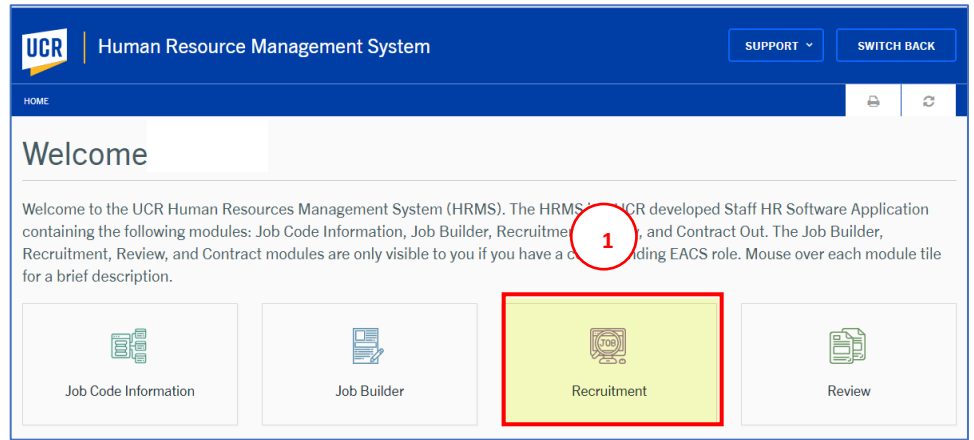## | Search Committee Member: Review Application Pools |

Use these steps to review a recruitment as a search committee member. The Search Committee Member can recommend an applicant, compare applications, and add or view comments. Additional Recruitment job aids can be found in the HRMS website.
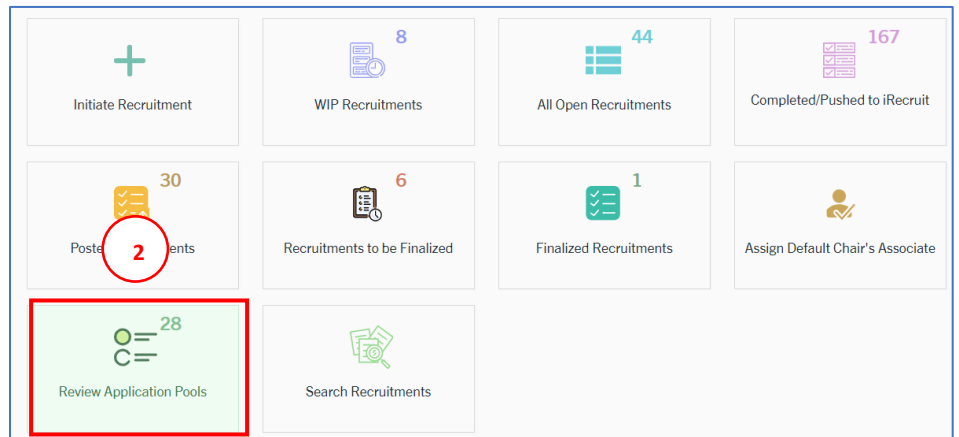
Navigation: R'Space > HRMS > Recruitment > Review Application Pools

Note: Search Committee Members are able to see the tile for this module only when the recruitment on which they are members is still in the Search Committee queue.

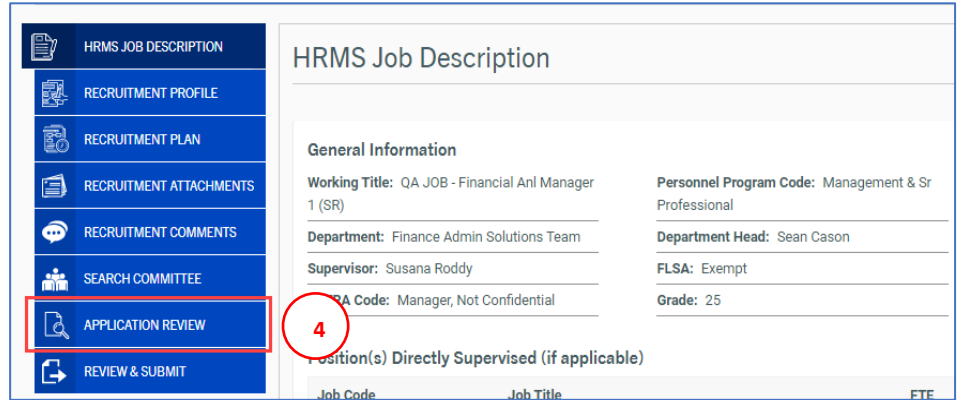|	
1. From the **HRMS Gateway** page, **click** the **Recruitment** tile.	
2. The Recruitment landing page displays. **Select** the **Review Application Pools** tile.	
3. The **Review Application Pools** page opens. Your role for each recruitment is displayed under the "**My Role**" column. **Click** the **View** button for the recruitment you want to review as a **Member**.	

