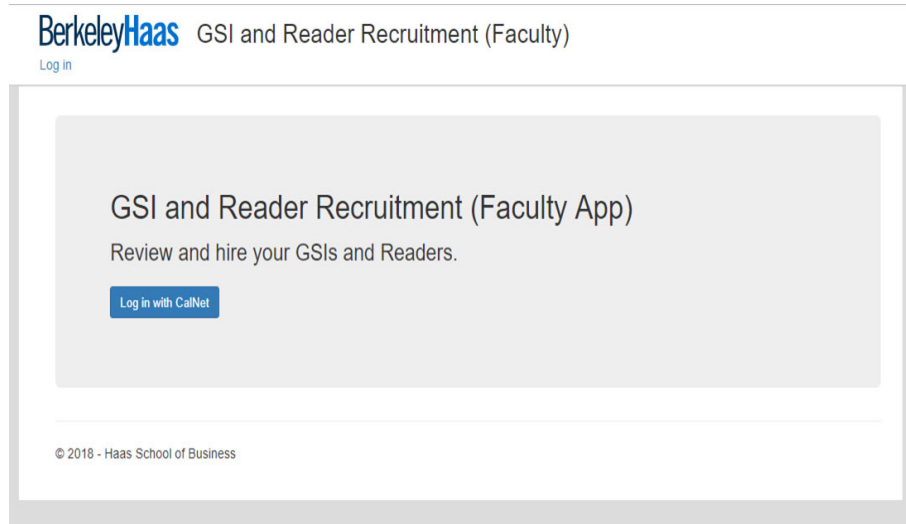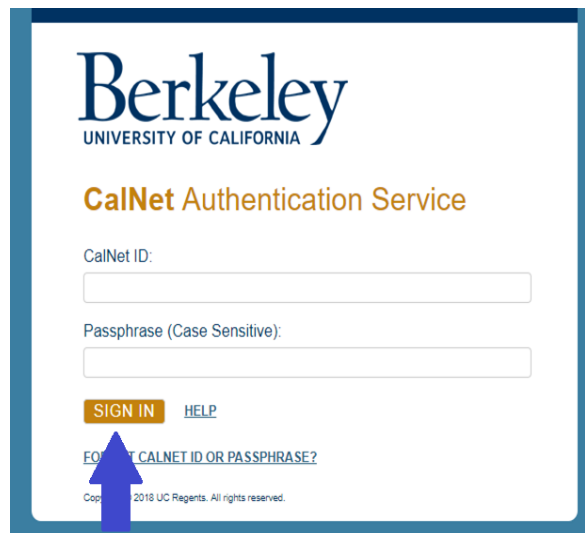# 'How-To' Manual for the *Haas Faculty GSI and Reader Recruitment Application:* For Reviewing Applicants and Processing GSI/Reader Selections

1. Access the *Haas Faculty GSI and Reader Recruitment Application* by going to: https://gsirecruitment.haas.berkeley.edu/Faculty/Home/Index

2. You will login using your CalNet ID and password and clicking on **'Sign In'**

3. After logging in, you will be brought to the *Summary Page*, of the Haas Faculty GSI and Reader Application. This page will detail the hiring semester/year, your allocated position(s), and the number of discussion sections your GSI(s) need to be assigned to.

GSI and Reader Summary Page

Welcome

This application provides a tool for you to hire GSIs and Readers, and to match GSIs to your discussion sections and Readers to your lectures. Click here for more information, including a **FAQ** and where to go for help with this process.

Note: Hiring Instructors 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.

Fall 2016

Click here to review and select applicants

Course / Position	Hiring Summary			Summary of GSI Discussion Section Assignments		
	Positions Available	Applicants Selected	Current Status	Discussion Sections	Assigned Discussion Sections	Current Status
UGBA131-1 (GSI at 25.00%)	1	0	IN PROGRESS	1	0	IN PROGRESS

3a. Faculty that have not been allocated a GSI/Reader position, will be notified with, "You currently do not have any GSI/Reader positions available for review."

BerkeleyHaas GSI and Reader Recruitment (Faculty)

Hello   Log off

GSI and Reader Summary Page

Welcome

This application provides a tool for you to hire GSIs and Readers, and to match GSIs to your discussion sections and Readers to your lectures. Click here for more information, including a **FAQ** and where to go for help with this process.

Note: Hiring Instructors 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.

You currently do not have any GSI/Reader positions available for review

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4. To review the submitted applications for your GSI/Reader position and to create a ***Job Description*** for your position, click on **'here'**

GSI and Reader Summary Page

Welcome

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Note: [Hirin]g Instructors 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 a[ppointme]nt notification letter." This will help to avoid situations where an individual cannot be hired due to failure to meet eligibility requirements.

