

**Search Committee Chair's Associate: Review Application Pool (January 2024)**

Use these steps to review an application/recruitment as a Search Committee Chair, Chair's Associate or Affirmative Action Compliance Liaison (AACL). The Search Committee Chair's Associate can interview an applicant, determine if applicant meets requirements, compare applications, and add or view comments. Additional Recruitment job aids can be found in the [HRMS website](#).

**Navigation: R'Space > HRMS > Recruitment > Review Application Pools**

*\*Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.*

<p>1. From the <b>HRMS Gateway</b> page, <b>click the Recruitment</b> tile.</p>																															
<p>2. The Recruitment landing page displays. <b>Select the Review Application Pools</b> tile.</p>																															
<p>3. From the <b>Review Application Pools</b> page, <b>click the View</b> button for the recruitment you want to review.</p>	<table border="1"> <thead> <tr> <th>Recruitment ID</th> <th>Working Title</th> <th>Dept Code</th> <th>Dept Name</th> <th>My Role ↓</th> <th>Under Consideration / Total Application Count</th> <th>Expression of Interest Count</th> <th>Short List Review Status</th> <th>Posted Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>30303162</td> <td>QA JOB - Financial Anl Manager 1 (SR)</td> <td>D02084</td> <td>Finance Admin Solutions Team</td> <td>Member</td> <td>5/9</td> <td>0</td> <td>Review Required</td> <td>05/04/2023</td> <td></td> </tr> <tr> <td>26458929</td> <td>Fund Manager</td> <td>D01100</td> <td>Accounting</td> <td>Chair's Associate</td> <td>2/2</td> <td>0</td> <td>Under Review</td> <td>05/04/2023</td> <td></td> </tr> </tbody> </table>	Recruitment ID	Working Title	Dept Code	Dept Name	My Role ↓	Under Consideration / Total Application Count	Expression of Interest Count	Short List Review Status	Posted Date	Actions	30303162	QA JOB - Financial Anl Manager 1 (SR)	D02084	Finance Admin Solutions Team	Member	5/9	0	Review Required	05/04/2023		26458929	Fund Manager	D01100	Accounting	Chair's Associate	2/2	0	Under Review	05/04/2023	
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4. The recruitment opens up with the HRMS Job Description tab open, next **select** the **Application Review** tab.

**HRMS Job Description**

**General Information**

<b>Working Title:</b> QA JOB - Financial Anl Manager 1 (SR)	<b>Personnel Program Code:</b> Management & Sr Professional
<b>Department:</b> Finance Admin Solutions Team	<b>Department Head:</b> Sean Cason
<b>Supervisor:</b> Susana Roddy	<b>FLSA:</b> Exempt
<b>Code:</b> Manager, Not Confidential	<b>Grade:</b> 25

**Position(s) Directly Supervised (if applicable)**

Job Code	Job Title	FTE

5. The **Application Review Pool** page displays. From here you can **sort** the applicant pool by **First Name, Last Name, Date Submitted, Current UCR Employee or Decision** by **clicking the column headings**.

**Application Review Pool**

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision
<input type="checkbox"/>	Angela	Martin	10/18/23	<input type="checkbox"/>	<a href="#">Make Selection...</a>
<p><b>Recommend?</b></p> <p>Does recommend: 0 <input type="checkbox"/> Does not recommend: 0 <input type="checkbox"/></p> <p><b>Meets Minimum Requirements</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Interview?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Interview Status</b></p> <p>Interview Status <input type="text"/></p>					
<input type="checkbox"/>	Paul	Pena	10/20/23	<input type="checkbox"/>	<a href="#">Make Selection...</a>

6. Next, for each applicant determine if they **Meet Minimum Requirements**. **Select Yes or No**.

**Note:** When **No** is chosen, the application is considered to be **“not under consideration”** and thus will automatically disappear from view in the **Application Review Pool** page.

