

Approver's Quick Start Guide

This guide is for any faculty or staff who are named as approvers for a SEARCH PLAN, APPLICANT POOL REPORT, SHORTLIST REPORT, SEARCH REPORT, WAIVER, or EXEMPTION. There are two quick ways to reach the approval screen:

1. Look for an email from Recruit, *Subject: UC Irvine Recruit: Approval Request*

- Follow the link provided in the message where you will be prompted to login to Recruit.

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UCI No Reply
To: Ike Arumba
Cc: Isabelle Ringing
[UC Irvine Recruit] Approval Request: Cardiovascular Professor Extraordinaire (JPF00667)

Hello [Approver name]

Your approval is required for:
Recruitment name: Cardiovascular Professor Extraordinaire (JPF00667)
Approval request for: Search Plan
Your role: Dean's Analyst

To view, approve, or comment on this request please visit:
<https://recruit.ap.uci.edu/analyst/approvals/xxx>

If you have any questions, please contact the user who requested the approval:

[Analyst's name, email]
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2. Or bypass the email and login to Recruit directly.


- Navigate to <https://recruit.ap.uci.edu/>
- Click "UC Irvine Faculty & Administrators."
- Login with your UCInetID and password.
- If you are next to approve, the home screen will display the link to any approvals pending your review:

 1 approval request is available for your review >

- You may also approve out of turn. Use the **Approvals** menu at the top. This opens your approval dashboard.



- The default "To do" screen opens. Click the report to review, approve, or comment:

Type	Read status	Name	Approvers	Requested on	Last approved	Updated at
Applicant Pool Report		Recruitment - Bronze 2 (JPF00155) Approval details (0/2) Search info	→ Committee Chair Equity Advisor	May 21, 2014 3:39pm Analyst: Bronze		May 21, 2014 3:39pm

Review, approve, or comment

The approval request screen opens:

Approval Request

Approval requested for a Applicant Pool for Recruitment - Bronze 2 (JPF00155)

Download report Approve report as committee chair

0/2 required have approved Notify approvers

Step		Person
→ Committee Chair	Required	Charlie Committee Chair <ap-no-reply@recruit.ap.uci.edu> Recruitment - Bronze 2 (JPF00155)
Equity Advisor	Required	Gregory Sykes <Gregory.Sykes@ucop.edu> recruit

Comments - 0 Add a comment

No comments

Done Submitted for approval May 21, 2014 at 3:39pm by Analyst Bronze

Download button: opens a PDF of the item for your review. After reviewing the item, please return to the approvals screen.

Approve button: to approve the report. Clicking the approve button places your name in a grid on the page with a “thumbs up” icon to cue the analyst and any other approvers that this document has passed your review.

> Approvers: Expanded chevron displays the names of other approvers in the workflow. The arrow indicates who is the next person in line to approve. The “thumbs up” icon indicates approval. Roll over the icon with your mouse to see approval dates and times.

Add a comment button: Optionally leave a comment or question for the analyst and/or other approvers. Recruit will send your comment via email to the analyst so it’s not missed. A running log of comments will be stored in this section.

Finally...

When you are finished, log out of Recruit. The logout link for Recruit is at the top, right corner of the Recruit window:

Hello, Darkwing Duck - Logout

If you need help with your UCInetID, contact the OIT Help desk at oit@uci.edu or 949_824_2222

Thank you for using the Recruit system. If you have any questions, please contact the Recruit support team at—

recruit@uci.edu