Fall 2016

Click here to review and select applicants

	Hiring Summary			Summary of GSI Discussion Section Assignments		
Course / Position	Positions Available	Applicants Selected	Current Status	Discussion Sections	Assigned Discussion Sections	Current Status
UGBA131-1 (GSI at 25.00%)	1	0	**IN PROGRESS**	1	0	**IN PROGRESS**

This will bring you to the ***Details Page*** of the **Haas Faculty GSI and Reader Application**

BerkeleyHaas GSI and Reader Recruitment (Faculty)

Hello   Log off

GSI and Reader Recruitment Detail Page

Use this page to review and hire applicants for your GSI and Reader positions.

[<< Return to summary page]

Fall 2016   course catalog

UGBA131-1
Corporate Finance and Financial Statement Analysis
Instructor(s):   , Group: **FIN** , Semester: **Fall 2016**

1 GSI at 25.00% (170 hrs each) GSI job description	Step 1: Select 1 applicant(s) to fill this allocation Status: **IN PROGRESS**	Step 2: Assign selected applicants to discussion sections (GSI only) Status: **IN PROGRESS**
	0 of 17 applicants hired. view applicants	UGBA131-101 (Dis) **No GSIs selected yet**

5. To create a *Job Description* for your GSI/Reader position, click on '**GSI/Reader job description**'

The GSI/Reader *Job Duties* screen will pop up and you will be able to indicate which duties you will assign to your GSI/Reader and how many hours per week each duty will take.

5a. After you have clicked on the boxes next to the duties you will be assigning and entered the number of hours associated with each assigned task, you can also add any additional comments in the ***Additional Comments for Applicants (1000 characters maximum)*** box (this is a good place to communicate the professional/academic background a well-qualified applicant should have, as well as any needed skillset).

5b. When you are finished creating your ***GSI/Reader Job Description***, click on the <mark>**'Save and Close'**</mark> button, to be returned to the ***Details Page***.

6. To view submitted applications from interested candidates that have applied for your GSI/Reader position, click on '**view applicants**' on the *Details Page*.

6a. A list of all your current applicants will be displayed

6b. You will be able to view the candidates individual application details by clicking on their name.

6c. When you click on an individual applicant's name, their specific online application will pop up.

6d. To review additional application information, including evaluation scores and attached resumes/CVs, click on 'Additional Info'.

6e. Once you have reviewed your candidates, to select the applicant you wish to hire, click on the box next to '**Hire?**' and then click on the '***Save and Close***' button.

The selected candidate will appear in the *Hired Applicants* box.

GSI and Reader Recruitment Detail Page

Use this page to review and hire applicants for your GSI and Reader positions.

<< Return to summary page

Spring 2019   course catalog

UGBA131-1
Corporate Finance and Financial Statement Analysis
Instructor(s):████████Group: **FIN** , Semester: **Spring 2019**

1 GSI at 25.00% (170 hrs each) GSI job description	Step 1: Select 1 applicant(s) to fill this allocation Status: **COMPLETE!**			Step 2: Assign selected applicants to discussion sections (GSI only) Status: **IN PROGRESS**	
	1 of 3 applicants hired. view applicants			UGBA131-101 (Dis) *GSI Not Yet Assigned* Assign GSI to Section	
	Hired Applicants	**Submit Date**	**Hired**		
	Bear, Oski	10/12/2018	**Yes**		
	Other Applicants	**Submit Date**	**Hired**		
	Avacado, Haas	10/12/2018	No		
	State, Golden	10/12/2018	No		

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6f. To collapse the list of applicant names, just re-click on '**view applicants**'.

GSI and Reader Recruitment Detail Page

Use this page to review and hire applicants for your GSI and Reader positions.

<< Return to summary page

Spring 2019   course catalog

UGBA131-1
Corporate Finance and Financial Statement Analysis
Instructor(s):████████Group: **FIN** , Semester: **Spring 2019**

1 GSI at 25.00% (170 hrs each) GSI job description	Step 1: Select 1 applicant(s) to ██ ██is allocation Status: **COMPLETE!**			Step 2: Assign selected applicants to discussion sections (GSI only) Status: **IN PROGRESS**	
	1 of 3 applicants hired. view applicants			UGBA131-101 (Dis) *GSI Not Yet Assigned* Assign GSI to Section	
	Hired Applicants	**Submit Date**	**Hired**		
	Bear, Oski	10/12/2018	**Yes**		
	Other Applicants	**Submit Date**	**Hired**		
	Avacado, Haas	10/12/2018	No		
	State, Golden	10/12/2018	No		