7. Then, determine if the applicant will be **Interviewed?** **Select Yes or No**.

8. If you wish to view or enter comments for this applicant, **click the Add/View Comments** button.

**Application Review Pool**

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision
<input type="checkbox"/>	Angela	Martin	10/18/23	<input type="checkbox"/>	<a href="#">Make Selection...</a>
<p><b>Recommend?</b></p> <p>Does recommend: 0 <input type="checkbox"/> Does not recommend: 0 <input type="checkbox"/></p> <p><b>Meets Minimum Requirements</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Interview?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Interview Status</b></p> <p>Interview Status <input type="text"/></p>					
<p><b>Comments</b></p> <p><a href="#">Add/View Comments</a></p>					

- In the **Comments** window, click the **Add a comment** field to enter your comment.
- Click the **Add Comment** button to finish adding your comment.

**Note:** Once a comment has been added it cannot be edited or deleted.

- Your comment will be added above any previous comments.
- Click the **X** icon to close the Comments window and return to the Application Review Pool page.

- Next, to review applications, from the **Application Review Pool** page, click on an applicant's **First Name** to open their application.

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision
	Angela	Martin	10/18/23	<input type="checkbox"/>	<a href="#">Make Selection...</a>
	Paul	Pena	10/20/23	<input type="checkbox"/>	<a href="#">Make Selection...</a>

The **Review Applicant** page opens. **Scroll** down the page to review all the application details.

14. The options to **“Interview”**, **“Meets Minimum Requirements”** and **“Add/View Comments”** are also available from this page.
15. **Optional:** Click the **Download Application Packet** button or the **Print icon**, to generate a PDF document of the candidate’s application.
16. From the Documents section, click the **View Cover Letter** link to display the applicant’s cover letter.
17. Click the **View Resume** link to display the applicant’s resume.
18. If applicable, click the **Other Document** link to display additional documents.
19. Click the next **applicant’s name** at the bottom of the page to **view** the next application or the **Close** button to return to the **Application Review Pool** page.

**Review Applicant**

Martin, Angela (Submitted on: 10/18/2023)

**Recommend?**  
Does recommend: 0  
Does not recommend: 0

**Meets Minimum Requirements**  
 Yes  No

**Interview?**  
 Yes  No

**Comments**  
[Add/View Comments](#)

**Interview Status**  
Interview Status

**Interview Date**  
Interview Date

[Expand All](#) [Collapse All](#) [Download Application Packet](#)

**Biographical**

**Applicant Name**  
Angela Martin

**Primary Phone**  
951-827-7864

**Secondary Phone**  
951-123-4848

**Primary Email**  
qa.ucrjobsportal+1@gmail.com

**Secondary Email**  
N/A

**Address**  
123 University Ave , Riverside, California , United States of America , 92507

**Documents**

[Cover Letter](#) [View Cover Letter](#) **16**

[Resume](#) [View Resume](#) **17**

[Other Documents](#) Document not uploaded... **18**

**General Information**

If you are under 18 years of age, you must have a high school diploma or equivalent (GED) OR have a valid work permit to be employed by UC Riverside. Do you meet this requirement?  
No **19**

Will you now or in the future require sponsorship to work within the United States?  
No

< Martinez, Oscar [Close](#)

You can print a hard copy or save as a PDF document.

20. From the **Application Review Pool** page, select the **3-Dot Menu** in the upper right corner to view additional options:

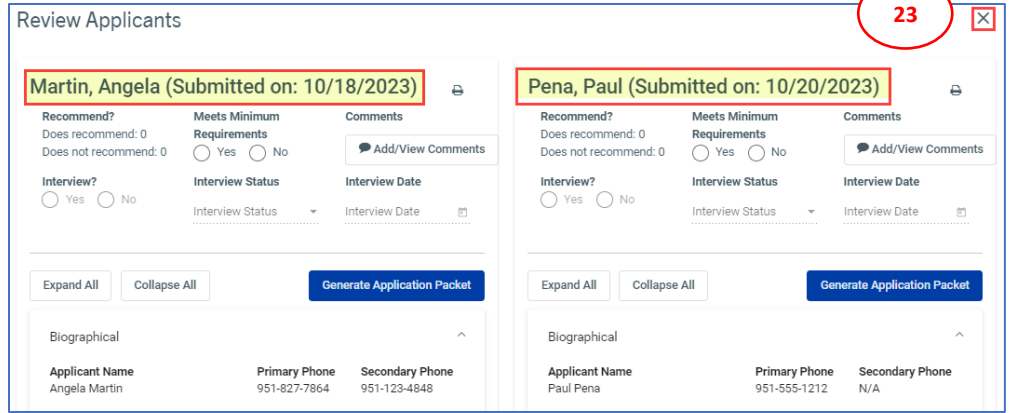
- a. **Select Show All**, to view all applicants for this recruitment including applicants not under consideration.
- b. The **Show Under Consideration** option is the default view for the **Application Review Pool** page.
- c. **Select the Total Pool Statistics** option to view applicant statistics for this recruitment.
- d. Select the **Filter** option to further filter the page by specific criteria.
- e. The **Compare** option allows you to view 2 or more applications side by side.

