To Review Applications for Haas GSI & Reader Positions and Make Selections

1. Access the Haas Faculty GSI/Reader Recruitment website (https://gsirecruitment.haas.berkeley.edu/faculty)

2. You will log in using your CalNet ID and password and clicking “Sign In”

3. After logging in you will be brought to the Faculty Home Screen, as seen below. To view the submitted applications for your courses, you will need to filter by semester

Step 1 of 4: Select Semester

Welcome: [Name]

This application will guide you through the process of assigning GSIs and Readers, and with matching GSIs to your discussion sections and Readers to your lectures.

Hiring Instructions are advised to never make verbal promises to hire. Instead, hiring faculty can say, “An offer, if forthcoming, will be made in writing via an appointment notification letter.” This will help to avoid situations where an individual cannot be hired due to failure to meet eligibility requirements.

Please select a semester to work with: [Spring 2013]

A link to the Spring 2013 course schedule is available up top for your reference. It will remain available throughout your entire selection process.

Frequently asked questions

- Has my course been allocated funding for a GSI or Reader? (And, if not, how can I get one?)
- What is the hiring process and what are my responsibilities?
- What are the different ASE position duties and responsibilities?

For comments or questions, please email the ASE Administrator.
Faculty that have not been allocated a GSI and/or Reader will be notified with, “You currently do not have any GSI/Reader positions available for review”

3a. To sort by semester, click the drop down menu next to “Please select a semester to work with,” select the appropriate semester (only semesters that have allocations will be available for selection), then click the “Continue” button at the top of the page.
The **Step 2** page will display the course number, allotted position(s), and number of applicants.

4. To view an individual candidates’ application, click the “View/Select” button.

   ![View/Select button](image1)

   The **Applicants Page** will open showing the applicant(s) name and submit date.

4a. To view an individual’s online application, click the “view” button.

   ![View button](image2)
Page one of the individual applicant profile will open showing the candidates’ personal information, qualifications, employment status, and experience.

4b. To review an attached resume/CV and/or GSI evaluation score(s), click on the “Supporting data” button.

4c. To close the candidates’ application click the “Close” button
5. When ready to assign a candidate(s) to a position, click/check the box on the applicants row, under the “Select” column (you may also utilize the “Note*” field to record any information you may want to relay to the ASE Administrator).

5a. When you are finished selecting your candidates, click the “Save” button.

6. Next, click on the “Continue” button.

7. For faculty with lectures that also have formal/informal discussion sections, candidates selected as GSIs will need to be assigned to individual sections. Faculty with Reader allocations will have their selected candidates automatically assigned to the course lecture and will skip this section.

7a. To add a GSI to a section, click on the “Add/Remove GSI” button.
7b. Click on the arrow and the applicant(s) names will appear in the drop-down box. Select the name of the candidate you wish to assign to the section and then click on the “Save” button.

Step 4 of the GSI/Reader selection process allows faculty to review their final GSI/Reader selections and by this point an email notification has been sent to the ASE Administrator to begin the approval/hiring process.