| Short List Approval (January 2024) |

Use these steps to review and approve a recruitment's short list of applicants as an Affirmative Action Analyst (AAA). The AAA can determine if applicant meets minimum requirements, compare applications, and add or view comments. Additional Recruitment job aids can be found in the HRMS website.

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

1. From the **HRMS Gateway** page, **click** the **Recruitment** tile.	
2. The Recruitment landing page displays. **Select** the **Short List Review** tile.	
3. From the **Short List Review** page, under the Actions column, **click** the **Pencil** icon for the recruitment short list you want to review.	

4. The HRMS Job Description page opens, **select** the **Application Review** tab.

5. In the **Application Review Pool** page, the Affirmative Action Analyst (AAA) has visibility of each applicant's **Ethnicity, Gender, Veteran Status, and Individuals with Disabilities** declaration.

6. 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**.

7. If you wish to view comments entered for this applicant, **click** the **Add/View Comments** button.

8. The **Comments** window will open displaying the comments that have been entered for this applicant, along with the date, time and name of person who posted the comment.

9. **Click** the **X icon** to close the Comments window.

10. From the **Application Review Pool** page, **click** on an applicant's **First Name** to open their application.

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

Application Review Pool

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision	⋮
(10)	Oscar	Martinez	10/20/23	☑	Not best qualified – Job specific knowledge and skills	

Ethnicity	Gender	Veteran
Hispanic or Latino	Male	I am not a protected veteran

☐ **Individuals with Disabilities**
No, I do not have a disability and have not had one in the past

| Recommend? | Meets Minimum Requirements | Comments |

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11. From here you are also able to "**View Comments**" entered for the applicant.

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

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

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

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

16. Click the next **applicant's name** at the bottom of the page to **view** the next or previous application or the **Close** button to return to the **Application Review Pool** page.

Review Applicant ✕

Martinez, Oscar (Submitted on: 10/20/2023)

Recommend?	Meets Minimum Requirements	Comments
Does recommend: 2	Yes	💬 Add/View Comments **(11)**
Does not recommend: 0		
Interview?	Interview Status	Interview Date
Yes	Undecided	Undecided

(12) **Download Application Packet**

Expand All   Collapse All

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

Biographical ⌃

Applicant Name
Oscar R Martinez
Primary Phone
323-333-2225
Secondary Phone
7228858888485154866154

Primary Email
qa.ucrjobsportal+8@gmail.com
Secondary Email
N/A

Address
900 University Avenue , Riverside, California , United States of America , 92521

Demographic ⌃

Gender
Male
Ethnicity
Hispanic or Latino

Do you believe you belong to any category of protected veterans?
I am not a protected veteran

Do you have any disabilities?
No, I do not have a disability and have not had one in the past

Documents ⌃

(13)	**(14)**	**(15)**
Cover Letter Document not uploaded...	**Resume** Document not uploaded...	**Other Documents** Document not uploaded...

(16) ‹ Barnes, Austin   Tesla, Nikola ›   **Close**

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

- **Select Show All**, to view all applicants for this recruitment.
- **Select Show Under Consideration,** to view only those applicants being considered.

- The **Show Short List** option is your default view.

- The **Total Pool Statistics** option displays applicant statistics for this recruitment.

- Select the **Download Applicants to Excel** option to download applicants' information to a spreadsheet.

