CruzID and Gold password
- the Applicant Screening Comments document developed for the recruitment

Navigating the List of Applicants

Selecting/changing the visible columns

- **Change Columns** lets you select which applicant information you would like displayed in the overview list.
- Recommended columns for review include:
 - **Applicant , Status, References, Flags, Reviewer Comments**
- Recruit retains this configuration for the next time you log in.

Note: Reviewers only see “completed” applicants – those who have completed the application process by submitting all required materials. All others who apply but do not complete the process shall not be viewable to the committee. Support staff has access to applications not in the committee view.

Filtering the list of applications

The left side of the screen allows filtering of the applicant list.

- It is important that you begin by selecting the **Entire Pool** tab, in order to view all of the applications that have been completed by the IRD.
- All applicants come in as **Unknown**, and will be updated to **Qualified** or **Unqualified** based on your assessment and application of the screening criteria. Your staff support updates applicant qualifications based on your comments.
- Further filtering may be done with the checkboxes below the tabs (“Status,” “Review Window,” and “Dates”). Click **Filter** to refresh your screen with these selections.

Reviewing Individual Applications

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



Individual Application Layout

- Applicant information is on the left, documents in the center, and reviewer notes on the right.

Viewing Documents – Options

- Each applicant document can be viewed with the Document Viewer or downloaded as a PDF. Using the Document Viewer is recommended, as it will not download the applicant documents to your hard drive. Once the viewer is open, select the document you wish to view from the hyperlinks on the left.
- To download a PDF bundle of all documents in the application, click “Download PDF bundle” near the top right of the page. Reference letters are also included in the PDF bundles. Note that if a media file type was uploaded, the bundle includes a link to the non-PDF file.
- Confidential documents must be handled securely; be sure to clear your system of confidential information after you are finished reviewing applications.

Mark as Read - to annotate which applicants you have reviewed

- Click the button **Mark as read** within the applicant record or, in applicant list view, check the box to the left of the applicant and then **Read** at the top of the column
- A green checkmark  appears beside the box (in applicant list view)
- If an application has been modified since you marked it as read, an alert icon  will replace the green checkmark to cue you

Annotating the List of Applicants –

Clear annotation of the status for each applicant is necessary to provide the support staff the information needed to produce the final recruitment documentation. The comments or flags must clearly reflect the appropriate status.

If there is a committee commenting on the applicants, decide in advance which member will provide the *final* screening comments for each applicant within UC Recruit: For most non-senate recruitments this will be the P.I. or Search Chair – please document this decision for the recruitment record.

Comment on the Applicant

- Enter the letter(s) or number(s) corresponding to your selected screening criteria in the box provided in the **Your Comment** section.
- Committee members are able to see one another's comments, with the author identified.
- Reviewer comments may be updated as appropriate throughout the process.

Note:

This is the point at which the search's list of Applicant Screening Criteria is needed for reference.

Flag an Applicant

- Place a flag on the applicant by typing in the **Add Flag** box in the lower right corner.
- Multiple flags are permitted – but please be concise and use a standard list of flags to represent statuses (i.e., dnmbq, mbq, invite, interviewed, alternate #, ranking #, etc.).
- Reviewers are able to see one another's flags, with the author identified within the applicant record.

Personal Note - make a notation *just for you* regarding the application (optional)

- Notes should only be based on job-related requirements.
- Even though other users and reviewers will *not* be able to read your personal notes, be aware that they are part of the system record until you delete them.

For More Help

- Online help documentation is available from the top menu bar in UC Recruit.
- This Quick Guide for Committees is linked in top left corner of home page.
- Click the Applications tab to find the department's Recruitment Contact, listed beside the position name.
- The Recruit support team may be reached by email at recruit@ucsc.edu