Quick Guide for AP Recruit – Office of Diversity and Outreach Approval
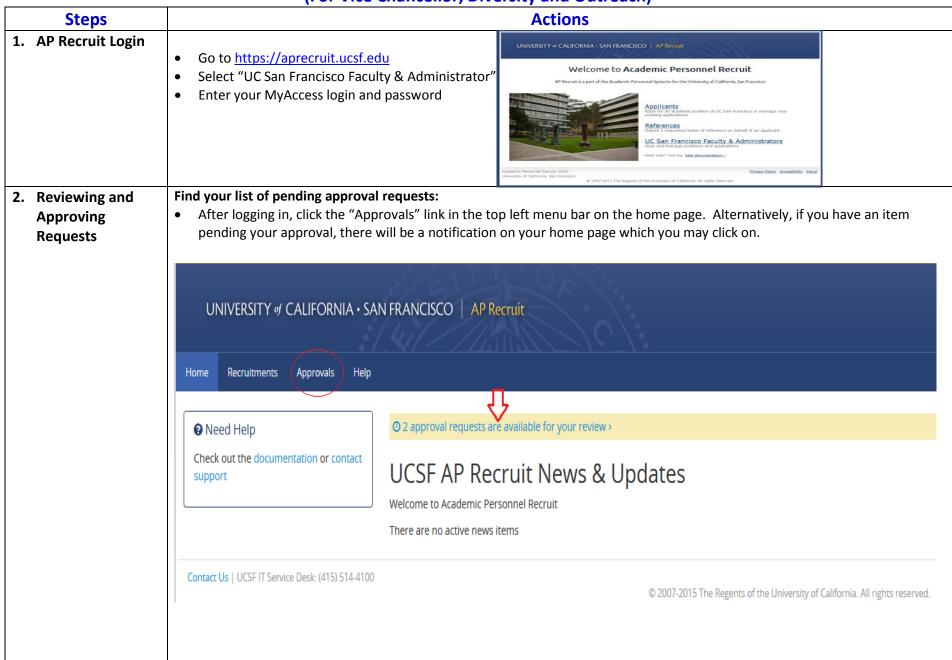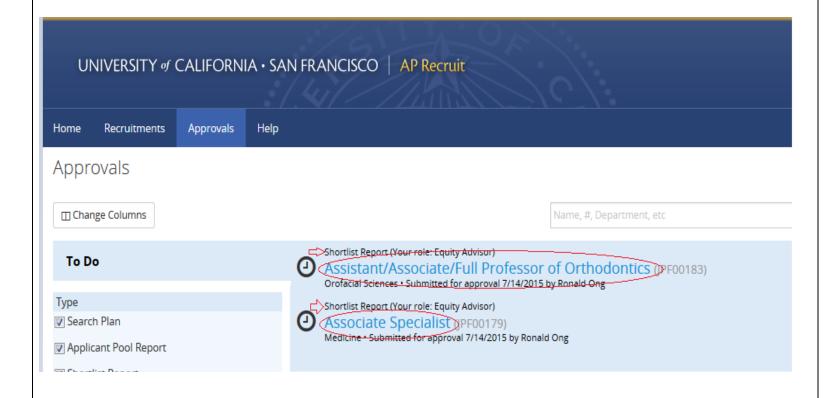## (For Vice Chancellor, Diversity and Outreach)

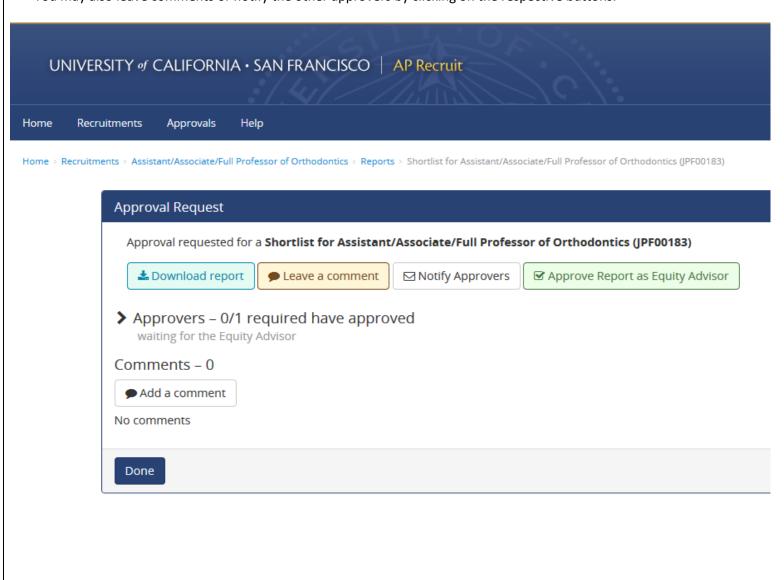| Steps	Actions
1. AP Recruit Login	- Go to https://aprecruit.ucsf.edu - Select "UC San Francisco Faculty & Administrator" - Enter your MyAccess login and password
2. Reviewing and Approving Requests	**Find your list of pending approval requests:** After logging in, click the "Approvals" link in the top left menu bar on the home page. Alternatively, if you have an item pending your approval, there will be a notification on your home page which you may click on.

Review and approve:

- Click on the recruitment name to view the options associated with this search. The type of report for that specific recruitment is indicated here as well. In the examples below, the 'Shortlist Report' is on your 'To Do' list for approval.*

*__Please note: The shortlist report contains all of the information that the applicant pool report includes, as well as additional information of applicants beyond the 'Seriously considered' status__

- To view the shortlist report for this search, click on the 'Download report' button.
- After review, to offer your approval, click on the 'Approve Report as Equity Advisor' button.
- You may also leave comments or notify the other approvers by clicking on the respective buttons.

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Home > Recruitments > Assistant/Associate/Full Professor of Orthodontics > Reports > Shortlist for Assistant/Associate/Full Professor of Orthodontics (JPF00183)

Approval Request

Approval requested for a **Shortlist for Assistant/Associate/Full Professor of Orthodontics (JPF00183)**

[⬇ Download report] [💬 Leave a comment] [✉ Notify Approvers] [☑ Approve Report as Equity Advisor]

❯ Approvers – 0/1 required have approved
   waiting for the Equity Advisor

Comments – 0

[💬 Add a comment]

No comments

[Done]

- Once you have approved the report, the 'Approve Report as Equity Advisor' button will disappear and it will show the date which the report was approved, along with a hyperlink to the report. To return to your approval 'To Do' list, simply click on the 'Done' button at the bottom of the page.

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Home > Recruitments > Assistant/Associate/Full Professor of Orthodontics > Reports > Shortlist for Assistant/Associate/Full Professor of Ort

Approval Request

Approved **Shortlist for Assistant/Associate/Full Professor of Orthodontics (JPF00183)**

[Download report]   [Leave a comment]   [Notify Approvers]

> Approvers – 1/1 required have approved
>   J Navarro

Comments – 1

[Add a comment]

J Navarro - Jul 14, 2015 at 12:03pm
Approved Shortlist Report (7/14/2015 at 11:56am) as Equity Advisor

[Done]