

| Short List Approval |

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.*

<p>1. From the <b>HRMS Gateway</b> page, <b>click the Recruitment</b> tile.</p>																																	
<p>2. The Recruitment landing page displays. <b>Select the Short List Review</b> tile.</p>																																	
<p>3. From the <b>Short List Review</b> page, under the Actions column, <b>click the Pencil icon</b> for the recruitment short list you want to review.</p>	<table border="1"> <thead> <tr> <th>Recruitment ID</th> <th>Working Title</th> <th>Payroll Title</th> <th>Dept Code</th> <th>Dept Name</th> <th>Posted Date</th> <th>Applicant Count</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>31047175</td> <td>QA JOBS - SPA Manager (BC)</td> <td>CONTRACTS AND GRANTS MGR 1</td> <td>D01158</td> <td>Sponsored Pgm Admin Services</td> <td>10/02/2023</td> <td>4</td> <td></td> </tr> <tr> <td>31043551</td> <td>QA JOBS - CAREER SVC SPEC 3 (KC)</td> <td>CAREER SVC SPEC 3</td> <td>D01166</td> <td>Career Services Center Dept</td> <td>10/06/2023</td> <td>3</td> <td></td> </tr> <tr> <td>30612728</td> <td>QA Jobs - Procurement Analyst (JS)</td> <td>PROCUREMENT ANL 3</td> <td>D01108</td> <td>Procurement Services</td> <td>08/24/2023</td> <td>7</td> <td></td> </tr> </tbody> </table>	Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Posted Date	Applicant Count	Actions	31047175	QA JOBS - SPA Manager (BC)	CONTRACTS AND GRANTS MGR 1	D01158	Sponsored Pgm Admin Services	10/02/2023	4		31043551	QA JOBS - CAREER SVC SPEC 3 (KC)	CAREER SVC SPEC 3	D01166	Career Services Center Dept	10/06/2023	3		30612728	QA Jobs - Procurement Analyst (JS)	PROCUREMENT ANL 3	D01108	Procurement Services	08/24/2023	7	
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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.

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision	
	<b>Oscar</b>	Martinez	10/20/23	<input checked="" type="checkbox"/>	Not best qualified – Job specific knowledge and skills	

<b>Ethnicity</b> Hispanic or Latino	<b>Gender</b> Male	<b>Veteran</b> I am not a protected veteran
<input type="checkbox"/> <b>Individuals with Disabilities</b> No, I do not have a disability and have not had one in the past		
<b>Recommend?</b>	<b>Meets Minimum Requirements</b>	<b>Comments</b>

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)

<b>Recommend?</b> Does recommend: 2 Does not recommend: 0	<b>Meets Minimum Requirements</b> Yes	<b>Comments</b> <a href="#">Add/View Comments</a>
<b>Interview?</b> Yes	<b>Interview Status</b> Undecided	<b>Interview Date</b> Undecided

[Download Application Packet](#)

