# Quick Guide for AP Recruit – Committee Members & Additional Reviewers

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| 1. AP Recruit Login | • Go to [https://aprecruit.ucsf.edu](https://aprecruit.ucsf.edu)  
• Select “UC San Francisco Faculty & Administrator”  
• Enter your MyAccess login and password |
| 2. Reviewing Applications in AP Recruit | Find your list of applicants:  
• After logging in, click the “Recruitments” link in the top left menu bar on the home page  
• Click on the “Applicants” link below the name of the recruitment  
Review individual applications:  
• Click on the applicant’s name to view his/her application |
After you click on the applicant’s name, you will be brought to his/her application page which includes:

- Applicant’s Status
- Whether they’ve met “Basic Qualifications”
- Degrees
- Current employment
- Email address
- Postal address
- Documents submitted (e.g. CV, Cover Letter, etc.)
- Letters of Reference received
- Notes/comments made by other members of the committee