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

- The **Compare** option allows you to view 2 or more applications side by side.
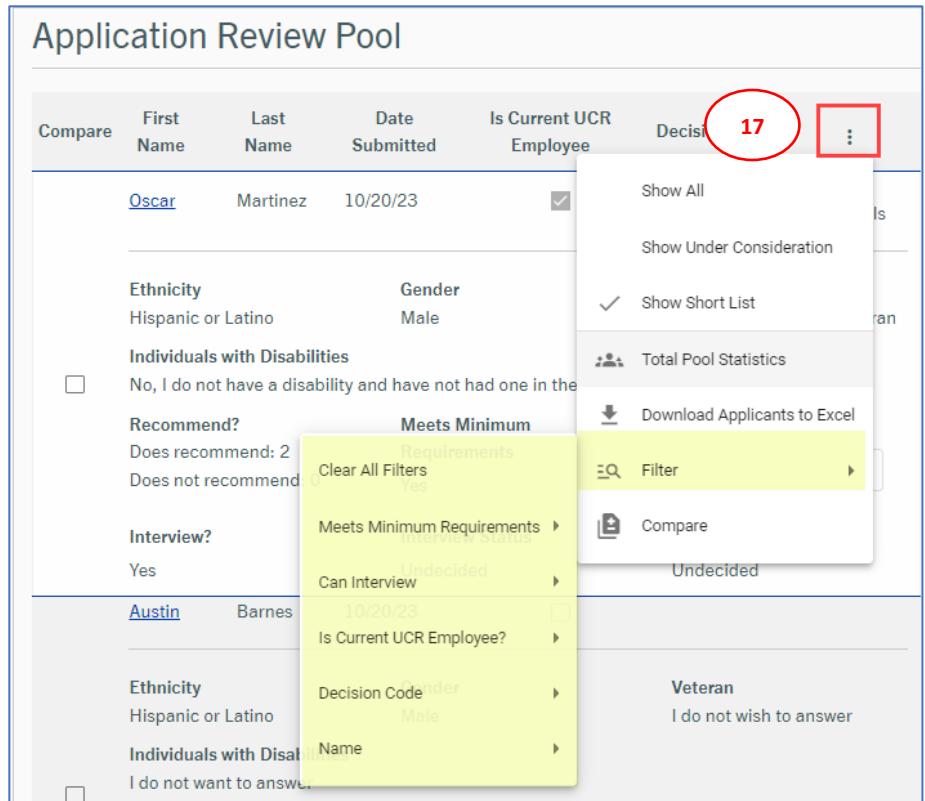
18. To compare applications, s**elect** the applicants to compare by **clicking** two or more of the **check boxes** under the **Compare** column.

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

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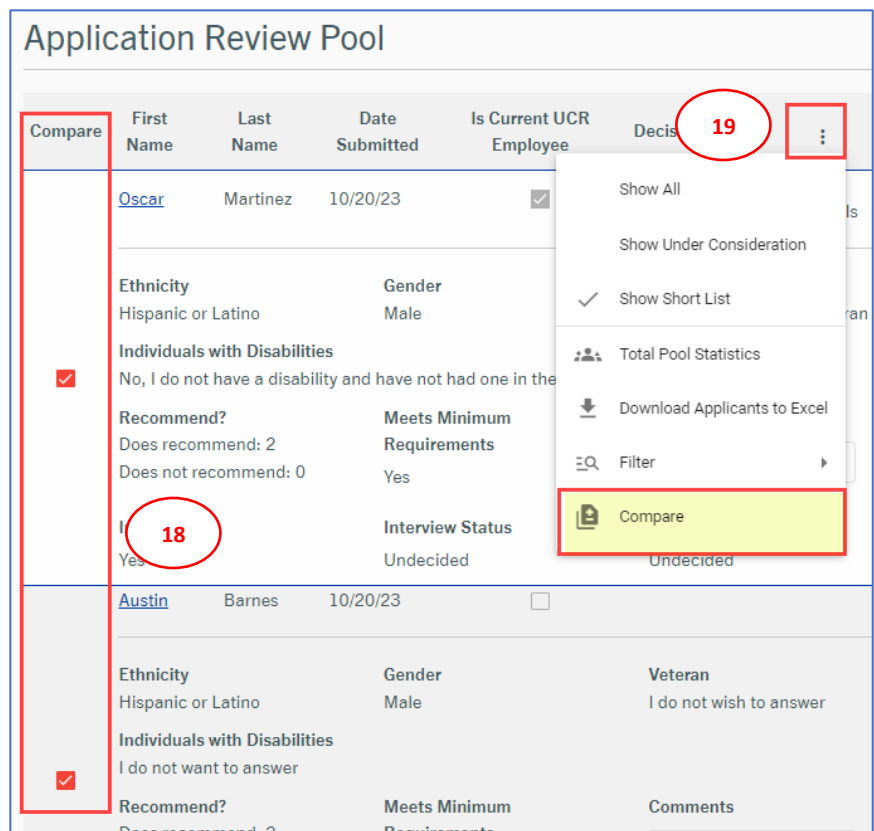
The **Review Applicants** page will open displaying the **selected applications** side by side.

