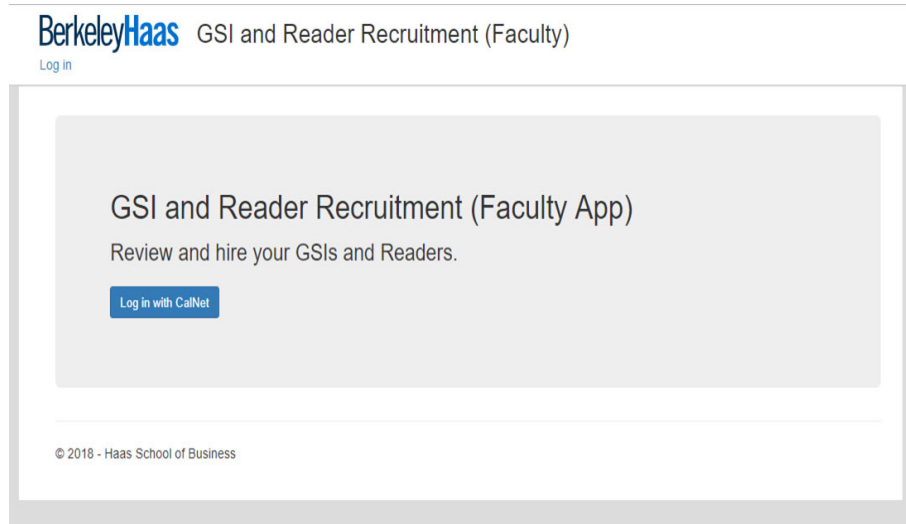
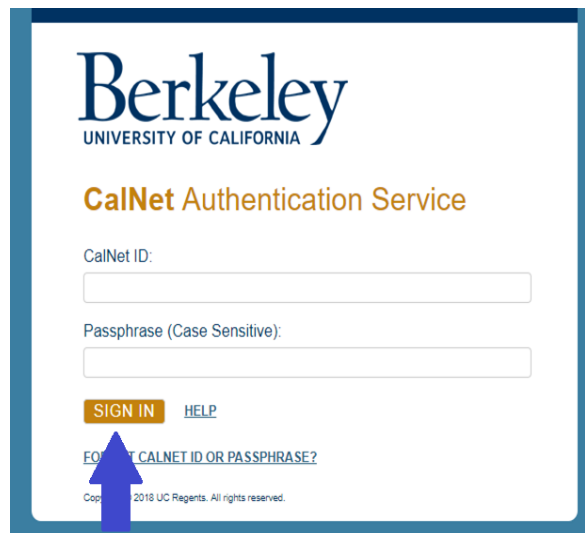


## **'How-To' Manual for the *Haas Faculty GSI and Reader Recruitment Application:*** **For Reviewing Applicants and Processing GSI/Reader Selections**

1. Access the [Haas Faculty GSI and Reader Recruitment Application](https://gsirecruitment.haas.berkeley.edu/Faculty/Home/Index) 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

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

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 offer 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

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](#)

<b>UGBA131-1</b> Corporate Finance and Financial Statement Analysis Instructor(s): <span style="background-color: black; color: black;">XXXXXXXXXX</span> Group: <b>FIN</b> , Semester: <b>Fall 2016</b>		
<b>1 GSI at 25.00% (170 hrs each)</b> <a href="#">GSI job description</a>	<b>Step 1:</b> Select 1 applicant(s) to fill this allocation Status: <b>IN PROGRESS</b> 0 of 17 applicants hired. <a href="#">view applicants</a>	<b>Step 2:</b> Assign selected applicants to discussion sections (GSI only) Status: <b>IN PROGRESS</b> UGBA131-101 (Dis) <b>No GSIs selected yet</b>

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

### 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](#)

<b>UGBA131-1</b> Corporate Finance and Financial Statement Analysis Instructor(s): [REDACTED], Group: FIN, Semester: Fall 2016		
<b>1 GSI at 25.00% (170 hrs each)</b> <a href="#">GSI job description</a>	<b>Step 1: Select 1 applicant(s) to fill this allocation</b> Status: <b>IN PROGRESS</b> 0 of 17 applicants hired. <a href="#">view applicants</a>	<b>Step 2: Assign selected applicants to discussion sections (GSI only)</b> Status: <b>IN PROGRESS</b> UGBA131-101 (Dis) No GSIs selected yet

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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.