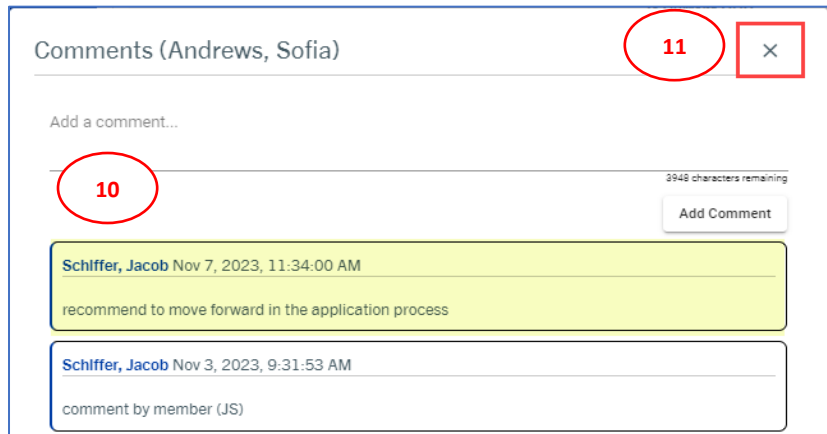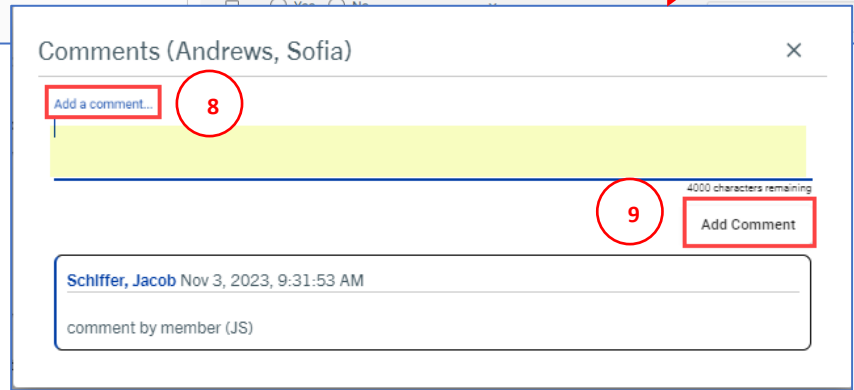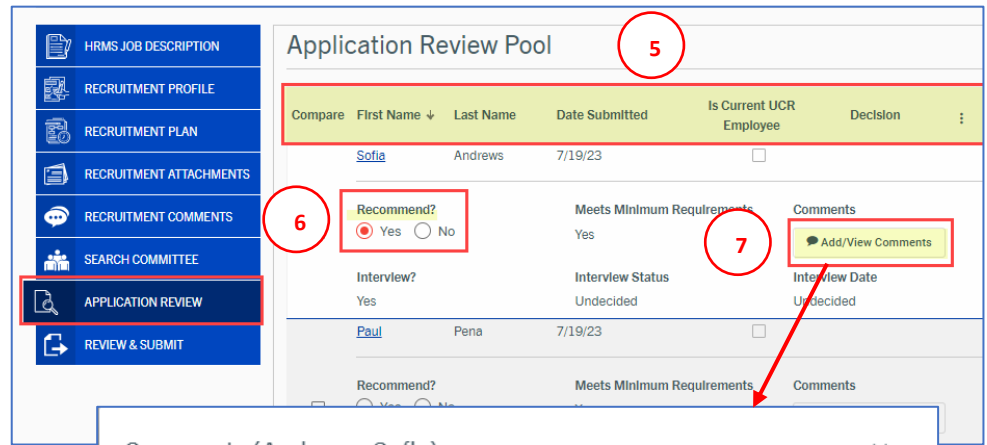|	
4. The HRMS Job Description page opens, **select** the **Application Review** tab.	**HRMS Job Description** General Information Working Title: QA JOB - Financial Anl Manager 1 (SR) Department: Finance Admin Solutions Team Supervisor: Susana Roddy BA Code: Manager, Not Confidential Personnel Program Code: Management & Sr Professional Department Head: Sean Cason FLSA: Exempt Grade: 25
5. From the **Application Review Pool** page you can **sort** the applicant pool by **First Name, Last Name, Date Submitted, Current UCR Employee or Decision** by **clicking** the **column headings**. 6. Next, for each applicant vote to **Recommend** or not, by selecting **Yes or No.** 7. Then, click the **Add/View Comments** button to view or enter comments for this applicant. 8. In the **Comments** pop up window, click in the **Add a comment** field to enter your comment. 9. **Click** the **Add Comment** button to finish adding your comment. 10. Your comment will be added above any previous comments. **Note:** *Once a comment has been added it cannot be edited or deleted.* 11. Finally, click the **X icon** to close the Comments window.	**Application Review Pool** Compare, First Name, Last Name, Date Submitted, Is Current UCR Employee, Decision Sofia Andrews 7/19/23 Recommend? Yes/No — Meets Minimum Requirements: Yes — Comments: Add/View Comments Interview? Yes — Interview Status: Undecided — Interview Date: Undecided Paul Pena 7/19/23 Recommend? Yes/No — Meets Minimum Requirements — Comments **Comments (Andrews, Sofia)** Add a comment... 4000 characters remaining Add Comment Schiffer, Jacob Nov 3, 2023, 9:31:53 AM comment by member (JS) **Comments (Andrews, Sofia)** Add a comment... 3948 characters remaining Add Comment Schiffer, Jacob Nov 7, 2023, 11:34:00 AM recommend to move forward in the application process Schiffer, Jacob Nov 3, 2023, 9:31:53 AM comment by member (JS)