Biographical

**Applicant Name**  
Oscar R Martinez  
**Primary Phone**  
323-333-2225  
**Secondary Phone**  
722885888485154866154

**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

**Cover Letter**  
Document not uploaded...

**Resume**  
Document not uploaded...

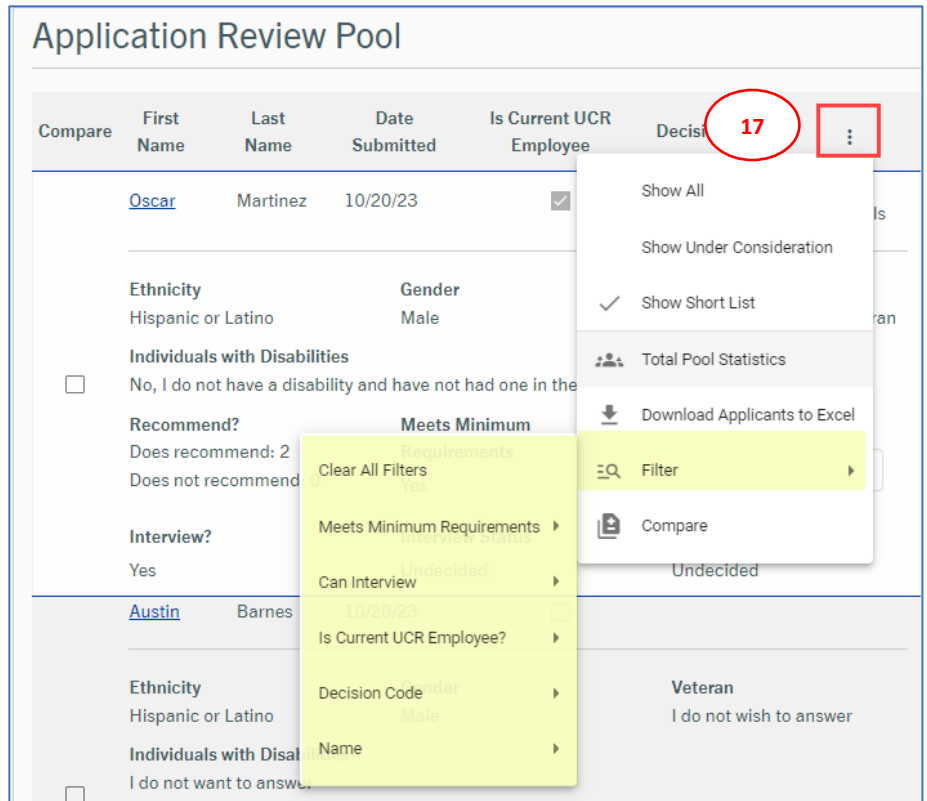
**Other Documents**  
Document not uploaded...

< Barnes, Austin    Tesla, Nikola > [Close](#)

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

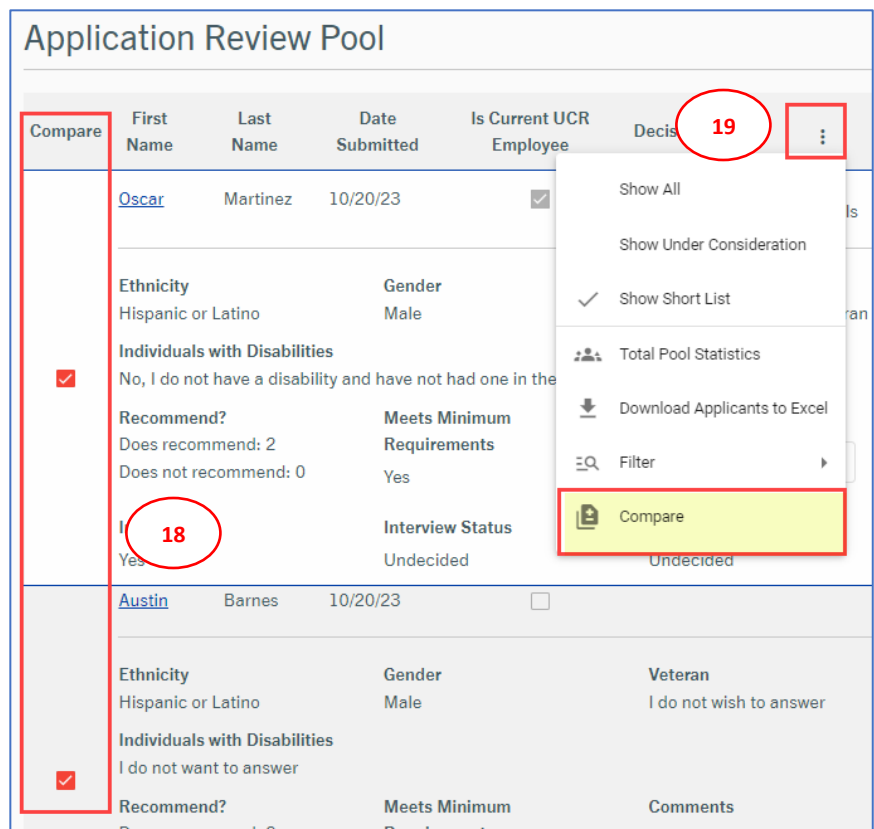
17. From the **Application Review Pool** page, select the **3-Dot Menu** in the upper right corner to view additional options:

- **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.