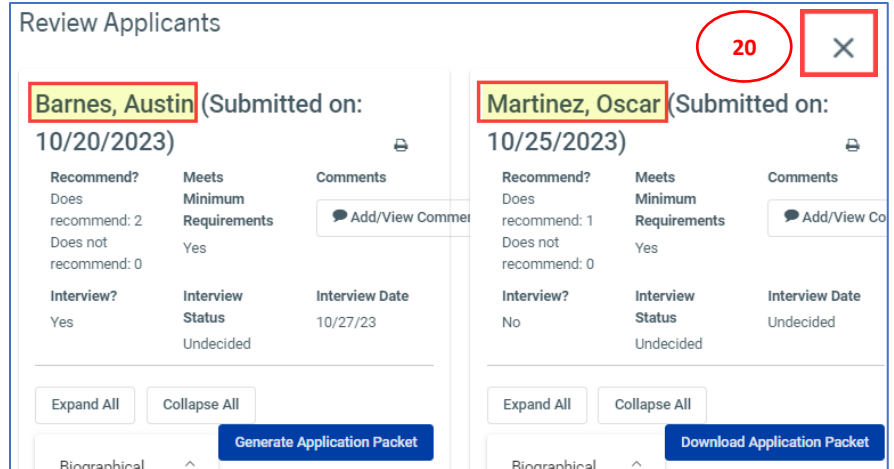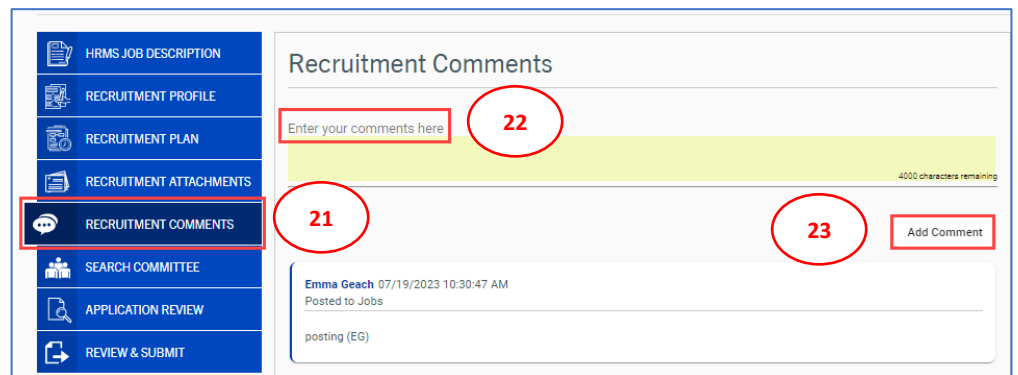20. **Click** the **X icon** to close the window and return to the Application Review Pool page.

Review Applicants

Barnes, Austin (Submitted on: 10/20/2023)

Recommend?	Meets Minimum Requirements	Comments
Does recommend: 2 Does not recommend: 0	Yes	💬 Add/View Comment

Interview?	Interview Status	Interview Date
Yes	Undecided	10/27/23

Expand All   Collapse All   **Generate Application Packet**

Biographical

Martinez, Oscar (Submitted on: 10/25/2023)

Recommend?	Meets Minimum Requirements	Comments
Does recommend: 1 Does not recommend: 0	Yes	💬 Add/View Co

Interview?	Interview Status	Interview Date
No	Undecided	Undecided

Expand All   Collapse All   **Download Application Packet**

Biographical

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21. The **AAA** can also view and add recruitment comments. **Select** the **Recruitment Comments** tab.

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

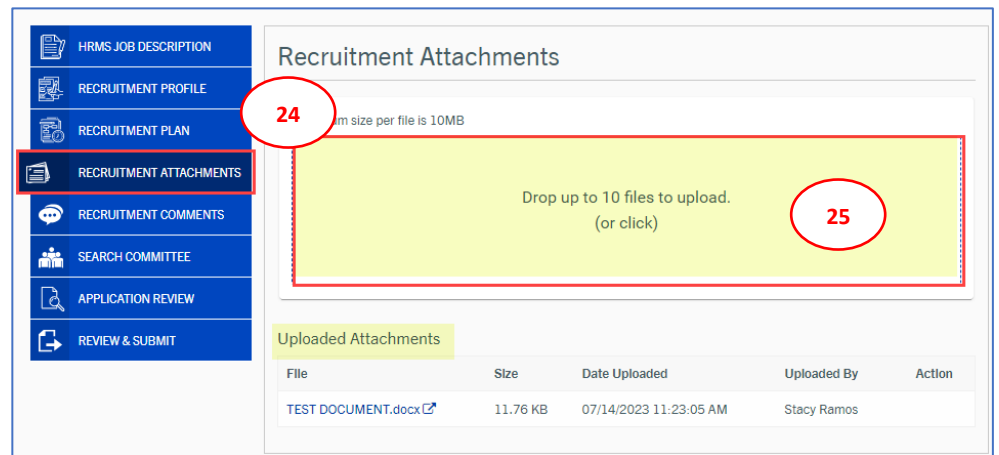23. Then, **click** the **Add Comment** button.

