

University of California

San Diego

Academic Personnel On-Line

RECRUIT

Help Manual for Applicants

Version 1.001

***Recruit* Help Manual for Applicants**

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***Recruit* Help Manual for Applicants**

If you do not find the information you are looking for, please see the contact link in the *Recruit* system.

I. General Information

A. What is *Recruit*?

Recruit is a program for managing the faculty recruitment process at UC San Diego. The system allows applicants to apply for positions electronically, uploading and revising application materials as needed. The status of the application may be checked as frequently as necessary and questions for the hiring department or for general technical support may be emailed directly from the system.

There are six areas that applicants will need to address. These areas are displayed in the table below:

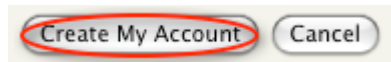
| Area | Description |
|--------------------|---|
| Create ApplicantID | Applicant will set up username and password and provide: 1) contact information, and 2) degree and employment information |
| My Dashboard | My Dashboard serves as a home base to access My Information, My files, My references, the Diversity Survey and provides information about the status of the application and the position and about the campus. |
| My Information | Information provided in the Create ApplicantID step comprises the My Information file. |
| My Files | This section lists all the required application materials (except letters of reference) and their status of submission, |
| My References | This section lists the requirements for references and their status of submission. |
| Diversity Survey | Information on the gender and ethnicity of applicants is requested but are used only for statistical purposes to meet federal requirements. The data are not considered in the review and assessment of applications. |

II. Accessing My Dashboard

- If this is your first time visiting *Recruit* you need to create a *Recruit* ApplicantID (see A below).
- You must create a new *Recruit* ApplicantID for each position to which you apply.
- If you are returning to edit an existing application, you should return to your My Dashboard page (see B below).

A. Creating a Recruit ApplicantID

1. Locate the desired position.
2. Click **Apply to this position**.
3. Enter in the desired Account Information (ApplicantID name and password) for this recruitment.
4. Enter in your contact information.
5. Enter in your highest degree information.
6. Enter in your current employment information.
7. Verify the information.
8. Click **Create My Account**.



9. Your ApplicantID will now be created.

B. Returning to My Dashboard

1. Navigate to the Recruit website.
2. Click **Applicants**.



3. Enter your ApplicantID and Password into the fields at the top of the page.
4. Click **Login**.



5. You will now be at your My Dashboard page.

III. My Dashboard

Check application status

Your application status will always be shown on the My Dashboard page. If your application is complete, all of the tabs at the top of the page will be green. If your application is not complete, the My Dashboard page will state which elements still need to be completed.

Please note: The date listed as the Final Date is the last day for online applicants to modify their applications and to take the Diversity Survey.

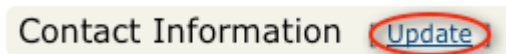
IV. My Information

A. Updating your information

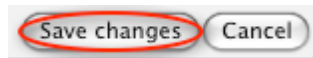
1. Click **My Information**.



2. Click **Update** by the appropriate section.



3. Make all the desired changes.
4. Click **Save changes** when finished.



5. Your information will now be updated.

B. Changing your password

1. Click **My Information**.



2. Click **Change Password**.



3. Change your password to the new desired password.

4. Click **Save Changes**.



5. Your password will now be changed.

V. My Files

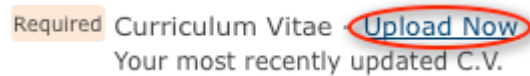
A. Uploading required or optional documents

Note: There is a 10 MB size restriction for both applicant's documents and for letters of reference.

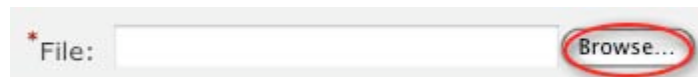
1. Click **My Files**.



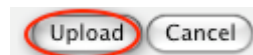
2. Click **Upload Now** by the appropriate file.



3. Click the **Browse...**



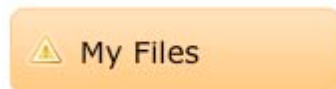
4. Locate and select the file.
5. Click **Upload File**.



6. Your file will now be uploaded to your My Files page.

B. Deleting documents

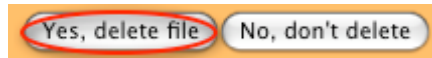
1. Click **My Files**.



2. Click **Delete file** by the appropriate file.

Required Curriculum Vitae - [Curriculum Vitae.rtf \(381 Bytes\)](#) Uploaded by me on Dec
Your most recently updated C.V.

3. Click **Yes, delete file**.

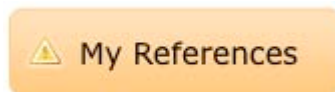


4. The file will now be deleted.

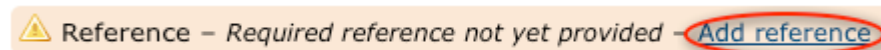
VI. My References

A. Adding a reference

1. Click **My References**.



2. Click **Add reference**.



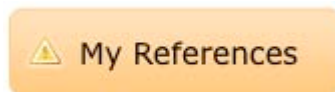
3. Enter in the reference's information.
4. Click **Add Reference**.



5. Your reference will now be added.

B. Editing a reference

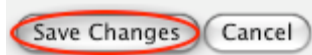
1. Click **My References**.



2. Click **Edit** by the appropriate reference.

Sample Reference [[Edit](#) | [Delete](#)]

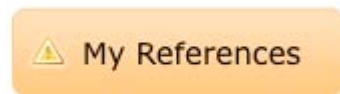
3. Make all of the desired changes.
4. Click **Save Changes**.



- Your reference will now be edited.

C. Deleting a reference

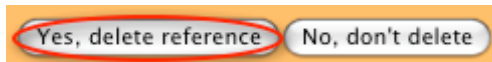
- Click **My References**.



- Click **Delete** by the appropriate reference.



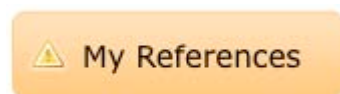
- Click **Yes, delete reference**.



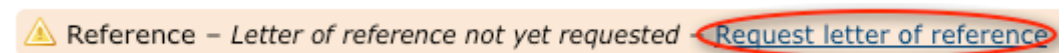
- The reference will now be deleted.

D. Requesting a letter of reference

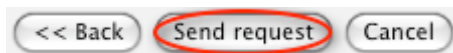
- Click **My References**.



- Click **Request letter of reference** by the appropriate reference.



- If desired, personalize the form email.
- Click **Next** ».
- Review the email.
- Click **Send request**.



E. When the My References tab is missing

When an application does not require references, the My References tab will be absent.

VI. Diversity Survey

A. When can I take the Diversity Survey?

You are able to take the Diversity Survey once your application is complete. Letters of reference do not have to be received; however, they must already be requested from your references in order for you to be able to take the survey.

B. Take the Diversity Survey:

1. Click **Diversity Survey**.



2. Fill out the required information.
3. Click **Submit** when finished.



4. Your Diversity Survey will now be submitted.