‘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

<table>
<thead>
<tr>
<th>Course / Position</th>
<th>Positions Available</th>
<th>Applicants Selected</th>
<th>Current Status</th>
<th>Discussion Sections</th>
<th>Assigned Discussion Sections</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGBA 4031 (GSI at 25.00%)</td>
<td>1</td>
<td>0</td>
<td>IN PROGRESS</td>
<td>1</td>
<td>0</td>
<td>IN PROGRESS</td>
</tr>
</tbody>
</table>

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

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

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<tbody>
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<td>0</td>
<td>IN PROGRESS</td>
<td>1</td>
<td>0</td>
<td>IN PROGRESS</td>
</tr>
</tbody>
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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 **Save and Close** 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.

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

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.