Search Committee Member: Review Application Pools

12. From the **Application Review Pool** page, you can view an applicant's application. **Click** on an applicant's **First Name** to open their application.

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

13. The options to **Recommend** and **Add/View Comments** are also available from this page.

14. *Optional*: **Click** the **Download Application Packet** button or the **Print icon**, to generate a PDF document of the candidate's application.

15. From the **Documents** section, **click** the **View Cover Letter** link to display the applicant's cover letter.

16. **Click** the **View Resume** link to display the applicant's resume.

17. If applicable, **click** the **Other Document** link to display additional documents.

18. **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.

When viewing applications using this function, the applications appear alphabetically by last name.

Application Review Pool

Compare	First Name ↓	Last Name	Date Submitted	Is Current UCR Employee	Decision
12	Sofia	Andrews	7/19/23	☐	

Recommend?	Meets Minimum Requirements	Comments
☐ ⦿ Yes ◯ No	Yes	💬 Add/View Comments

Interview?	Interview Status	Interview Date
Yes	Undecided	Undecided

Review Applicant ✕

Andrews, Sofia (Submitted on: 7/19/2023)

Recommend?	Meets Minimum Requirements	Comments
⦿ Yes ◯ No	Yes	💬 Add/View Comments

Interview?	Interview Status	Interview Date
Yes	Undecided	Undecided

Expand All   Collapse All

Download Application Packet

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

Biographical

Applicant Name
Sofia Andrews

Primary Email
qa.ucrjobsportal+28@gmail.com

Secondary Phone
N/A

Address
3324 Grampion Rd , Riverside, California , United States of America , 92507

Documents

Cover Letter	Resume	Other Documents
View Cover Letter	View Resume	Document not uploaded...