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

| HRMS JOB DESCRIPTION |
| RECRUITMENT PROFILE |
| RECRUITMENT PLAN |
| RECRUITMENT ATTACHMENTS |
| RECRUITMENT COMMENTS |
| SEARCH COMMITTEE |
| APPLICATION REVIEW |
| REVIEW & SUBMIT |

Recruitment Comments

Enter your comments here

4000 characters remaining

Add Comment

Emma Geach 07/19/2023 10:30:47 AM
Posted to Jobs

posting (EG)

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

25. 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.*

| HRMS JOB DESCRIPTION |
| RECRUITMENT PROFILE |
| RECRUITMENT PLAN |
| RECRUITMENT ATTACHMENTS |
| RECRUITMENT COMMENTS |
| SEARCH COMMITTEE |
| APPLICATION REVIEW |
| REVIEW & SUBMIT |

Recruitment Attachments

...m size per file is 10MB

Drop up to 10 files to upload.
(or click)

Uploaded Attachments

File	Size	Date Uploaded	Uploaded By	Action
TEST DOCUMENT.docx ⧉	11.76 KB	07/14/2023 11:23:05 AM	Stacy Ramos	

Short List Approval

Once the applicants to be interviewed are identified, the AAA can approve or disapprove the short list.

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

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

28. Then from the drop-down options, **select Approve Short List or Disapprove Short List.**
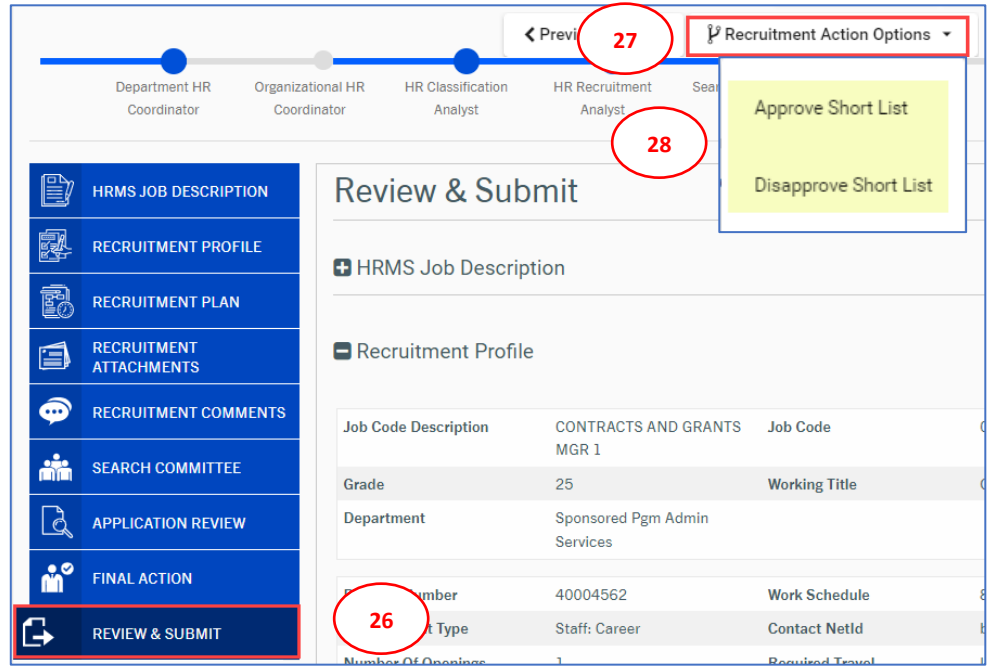
29. The **Comments** box appears, it is required that you **enter** a comment in the **Comments field**.

    Note: *Comments box appears for both Approve or Disapprove selections.*

30. To approve the short list, **click** the **Approve Short List** button.
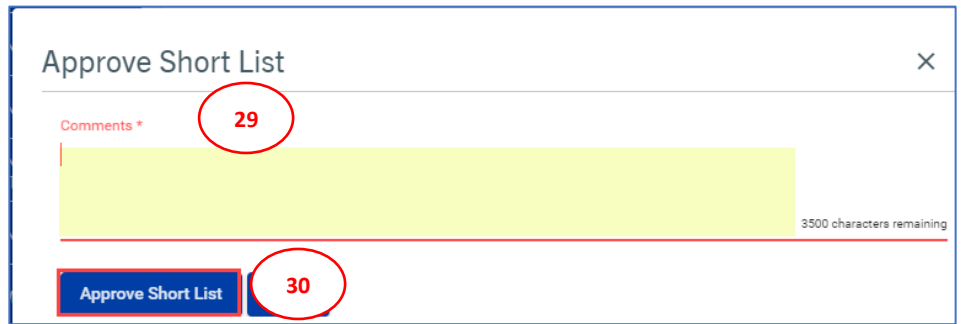
31. Finally, the **Success** pop up box appears, confirming the short list has been successfully approved, **click OK** to close.

Short List Approval