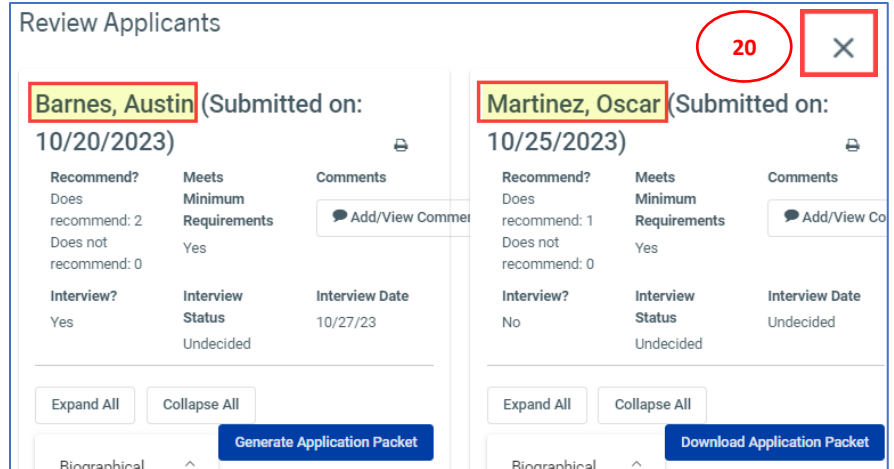
18. To compare applications, **select** the applicants to compare by **clicking** two or more of the **check boxes** under the **Compare** column.

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



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.

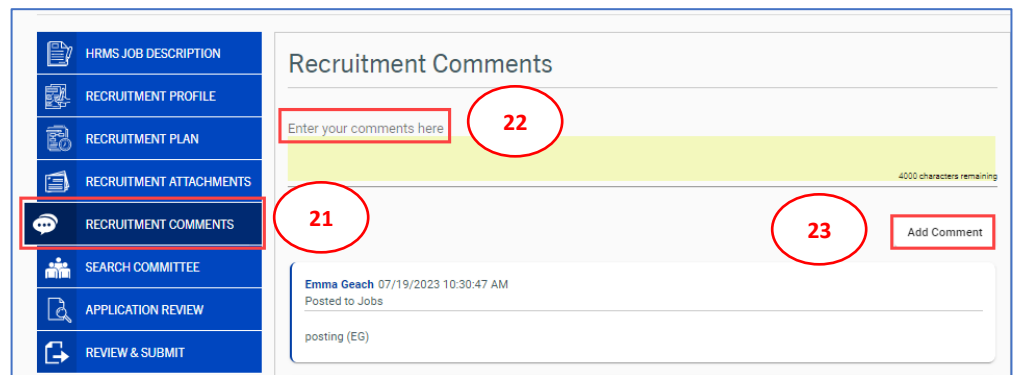


- 21. The **AAA** can also view and add recruitment comments. Select the **Recruitment Comments** tab.

- 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.

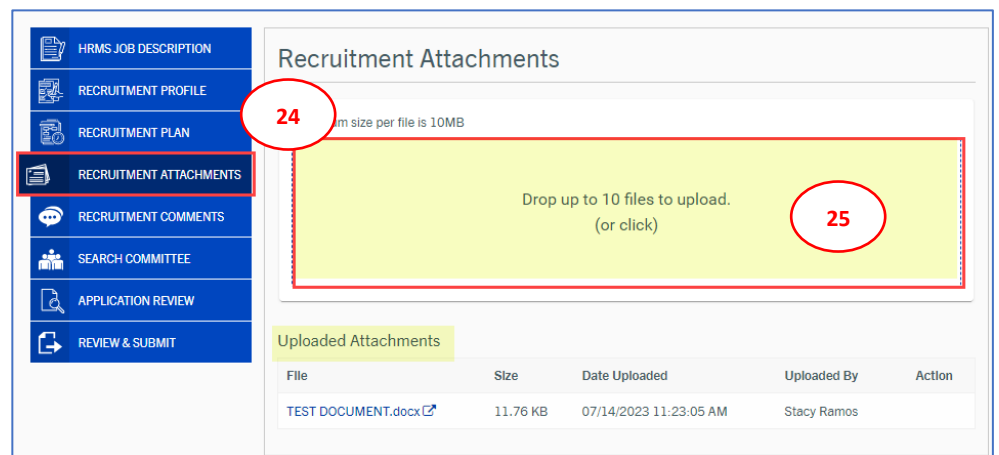


- 24. To add attachments for this recruitment, **select** the **Recruitment Attachments** tab.

