

Steps for report approvers

The following are the steps for approving a SEARCH PLAN, APPLICANT POOL REPORT, SHORTLIST REPORT, SEARCH REPORT, WAIVER OR EXEMPTION REQUEST.

There are two quick ways for approvers to reach the approval screen:

Method 1: look for an email from Recruit, Subject: UC San Francisco Approval Request

1. Follow the link provided in the message where you will be prompted to log into Recruit.
2. Once logged in, the approval request screen appears, where the you will review, approve, or comment.

Method 2: bypass the email and log into Recruit directly.

1. [Access Recruit](#)**
2. Once logged in and if you are next in line to approve, Recruit's News & Updates page displays

the approval link(s). [1 approval request is available for your review >](#)

- o Click the link to open a personalized "To Do" approval dashboard. The list may be filtered, and columns may be added.

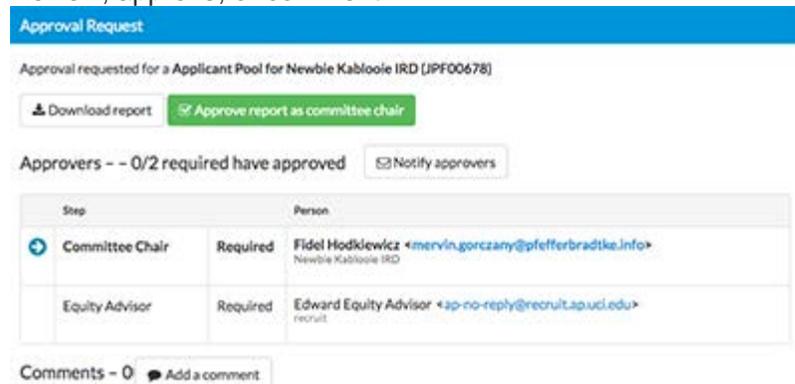


The screenshot shows a dashboard with a header bar containing filters: "Default workspace", "Approvals: To Do", "Read status: All", and "Edit filters & columns". Below the header is a table with the following columns: Type, Read status, Name, Approvers, Requested on, Last approved, and Updated at. A single row is visible with the following data: Type: Applicant Pool Report; Read status: 1 (with a notification icon); Name: Recruitment - Bronze 2 (JPF00155) with a link for "Approval details (0/2) Search info"; Approvers: Committee Chair Equity Advisor; Requested on: May 21, 2014 3:39pm; Last approved: Analyst Bronze; Updated at: May 21, 2014 3:39pm.

- o Find the name and click on it. The approval request screen opens.

The Approval Request screen

Review, approve, or comment.



The screenshot shows the "Approval Request" screen. At the top, it says "Approval Request" in a blue bar. Below that, it states "Approval requested for a Applicant Pool for Newbie Kabloole IRD (JPF00678)". There are two buttons: "Download report" and "Approve report as committee chair". Below the buttons, it says "Approvers -- 0/2 required have approved" and "Notify approvers". A table lists the approvers:

Step	Person
Committee Chair	Required Fidel Hodkiewicz <mervin.gorzany@pfefferbradtke.info> Newbie Kabloole IRD
Equity Advisor	Required Edward Equity Advisor <ap-no-reply@recruit.apucl.edu> recruit

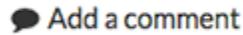
At the bottom, it says "Comments - 0" and "Add a comment".

Download button: This opens a PDF of the report for your review. After reviewing the PDF, return to the approvals request screen.

Approve button: When you click to approve, you'll have a chance to confirm. Your decision cannot be undone. The department analyst will be notified of your decision by email.

Comments: Leave comments requesting any necessary modifications.

- The comment is recorded in the comment section on the approval request screen where all approvers can read one another's comments.
- Comments trigger a heads-up email to the Analyst who submitted the report.

 Add a comment

1. Enter your comment by clicking the button:
2. Enter text in the field provided.
3. To confirm, click the button, **Add comment**. Comments may not be removed or edited.

 Add comment

Marking approvals as read

For approvers who send reports back to departments for changes, use the "Mark approval as read" feature.

1. Type your comment in the text field provided.
2. Then click the box, "Mark approval as read".

 Add comment

3. To confirm both your comment and the flag, click:

On your "To Do" approvals page, approvals marked as read will alert you when there's a change:

- With an indicator appearing in the "Read status" column.
- The indicator switches from grey to red when a change is made to the report.

In the example below, the user marked the Search report "read" and changes are pending. The Shortlist Report was marked "read" and changes occurred.

Type	Read status
Search Report	
Shortlist Report	

The "Mark approval as read" flag may be repeated.

- Return to the approval request screen.
- Remove the flag with the button, **Mark approval as unread**.
- Then create a new comment and flag.