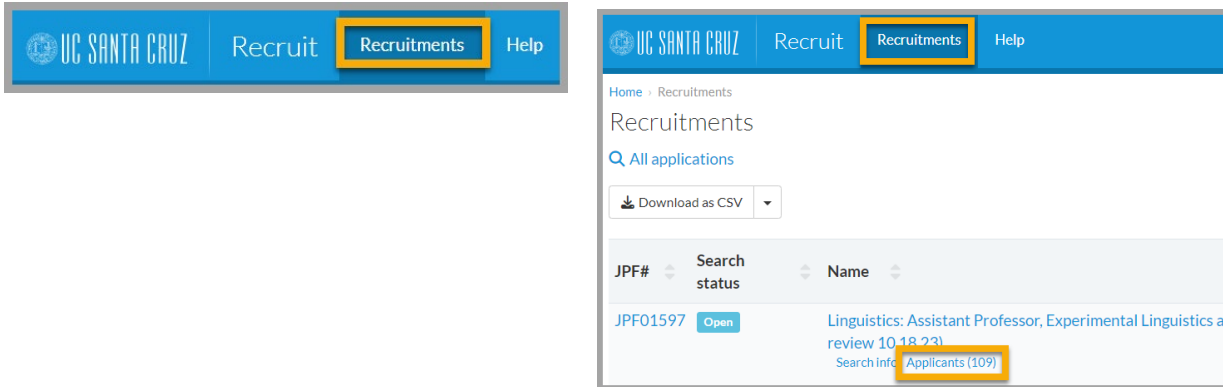


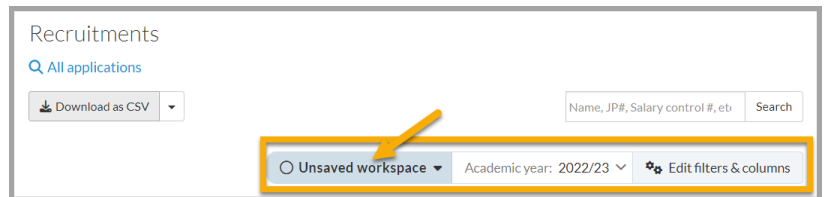
UC Recruit Quick Guide for Search Committees

- ⇒ Login to UC Recruit using any web browser, navigate to <https://recruit.ucsc.edu>.
- ⇒ Click on the *UC Santa Cruz Faculty & Administrators* link and login with your Cruz ID and Gold password.
- ⇒ Click on the **Recruitments** link at the top of the page, which will take you to the *Recruitments List Page*. Any recruitment that you have access to and have not filtered out, will be listed on the Recruitments List page

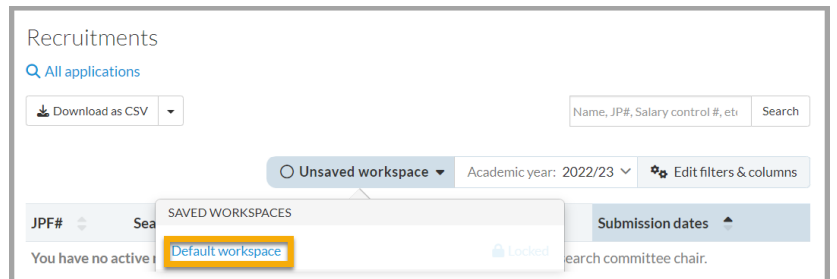


If you don't see the recruitment you are trying to access, you likely need to update the page's *Workspace Ribbon* (see screenshot below).

- ⇒ Hover over the end cap on the left-side of the ribbon until a drop-down menu appears.



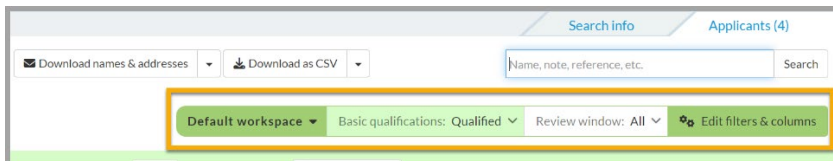
- ⇒ Once a drop-down menu appears, select **Default Workspace**.



TIP: In the screenshots above, the user included the Academic Year Filter in their workspace ribbon. You can update the Academic Year Filter to include the year(s) you want to display rather than updating the ribbon's default workspace.

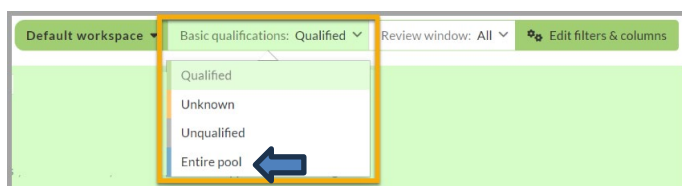
Customize the Information Displayed on the Applicants' List Page

The Applicants List Page also includes a workspace ribbon (see screenshot below), which allows you to customize the information displayed on this page. The default **workspace** is set to the *Basic Qualifications: Qualified* view (see screenshot below and note the page's green border).