- 25. Next, click or **drop files** in the **file box** to upload up to 10 attachments from your computer.

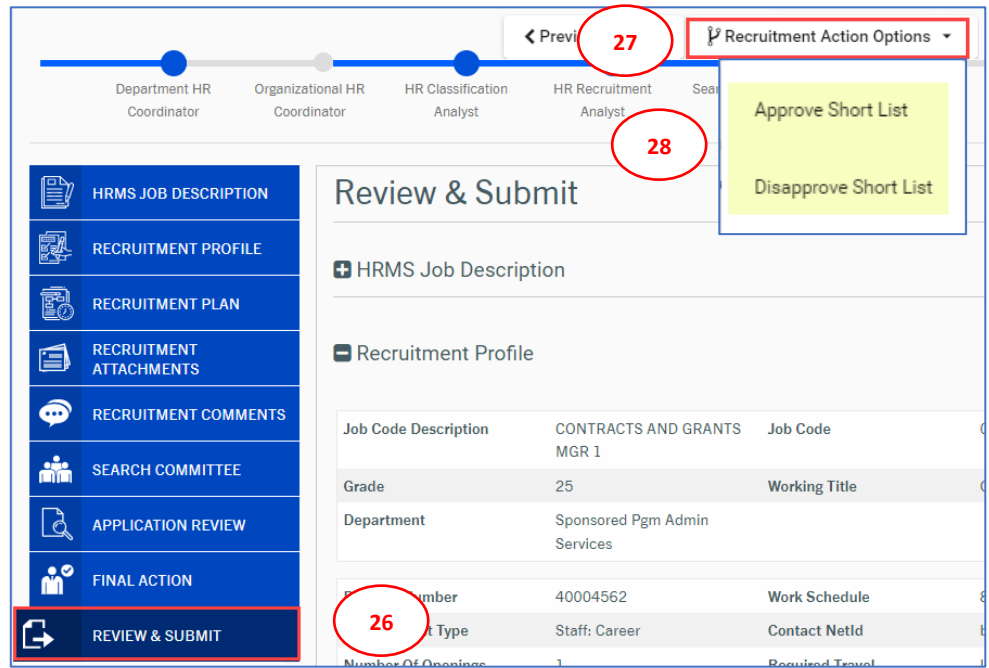
The uploaded documents will appear in the **Uploaded Attachments** section.

**Note:** You can delete attachments you have uploaded but cannot delete attachments uploaded by someone else.



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

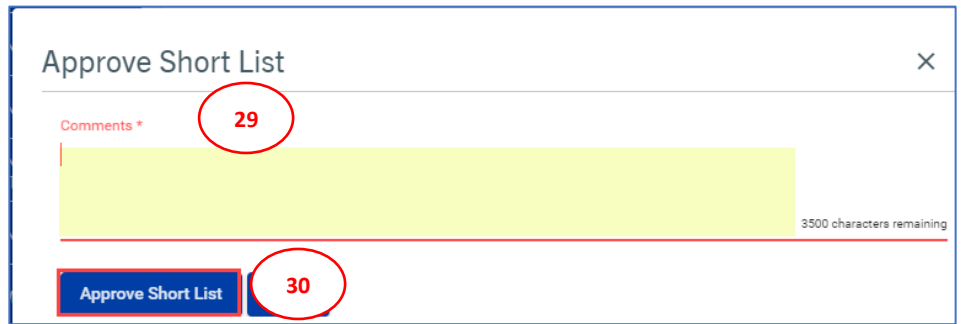
- 26. First, **select the Review & Submit tab.**
- 27. Next, click the **Recruitment Action Options** button.
- 28. Then from the drop-down options, **select Approve Short List or Disapprove Short List.**



- 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.