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 in order to be employed by UC Riverside. Do you meet this requirement?
Not Applicable

Will you now or in the future require sponsorship to work within the United States?
Yes

Are you currently employed by UC Riverside?
No

Have you ever worked at UC Riverside?
No

Are you currently or have you been previously employed through a temporary agency with UC Riverside?

‹ Martinez, Oscar   **Close**

19. From the **Application Review Pool** page, select the 3-button 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 **Affirmative Action Statistics** to display affirmative action information.

   e. Select the **Filter** option to further filter the page by specific criteria.

   f. The **Compare** option allows you to view 2 or more applications side by side.
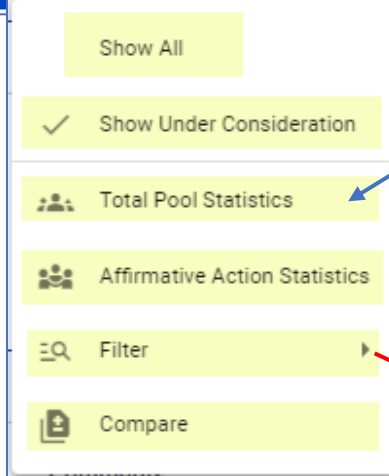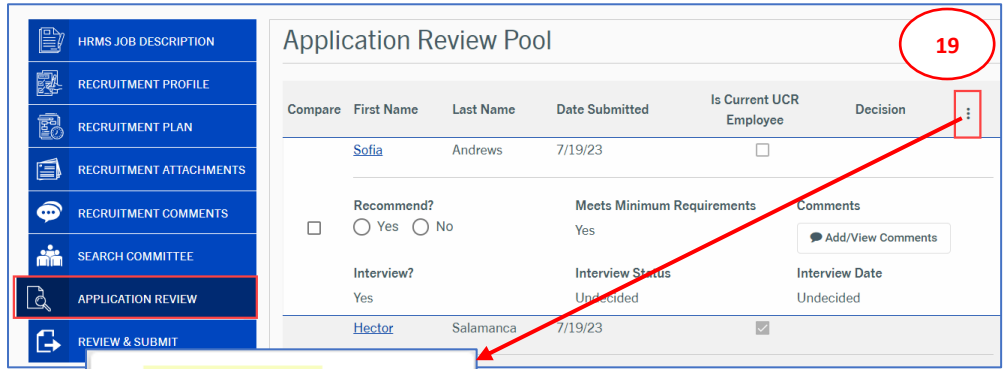
Total Pool Statistics option displays the race/ethnicity and gender of all the candidates who successfully submitted their application during the recruitment period or who have been downloaded as Expression of interest by the Chair/Chair's Associate.
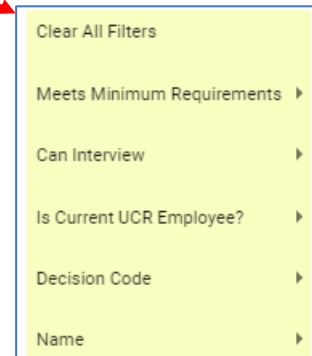
20. To compare applications, select the applicants to compare by **clicking** two or more of the **check boxes** under the **Compare** column.

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

Search Committee Member: Review Application Pools
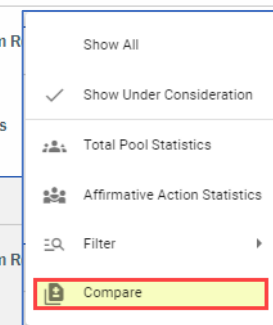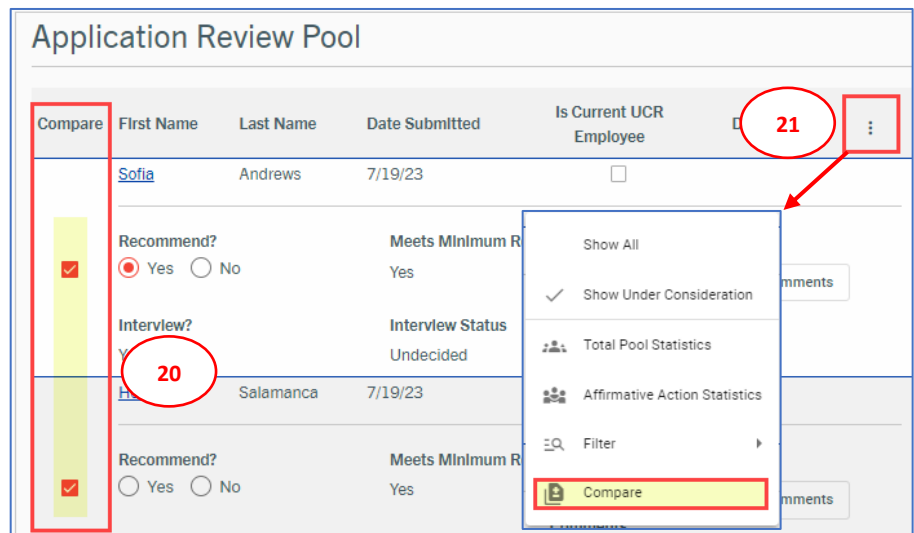
The **Review Applicants** page will open displaying the selected applications side by side.