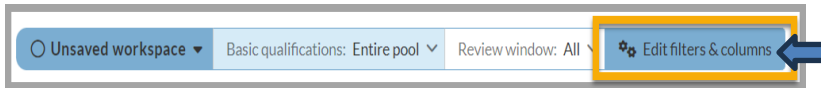
Make the following updates to your workspace ribbon to ensure all applications eligible for review are visible on the Applicants List Page.

- ⇒ Hover over the **Basic Qualifications** filter until a drop-down menu appears and select **Entire Pool**.



Note the page border will be blue once the Entire Pool filter has been selected.

⇒ Click on the Workspace Ribbon’s **Edit filters & columns** endcap to open the *Edit Workspace* pop-up screen (see screenshot below).



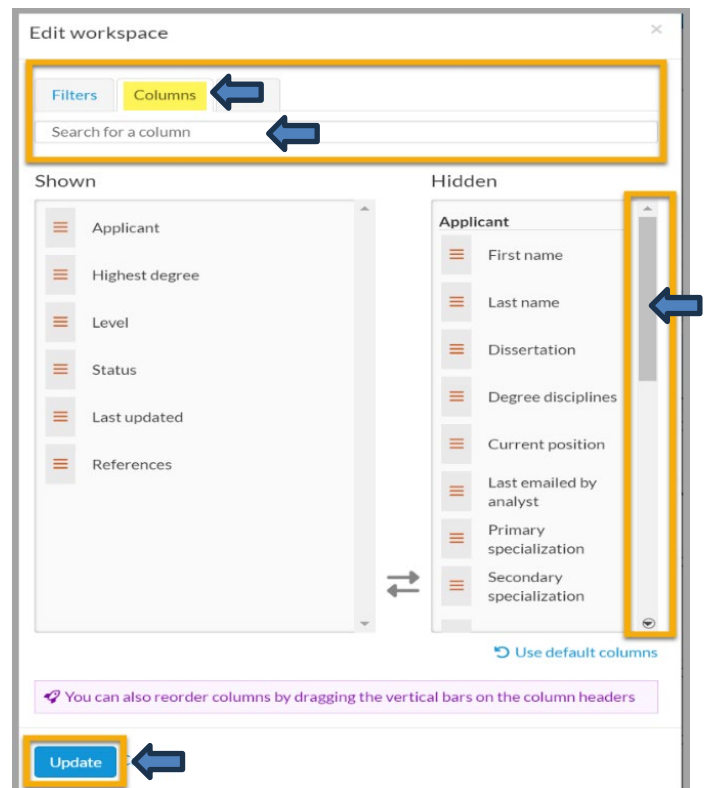
⇒ Click on the **Columns** tab in the *Edit workspace* pop-up screen.

The fields in the *Shown* column will display in the Applicants List Page.

To locate fields to display, use *Search for a column* field or the **scroll bar** to see the available fields. Once the field appears in either column, **when you click on it, it will shift to the other column.**

⇒ Help fields to add to *Shown* column: *Applicant, Basic Qualifications, Highest Degree, Current Position, Status, References, and Reviewer Comments.* **If using Veils, select Code name,** to display the system-generated code name that correlates to the applicants’ provided name.

⇒ Click the **Update** button to save your selections and return to the Applicants List Page.



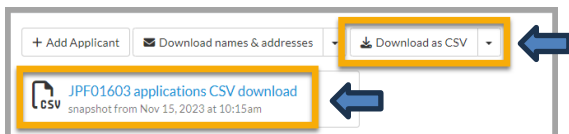
Managing Applicant Pool Information

Download Spreadsheet from Applicants List Page

All of the information you have selected to display on the Applicant List Page can be downloaded as a spreadsheet.

⇒ Click on the **Download as CSV** button in the Applicants List Page.

⇒ Once the available download appears below the **Download as CSV** button, click on it to download it to your device. Once you open the file, you will be able to save it to your desired format.



Review an Individual Application

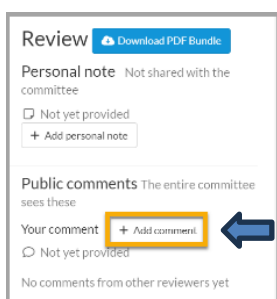
⇒ From the Applicants List page, click on the applicant’s name to open their individual *Application Review Page*.

⇒ Click on the **Documents Viewer** button to view the application. 

The *Viewer* allows you to review an individual application without downloading the documents to your device.

Annotating an Application

Under the Review section of the Application Review screen, you can enter a comment in the *Public Comments* section (**recommended method**) or in the *Personal Note* section (**not the recommended method**).



Information entered in the *Public Comments* field is visible to the committee, the hiring unit’s Recruit Analyst, and the APO. Information entered in the *Personal Note* field is only visible to you and the APO.

IMPORTANT: Information entered in either of these fields must only address the advertised qualifications and job-related duties (e.g., the screening criteria code that you suggest be assigned to the applicant). Information entered in these fields is part of the recruitment record and will be discoverable when our campus is audited.