GSI and Reader Recruitment (Faculty)

### GSI Job Duties

Job duty	Is required?	Hrs/Wk
Will attend lectures	<input type="checkbox"/>	0.00
Will lead discussion sections	<input type="checkbox"/>	0.00
Will need to prepare for class	<input type="checkbox"/>	0.00
Will hold office hours every day	<input type="checkbox"/>	0.00
Will meet with the course instructor each wk	<input type="checkbox"/>	0.00
Will be assigned grading duties	<input type="checkbox"/>	0.00
Will proctor exams	<input type="checkbox"/>	0.00
Will perform individual/group tutoring	<input type="checkbox"/>	0.00
Will have class/faculty visits	<input type="checkbox"/>	0.00
Will maintain/submit student grades	<input type="checkbox"/>	0.00
Will perform other tasks (details below)	<input type="checkbox"/>	0.00
Will attend class someplace other than UCB	<input type="checkbox"/>	0.00

Total hours for this period: 0.00

Additional Comments for Applicants (1000 characters maximum):

[Save and Close](#) [Cancel](#)

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).

**GSI and Reader Recruitment (Faculty)**

**GSI Job Duties**

Job duty	Is required?	Hrs/Wk
Will attend lectures	<input type="checkbox"/>	0.00
Will lead discussion sections	<input checked="" type="checkbox"/>	3.00
Will need to prepare for class	<input checked="" type="checkbox"/>	1.00
Will hold office hours every day	<input checked="" type="checkbox"/>	1.50
Will meet with the course instructor each wk	<input checked="" type="checkbox"/>	0.50
Will be assigned grading duties	<input checked="" type="checkbox"/>	2.00
Will proctor exams	<input checked="" type="checkbox"/>	0.25
Will perform individual/group tutoring	<input type="checkbox"/>	0.00
Will have class/faculty visits	<input checked="" type="checkbox"/>	0.50
Will maintain/submit student grades	<input checked="" type="checkbox"/>	0.50
Will perform other tasks (details below)	<input checked="" type="checkbox"/>	0.75
Will attend class someplace other than UCB	<input type="checkbox"/>	0.00

Total hours for this period: **170.00**

Additional Comments for Applicants (1000 characters maximum):

An ideal candidate will have already taken UGBA131-1, and be familiar with the course content.

[Save and Close](#) [Cancel](#)


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

Will have class/faculty visits	<input checked="" type="checkbox"/>	0.50
Will maintain/submit student grades	<input checked="" type="checkbox"/>	0.50
Will perform other tasks (details below)	<input checked="" type="checkbox"/>	0.75
Will attend class someplace other than UCB	<input type="checkbox"/>	0.00

Total hours for this period: **170.00**

Additional Comments for Applicants (1000 characters maximum):

An ideal candidate will have already taken UGBA131-1, and be familiar with the course content.



[Save and Close](#) [Cancel](#)

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

### 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](#)

<b>UGBA131-1</b> Corporate Finance and Financial Statement Analysis Instructor(s): [REDACTED] Group: <b>FIN</b> , Semester: <b>Fall 2016</b>		
<b>1 GSI at 25.00% (170 hrs each)</b> <a href="#">GSI job description</a>	<b>Step 1: Select 1 applicant(s) to fill this allocation</b> Status: <b>IN PROGRESS</b> 0 of 17 applicants hired <a href="#">view applicants</a>	<b>Step 2: Assign selected applicants to discussion sections</b> Status: <b>IN PROGRESS</b> UGBA131-101 (Dis) No GSIs selected yet

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

### 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](#)

<b>UGBA131-1</b> Corporate Finance and Financial Statement Analysis Instructor(s): [REDACTED] Group: <b>FIN</b> , Semester: <b>Spring 2019</b>																	
<b>1 GSI at 25.00% (170 hrs each)</b> <a href="#">GSI job description</a>	<b>Step 1: Select 1 applicant(s) to fill this allocation</b> Status: <b>IN PROGRESS</b> 0 of 3 applicants hired. <a href="#">view applicants</a> <table><thead><tr><th>Hired Applicants</th><th>Submit Date</th><th>Hired</th></tr></thead><tbody><tr><td>Other Applicants</td><td></td><td></td></tr><tr><td>Avacado, Haas</td><td>10/12/2018</td><td>No</td></tr><tr><td>Bear, Oski</td><td>10/12/2018</td><td>No</td></tr><tr><td>State, Golden</td><td>10/12/2018</td><td>No</td></tr></tbody></table>	Hired Applicants	Submit Date	Hired	Other Applicants			Avacado, Haas	10/12/2018	No	Bear, Oski	10/12/2018	No	State, Golden	10/12/2018	No	<b>Step 2: Assign selected applicants to discussion sections (GSI only)</b> Status: <b>IN PROGRESS</b> UGBA131-101 (Dis) No GSIs selected yet
Hired Applicants	Submit Date	Hired															
Other Applicants																	
Avacado, Haas	10/12/2018	No															
Bear, Oski	10/12/2018	No															
State, Golden	10/12/2018	No															

