

# Additional Features within the Applicant Pages of AP Recruit

## Applicant Overview Page

**Test Recruitment UCSF**  
JPF00165 • Medicine / SCHOOL OF MEDICINE

Search Info Applicants (11) Reports Contact:

Download data into a CSV file. **2. Hide/unhide applicant(s) from committee members**

Download This Data Download Names & Addresses **Change Columns** Add Applicant Name, note, reference, etc. Search

**1. Filters**

**Qualified**

Read: Read Unread Visibility: Hide Unhide Basic Qualifications: Unknown Does Not Meet Disposition Reasons: Assign Reasons

Unknown Unqualified Entire Pool

Show  Hidden (0)

Status  Not complete  Complete  Withdrawn  Recommend for interview  Interviewed  Accepted offer  Hired

Dates  Last Updated  Applied On  Completed Date

Filter Reset

Personal Note	Applicant	Highest Degree	Current Position	Status	Last Updated
Add	Mead, Margaret <small>Manage Log Download</small>	fugit enim Ut Quaerat College 2013-03-11 17:56:00	Ea Et Research Division Maxime Eum	Hired <small>by Jennifer Polce Mar 11, 2014 3:29pm</small>	Nov 7, 2014 8:55am
Add	Burke, Winston <small>Manage Log Download</small>	qui voluptatem Aperiam Dignissimos College 2013-03-11 17:56:00	University of Connecticut Et Eligendi	Recommend for interview <small>by Jennifer Polce Feb 23, 2015 11:26am</small>	Nov 7, 2014 8:55am
Add	Runte, Joana <small>Manage Log Download</small>	saepe hic Omnis Research Division 2013-03-11 17:56:00	Labore School Nobis Modi	Interviewed <small>by Jennifer Polce Sep 19, 2014 10:33am</small>	Nov 7, 2014 8:55am
Add	Batz, Ryley <small>Manage Log Download</small>	rerum totam Quos College 2013-03-11 17:56:00	Accusantium College Magnam Facere	Recommend for interview <small>by Jennifer Polce Mar 31, 2014 11:53am</small>	Nov 7, 2014 8:55am
Add	Cronin, Ferne <small>Manage Log Download</small>	quo ea Molestiae Impedit Institute 2013-03-11 17:56:00	Libero Corporis School Deleniti Omnis	Accepted offer <small>by Jennifer Polce Apr 7, 2015 11:41am</small>	Nov 7, 2014 8:55am
Add	Towne, Jarrell <small>Manage Log Download</small>	error dolor Cum College 2013-03-11 17:56:00	Perspiciatis Nam Research Division Similique Voluptas	Complete <small>by applicant</small>	Apr 1, 2015 10:11am
Add	Trantow, Reta <small>Manage Log Download</small>	sint hic Totam Ut College 2013-03-11 17:56:00	Culpa School Qui Vero	Recommend for interview <small>by Tiffany Hom Oct 8, 2015 3:05pm</small>	Nov 7, 2014 8:55am

**3. Add or reduce information about recruitments.**

Access the Manage Applicant page, where you can add comments and flags, and visit/seminar information.

## 1. Filters

From the **Applicant Overview** page, you may filter the list of applicants by: qualification, status, and dates.

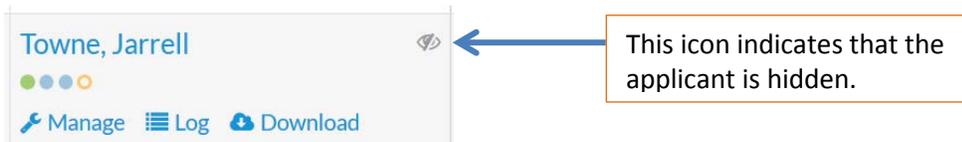
- **Filter applicants by qualification requirement, by selecting one of the following:**
  - **Qualified:** applicants that have met the basic qualifications
  - **Unknown:** applicants that have not been marked as qualified or unqualified
  - **Unqualified:** applicants that have not met the basic qualifications
  - **Entire Pool:** includes all applicants regardless of their basic qualification status
- **Filter applicants by status**
  - Select one or multiple status: **Not complete, Complete, Withdrawn, Recommend for interview, Interviewed, Accepted offer, Hired**
  - Check all of the boxes to show applicants in all status
- **Filter applicants by the following dates:**
  - **Last Updated:** date applicant last updated their application
  - **Applied On:** date applicant applied
  - **Completed Date:** date the applicant moved to the “Complete” status

Click the **Filter** button to apply selections.

## 2. Hide and Unhide Applicant

From the **Applicant Overview** page, you hide or unhide applicants from the view of the committee members.

- To hide: select the box left of the candidate’s name, and click the **Hide** button
- To unhide: select and apply the **Hidden** filter, then select the candidate and click the **Unhide** button



All applicants who apply **after** the review date are automatically hidden. To unhide, contact your Recruitment Specialist to extend the review date.

## Manage Applicant Page

Manage Applicant for Test Recruitment UCSF (JPF00165)  
**Ferne Cronin**

Status: **Accepted offer**  Basic qualifications: **Meets** Does Not Meet Unknown Hidden: Completed: **No Yes**

**3. Comments & Flags** (Annotation pointing to 'Comments & Flags' and 'Visit/Seminar' in the left menu)

**4. Visit/Seminar** (Annotation pointing to 'Visit/Seminar' in the left menu)

**Overview**

[Information](#)  
[Documents & References](#)  
[Comments & Flags](#)  
[Visit/Seminar](#)

**Documents** [Jump to Documents >](#)  
 Applicant Documents

**Curriculum Vitae**  
 Inventore fugit et culpa cum modi.  
 Last updated: Nov 7, 2014  
 Your most recently updated C.V.

**Cover Letter**  
 Itaque dolore sunt molestiae minima quis delectus error.  
 Last updated: Nov 7, 2014

**Letters of Reference**

**Ibrahim Zieme, Ut quia temporibus nihil voluptatem.** — [Show Description](#)  
 Last updated: Nov 7, 2014

**Assunta Wuckert, Corporis aspernatur harum omnis perspiciatis sed sunt voluptas.** — [Show Description](#)  
 Last updated: Nov 7, 2014

**Comments** [Jump to Comments >](#)

**Your Comment**

Merry Thach (Merry.Thach@ucsf.edu)

**Flags** [Jump to Flags >](#)

Display to reviewers

### 3. Comments and Flags

From the **Manage Applicant** page, you can add a comment or flag that will be displayed to committee members.

**Overview**

[Information](#)  
[Documents & References](#)  
**Comments & Flags**  
[Visit/Seminar](#)

**Flags**

No flags have been defined.

Add flag:   Shown to reviewers

**Comments**

**Your Comment**

Merry Thach (Merry.Thach@ucsf.edu)

**A flag (short phrase or word) will be displayed to the committee members.** (Annotation pointing to the 'Add flag' field)

**A comment will be displayed to the committee members.** (Annotation pointing to the 'Your Comment' text area)

### 4. Visit/Seminar

Also within the **Manage Applicant** page, you can add visit/seminar information. The event information will appear on the applicant's application page, and will be visible to the committee members.

- Click [Visit/Seminar](#) from the left panel. Then enter a title, summary, bio, and the event details.

Click **Save and Done** to store the data entered.