To Review Applications for Haas GSI & Reader Positions

1. Access the HaasGSI/Reader Recruitment website (https://gsirecruitment.haas.berkeley.edu/Admin)

2. You should be brought to the following screen, seen on the right, where you will log in using your **Haas login and password** and clicking "OK".
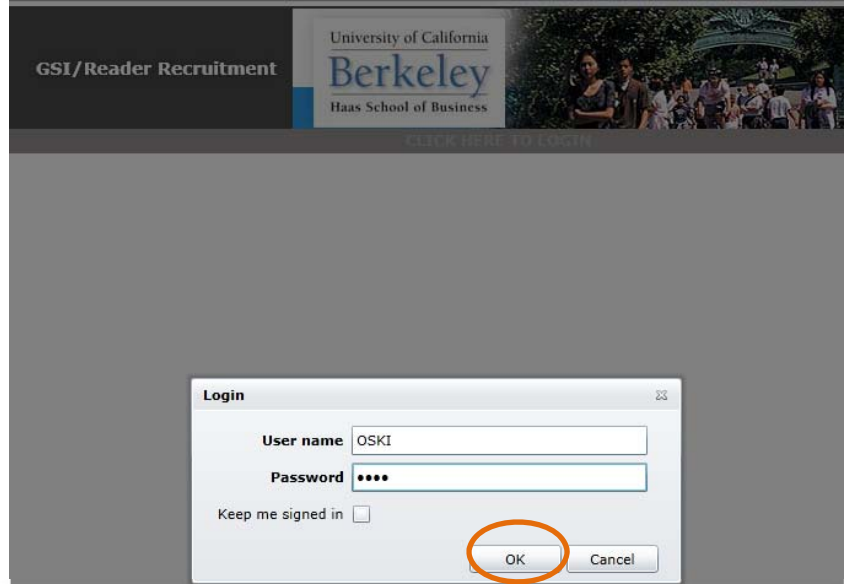
3. After logging in you will be brought to the Faculty Home Screen, as seen below. To view the submitted applications for your courses by filtering by semester and what program the course is in.


3a. To sort by semester, click the drop down menu next to "Choose a semester," select the appropriate semester, then click the "Change Semester" button

3b. You may wish to narrow your search further, by Program. As with the Semester Filter, please select the program and activate your selection by clicking the "Filter" button as shown in the inset.

**To Review Applications for Haas GSI & Reader Positions, continued.**

1. When you have found the appropriate courses, you will be able to view the individual candidates' materials. Begin by clicking the word "View" under the Applicants column for the candidate you wish to review. This will take you to the GSIs Applied By Lecture Section screen (please note that applicant names have been grayed out in this example to protect identities).
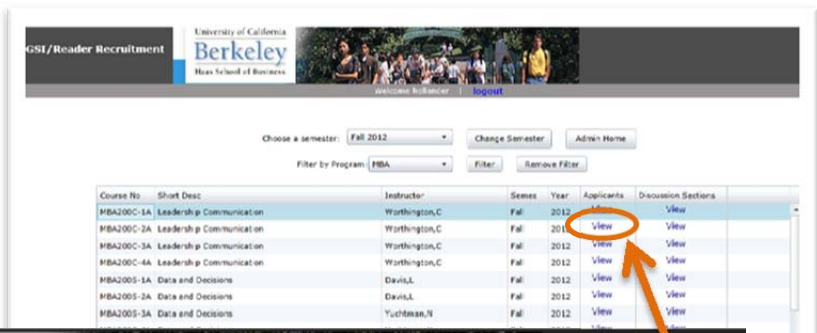
2. Click "View Info" to examine a candidate's materials

3. When ready to assign a candidate to a position,

- enter the appropriate course number and section under the Instructor Notes column
- Save your selection by clicking the "…" button under the "Save/Email" column on that same row.
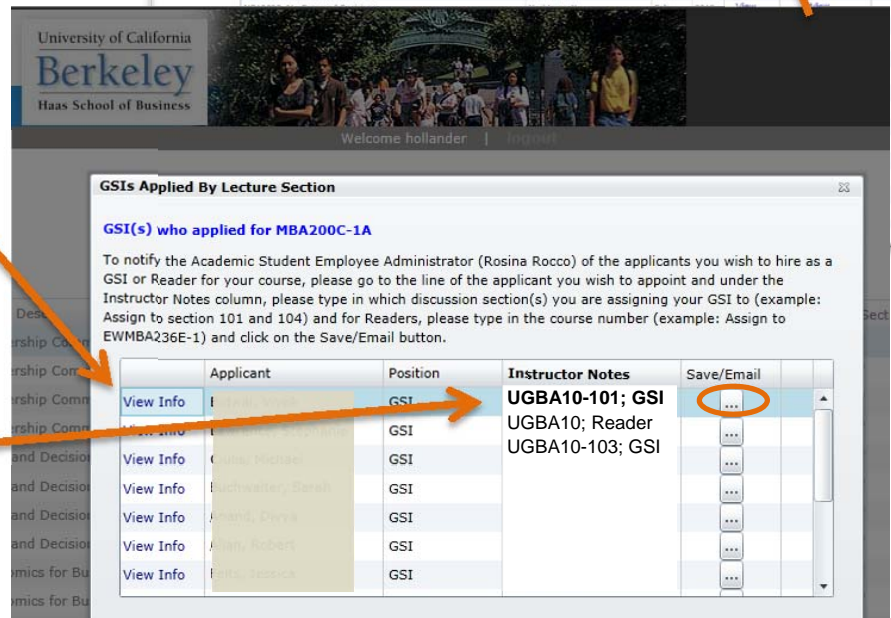
To view the discussion sections linked to your courses

Click on "View" on the course's row under the column "Discussion Sections".

After clicking "View" under the column "Discussion Sections" a window will appear where you may review the saved assignments. The information listed here is "read-only".
If you believe you are missing a section or assignment, please review the steps above, and/or consult with the ASE Administrator.