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

**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: [REDACTED] 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: **IN PROGRESS**  
0 of 3 applicants hired. [view applicants](#)

Hired Applicants	Submit Date	Hired
<b>Other Applicants</b>		
<a href="#">Avasado, Haas</a>	10/12/2018	No
<a href="#">Bear, Oski</a>	10/12/2018	No
<a href="#">State, Golden</a>	10/12/2018	No

**Step 2: Assign selected applicants to discussion sections (GSI only)**  
Status: **IN PROGRESS**  
UGBA131-101 (Dis) **No GSIs selected yet**

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

**Bear, Oski**

[Profile](#) [Additional Info](#)

**Employee information**

Student ID: 0000000001  
DOB: 01/01/1900  
Submit date: 7/3/2018 10:43:13 AM  
Email: @haas.berkeley.edu  
Telephone: 510-642-0004  
Gender: Male  
Citizenship/visa: US Citizen  
CA residence: Yes  
Alt email:  
Alt phone:

**Employment status**

Previous UCB empl. No  
Prev. UCB dept.  
Currently UCB empl. No  
Current UCB dept.  
Current empl. exceed 50%. No  
Previous GSI No

**Qualifications**

Department: Haas  
Degree program: Other  
Cumulative units: 100.00  
Cum. GPA: 4  
Cum. # Incompletes: 0  
English 1st language: Yes  
Taken TSE/SPEAK or OPT: No  
OPT score: 0

**Consent and verification**

Registered UC student during application semester. No  
Reviewed requirements: Yes  
Agree with policies: Yes  
Agree release contact info: Yes

Hire? ☐

Note:

Notes are not visible to applicants and are not used in reporting. 100 characters max.

[Save and Close](#) [Cancel](#)

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

Bear, Oski

Profile **Additional Info**

**Employee information**

Student ID	0000000001
DOB	01/01/1900
Submit date	7/3/2018 10:43:13 AM
Email	@haas.berkeley.edu
Telephone	510-642-0004
Gender	Male
Citizenship/visa	US Citizen
CA residence.	Yes
Alt email	
Alt phone	

**Employment status**

Previous UCB empl.	No
Prev. UCB dept	
Currently UCB empl.	No
Current UCB dept.	
Current empl. exceed 50%.	No
Previous GSI	No

**Qualifications**

Department	Haas
Degree program	Other
Cumulative units	100.00
Cumu. GPA	4
Cum. # Incompletes	0
English 1st language.	Yes
Taken TSE/SPEAK or OPT.	No
OPT score	0

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.

**Employment status**

Previous UCB empl.	No
Prev. UCB dept	
Currently UCB empl.	No
Current UCB dept.	
Current empl. exceed 50%.	No
Previous GSI	No

**Qualifications**

Department	Haas
Degree program	Other
Cumulative units	100.00
Cumu. GPA	4
Cum. # Incompletes	0
English 1st language.	Yes
Taken TSE/SPEAK or OPT.	No
OPT score	0

**Consent and verification**

Registered UC student during application semester.	No
Reviewed requirements	Yes
Agree with policies	Yes
Release contact info	Yes

**Hire?** ☒

Notes are not visible to applicants and are not used in reporting. 100 characters max.

**Save and Close** **Cancel**



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) [REDACTED] 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!**

1 of 3 applicants hired. [view applicants](#)

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

Step 2: Assign selected applicants to discussion sections (GSI only)  
Status: **IN PROGRESS**

UGBA131-101 (Dis) [GSI Not Yet Assigned](#) [Assign GSI to Section](#)

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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) [REDACTED] 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!**

1 of 3 applicants hired. [view applicants](#)

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

Step 2: Assign selected applicants to discussion sections (GSI only)  
Status: **IN PROGRESS**

UGBA131-101 (Dis) [GSI Not Yet Assigned](#) [Assign GSI to Section](#)

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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.)

Statement Analysis  
Semester: Fall 2016

**Step 1:** Select 1 applicant(s) to fill this allocation  
Status: **COMPLETE!**

1 of 17 applicants hired. [view applicants](#)

Hired Applicants	Submit Date	Hired
Bear, Oski	07/03/2018	Yes

**Step 2:** Assign selected applicants to discussion sections (GSI only)  
Status: **IN PROGRESS**

UGBA131-101 (Dis) GSI Not Yet Assigned [Assign GSI to Section](#)

The GSI Match box will pop up and will allow you to assign your selected GSI(s) to each of your formal discussion sections.