22. To return to the **Application Review Pool** page, **click** the **X icon** to close the window.
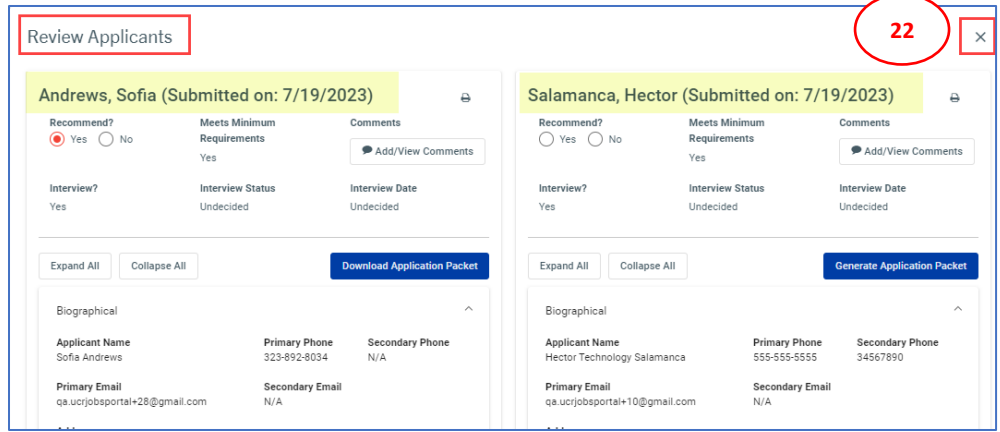
23. Search Committee Members can also view and add recruitment comments. **Select** the **Recruitment Comments** tab.

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

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

    Note: *Once a comment has been added it cannot be edited or deleted.*
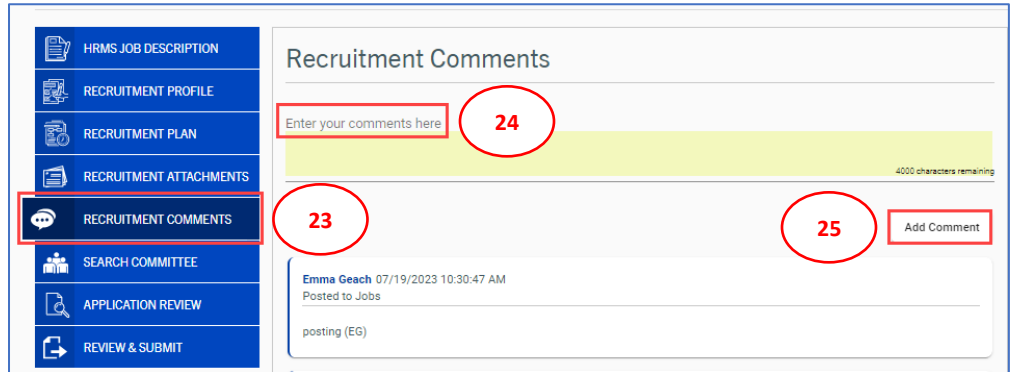
26. To add attachments for this recruitment, **select** the **Recruitment Attachments** tab.

27. 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.*

Search Committee Member: Review Application Pools