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7. For hiring faculty that have a GSI allocation and courses with formal discussion sections, you will need to assign your discussion section(s) to your GSI(s). For this step, please click on '**Assign GSI to Section**', on the *Detail Page*. **(Hiring faculty with only Reader allocations and faculty with GSI allocations but no formal discussion sections, please skip to step 8 on page 12.**

The GSI Match box will pop up and will allow you to assign your selected GSI(s) to each of your formal discussion sections.
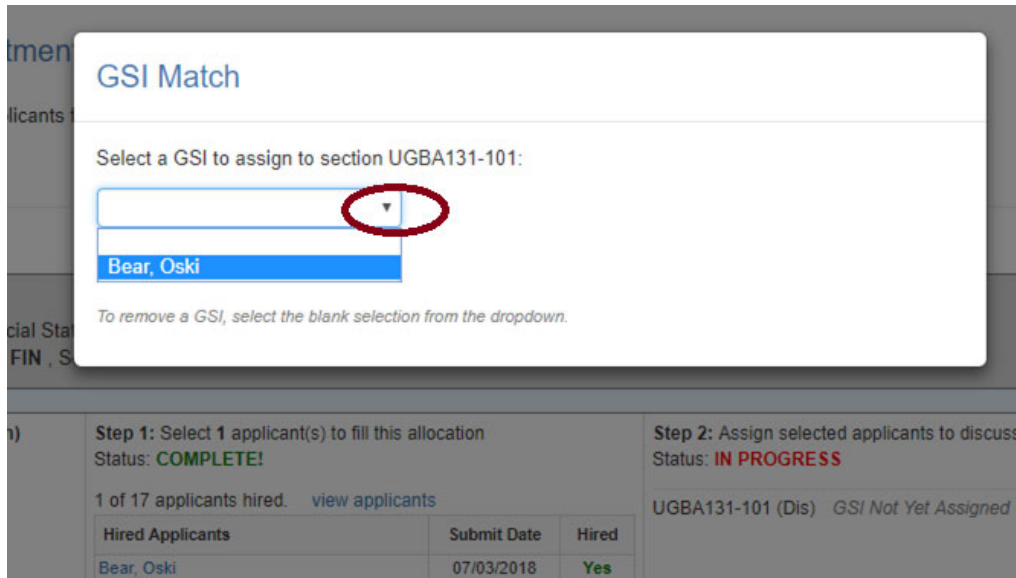
7a. To assign your GSI to your discussion section(s), click on the arrow.

7b. Click on the name of the GSI you will assign to each discussion section and when you are finished, click the '**Save**' button.

8. You will return to the *GSI and Reader Recruitment Detail Page* and you will see a **Complete!** For each step you have completed.

8a. Once you have selected all your GSI/Reader candidates and assigned them to their discussion sections, click on the '**Return to summary page**' button, which will bring you back to the *GSI and Reader Recruitment Summary Page*.

8b. Please review your GSI/Reader hires, to confirm you have selected the right individuals and assigned your GSI(s) to the right discussion section.

GSI and Reader Summary Page

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Note: Hiring Instructors 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.

Fall 2016
Click here to review and select applicants

Course / Position	Hiring Summary			Summary of GSI Discussion Section Assignments		
	Positions Available	Applicants Selected	Current Status	Discussion Sections	Assigned Discussion Sections	Current Status
UGBA131-1 (GSI at 25.00%)	1	1 Bear, Oski	COMPLETE!	1	1	COMPLETE!

9. Once you have selected your candidates, a report will be sent to the ***Academic Student Employee Administrator*** on the following day, relaying that you have selected your GSI/Reader candidate, and the hiring process will then begin. It generally takes 3-5 business days for the ASE Administrator to run the eligibility check and forward the letter of appointment to the selected individual.

Please be reminded that hiring instructors are advised to <u>never</u> 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 a failure to meet the Graduate Division eligibility requirements.

10. Please remember to click on 'Log off' once you are finished.

BerkeleyHaas GSI and Reader Recruitment (Faculty)

Hello   Log off

GSI and Reader Summary Page

Welcome

This application provides a tool for you to hire GSIs and Readers, and to match GSIs to your discussion sections and Readers to your lectures. Click here for more information, including a **FAQ** and where to go for help with this process.

Note: Hiring Instructors 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.
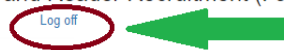
Fall 2016
Click here to review and select applicants

Course / Position	Hiring Summary			Summary of GSI Discussion Section Assignments		
	Positions Available	Applicants Selected	Current Status	Discussion Sections	Assigned Discussion Sections	Current Status
UGBA131-1 (GSI at 25.00%)	1	1 Bear, Oski	COMPLETE!	1	1	COMPLETE!