Recruitment

hire applicants

og

nd Financial Sta

Group: FIN, S

0 hrs each)

**Step 1:** Select 1 applicant(s) to fill this allocation  
Status: **COMPLETE!**

**Step 2:** Assign selected applicants to discussion  
Status: **IN PROGRESS**

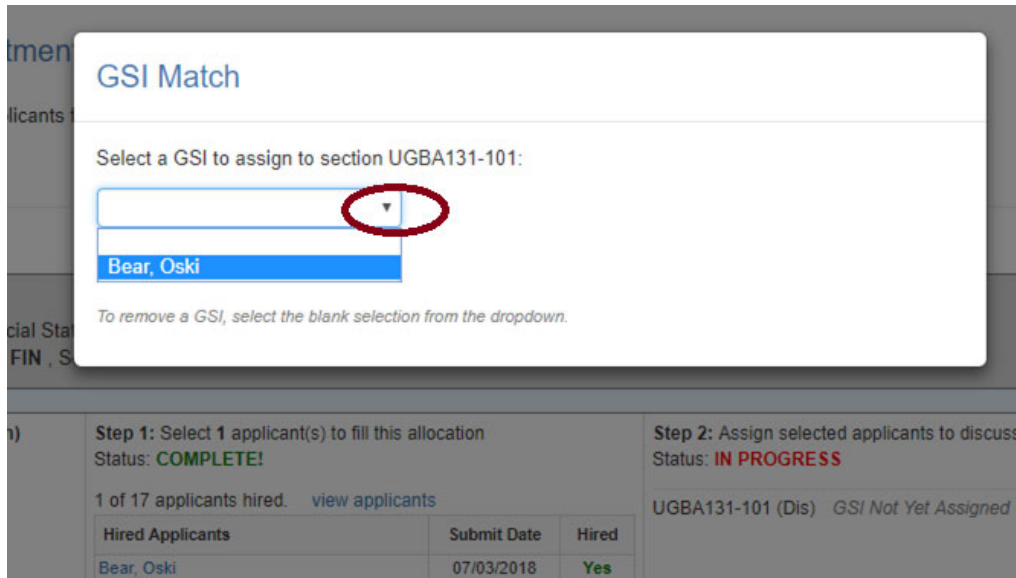
**GSI Match**

Select a GSI to assign to section UGBA131-101:

[Save](#) [Cancel](#)

To remove a GSI, select the blank selection from the dropdown.

7a. To assign your GSI to your discussion section(s), click on the arrow.



**GSI Match**

Select a GSI to assign to section UGBA131-101:

*To remove a GSI, select the blank selection from the dropdown.*

**Step 1: Select 1 applicant(s) to fill this allocation**  
Status: **COMPLETE!**  
1 of 17 applicants hired. [view applicants](#)

Hired Applicants	Submit Date	Hired
Bear, Oski	07/03/2018	Yes

**Step 2: Assign selected applicants to discussion section(s)**  
Status: **IN PROGRESS**  
UGBA131-101 (Dis) GSI Not Yet Assigned

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



**GSI Match**

Select a GSI to assign to section UGBA131-101:

**Save** **Cancel**

*To remove a GSI, select the blank selection from the dropdown.*

**Step 1: Select 1 applicant(s) to fill this allocation**  
Status: **COMPLETE!**  
1 of 17 applicants hired. [view applicants](#)

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

**GSI and Reader Recruitment Detail Page**

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

[<< Return to summary page](#)

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**Fall 2016** [course catalog](#)

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

<b>1 GSI at 25.00% (170 hrs each)</b> <a href="#">GSI job description</a>	<b>Step 1:</b> Select 1 applicant(s) to fill this allocation Status: <b>COMPLETE!</b> 1 of 17 applicants hired. <a href="#">view applicants</a>	<b>Step 2:</b> Assign selected applicants to discussion sections (GSI only) Status: <b>COMPLETE!</b> UGBA131-101 (Dis) is matched with <b>Bear, Oski</b> <a href="#">change</a>
--	---	---

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- 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**.

**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) [REDACTED] Group: **FIN**, Semester: **Fall 2016**

<b>1 GSI at 25.00% (170 hrs each)</b> <a href="#">GSI job description</a>	<b>Step 1:</b> Select 1 applicant(s) to fill this allocation Status: <b>COMPLETE!</b> 1 of 17 applicants hired. <a href="#">view applicants</a>	<b>Step 2:</b> Assign selected applicants to discussion sections (GSI only) Status: <b>COMPLETE!</b> UGBA131-101 (Dis) is matched with <b>Bear, Oski</b> <a href="#">change</a>
--	---	---

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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

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

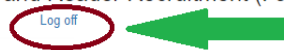
Course / Position	Hiring Summary			Summary of GSI Discussion Section Assignments		
	Positions Available	Applicants Selected	Current Status	Discussion Sections	Assigned Discussion Sections	Current Status
UGBA131-1 (GSI at 25.00%)	1	1 Bear, Oski	COMPLETE!	1	1	COMPLETE!

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 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 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!