21. To compare applications, **select** the applicants to compare by **clicking** two or more of the **check boxes** under the **Compare** column.

22. Then from the **3-dot Menu**, **select** the **Compare** option.

The **Review Applicants** page will open displaying the **selected applications** side by side.

23. Click the **X** icon to close the window and return to the Application Review Pool page.



24. The Chair, Chair’s Associate and AACL can also view and add recruitment comments. **Select the Recruitment Comments** tab.

25. Next, click the **Enter your comments here** field to enter your comment.

26. Then, click the **Add Comment** button.

**Note:** Once a comment has been added it cannot be edited or deleted.

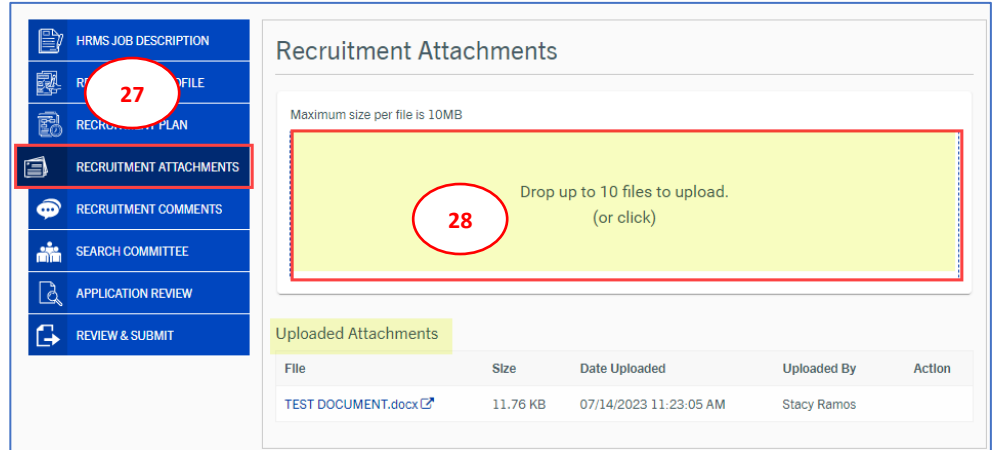


27. To add attachments for this recruitment, **select the Recruitment Attachments** tab.

28. Next, click or **drop files** in the **file box** to upload up to 10 attachments from your computer.

The uploaded documents will appear in the **Uploaded Attachments** section.

**Note:** You can delete attachments you have uploaded but cannot delete attachments uploaded by someone else.



Once the applicants to be interviewed are identified, the **Chair, Chair's Associate, or AACL** can submit the short list for review by the **Affirmative Action Analyst (AAA)**.

29. First, select the **Review & Submit** tab.

30. Next, click the **Recruitment Action Options** button.

31. Then from the drop-down options, select **Route to Affirmative Action Analyst for Short List review**.

32. **Confirm** list of applicants selected for interview by clicking **Ok**.

33. The **Comments** box appears, it is required that you **enter** a comment in the **Comments** field.

34. Finally, click the **Route to Affirmative Action Analyst for Short List Review** button.

35. The **Success** pop up box appears, confirming the short list has been routed to the **AAA**, click **OK** to close.

**Note:** While the short list is in AAA review, no changes can be made to the Application Review tab. Recruitment will be in **Read Only** status.