

# AHIRE Quick Reference Card: Reviewers

## ACCESSING THE ACADEMIC HIRING APPLICATION

1. Log into the AHA Application at:  
<https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending upon your role you will see either all listings or just listings for your department.
3. If you see no listings, click 'Show Only My Listings.'

## REVIEWERS FOR A LISTING

### 1. Listing Page

(a) A reviewer has view-only access to individual listings for which they have been granted 'Reviewer' permissions. Reviewers may set up filters based on position, owning department, department, status, create date, expiration date, posting date, keyword or listing status (new, approved, disapproved, pending approval or closed).

(b) Listings may be sorted by requisition number, position, department, applications, posting date, expiration date or status.

### 2. Listing Details

(a) Click on a listing in blue under the position column. Here you may view the details of the listing and create sort lists. The listing is now displayed with tabs. Select the 'Sort Lists' tab to create a list to assist in grouping applications and narrowing your search.

(b) To add a sort list click 'Add Sort List.' The 'Label' for the list (required) may be whatever you choose that will most effectively allow you to sort applicants. The 'Description' (required) will be an explanation of your 'Label.' 'Sort Order' (required) is an integer number in which order the list will sort; this is particularly useful if you create multiple labels.

(c) Once you create a sort list you may edit or delete it by clicking 'Edit' on the sort tab or 'Delete'.

(d) To move an applicant to a specific list, click on the + symbol to the left of the applicant name and drag to the specified sort list tab.

(e) To remove an applicant from a specific list, click on the list the applicant is to be removed from, click on the 'minus' sign to the left of the applicant's name.

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**Click toggle filters to set up specific filters**

**Click applications in blue to view applicants**

**Click position in blue to view listing details**

**Click any arrow to sort any column by that category**

**Click sort lists**

**Sort lists**

**Add sort list**

**Edit or Delete**

**Enter Label**

**Enter Description**

**Restrict to Posting Admin**

**Enter sort order**

**Save or Cancel**

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-CHM-00002	Assistant Professor	Chemistry	2 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Label	App Count	Posting Admin Only	
Biochemistry		No	Edit Delete...
Favorites	1	No	Edit Delete...
Top 10	1	No	Edit Delete...

Form fields:

- Label \*
- Description \*
- Posting Admin Only
- Sort Order \*
- Save Cancel



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## REVIEWERS FOR A LISTING (CONTINUED)

### 3. Viewing Applicants

(a) From the listings page, click on the blue numbered 'Applications' link under the 'Applications' column.

(b) You may toggle filters of the search if desired. Click 'Toggle Filters' to search or sort on first name, last name, area of interest, PhD institution, affiliated institution, min rating, max rating, disposition, or status. Enter information into the options and click 'Search.'

(c) You may also click a letter to return applicants with a last name beginning with that letter.

(d) You can download all zip file of applicant documents by clicking 'Download Zip' or 'Export to Excel.'

(e) To sort Applicants by last name, first name, area of interest, secondary area of interest, rating and modified date, please click on the arrow next to the specific column title.

(f) Select individual applicants or select all to 'Apply Dispositions by Batch,' if choosing to change status of an applicant. Choose a disposition from the drop down, then click 'Apply'

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The screenshot shows the AHIRE application review interface. At the top, there are navigation tabs: All, Short List, Biochemistry, Favorites, Top 10, Inactive, and My Favorites. A search bar is present with a 'Go' button and 'Export to Excel' and 'Download Zip' buttons. Below the search bar is a 'Toggle Filters' button and a 'Quick Search' input field. A row of letters (A-Z) is used for filtering applicants by last name. A table displays two applicants: Tucker, Scott and Walsh, Victoria. The table has columns for Last Name, First Name, Area of Interest, Secondary Area of Interest, References, Rating, and Modified Date. Below the table is a 'Select All' checkbox, a '- Select Action -' dropdown, a 'Submit' button, and an 'Apply Dispositions By Batch' button. Annotations with orange arrows point to various elements: 'Enter a keyword to do a search then click 'Go'' points to the search bar; 'Toggle filters' points to the 'Toggle Filters' button; 'Export to Excel or download zip files' points to the 'Export to Excel' and 'Download Zip' buttons; 'Click a letter to return applicants by last name beginning with that letter' points to the letter 'E'; 'Click arrow to sort any field' points to the sort arrows in the table headers; 'Click plus sign to drag and add to a sort list' points to the plus sign in the 'Walsh' row; 'Click select all or individual applicants to apply dispositions by batch' points to the 'Submit' button; and 'To remove an applicant from a sort list click on the list to be removed. Click the minus sign to remove' points to the minus sign in the 'Walsh' row.

Enter a keyword to do a search then click 'Go'

Toggle Filters

Quick Search

Go

Export to Excel

Download Zip

Export to Excel or download zip files

Click a letter to return applicants by last name beginning with that letter

Click arrow to sort any field

Click plus sign to drag and add to a sort list

Click select all or individual applicants to apply dispositions by batch

To remove an applicant from a sort list click on the list to be removed. Click the minus sign to remove

Last Name	First Name	Area of Interest	Secondary Area of Interest	References	Rating	Modified Date
Tucker	Scott	Writing	Inorganic Chemistry	1 / 2		10/21/2016
Walsh	Victoria	Teaching	Organic Chemistry	1 / 2		11/02/2016



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## REVIEWERS FOR A LISTING (CONTINUED)

### 4. Individual Application Page

(a) Click on the name of an individual applicant to view the applicant data.

(b) Update Ratings – If the department administrator enables ratings for the listing you would apply a rating for each category, and then click 'Save Ratings.'

(c) Use check boxes to control which list an applicant is part of. Check the box next to the list, click 'Save.'

(d) Add or remove from 'Favorites' list, by clicking 'Add to Favorite List;' to remove, click 'Remove from Favorite List.'

(e) To download a combined PDF or individual documents scroll down to 'Documents' and click 'Combined PDF' or 'Individual Documents.'

(f) To enter or view comments if enabled by the department administrator when the listing was created, click on the 'Comments' tab to view and enter comments by reviewers. They will be visible to all reviewers unless they were chosen to be hidden upon listing creation.

The screenshot shows the AHIRE application page with several tabs at the top: View, Edit, Admin, Activity Logs, Viewed By Logs, Comments, and Email Messages. The 'Comments' tab is highlighted with an orange arrow and the text 'Click to add or view comments'.

Below the tabs, there are two main sections: 'Rating' and 'Lists'.

**Rating Section:** It has two sub-sections: 'Your Ratings' and 'Average Ratings'. Under 'Your Ratings', there are four categories: Research, Teaching, Mentoring, and Diversity. Each category has a star rating system (1-5 stars) and a minus sign to the left. An orange arrow points to the Research category with the text 'Enter ratings (categories are set when creating the listing)'. Below the categories are two green buttons: 'Save Ratings' and 'Remove from Favorite List'. An orange arrow points to the 'Save Ratings' button with the text 'Save ratings'.

**Lists Section:** It has a heading 'Lists' and a sub-heading 'Use these checkboxes to control what lists the application is part of.' There are three checkboxes: 'Biochemistry' (checked), 'Favorites' (unchecked), and 'Top 10' (checked). An orange arrow points to the 'Favorites' checkbox with the text 'Manage lists'. Below the checkboxes is a green 'Save' button. An orange arrow points to the 'Save' button with the text 'Click save'.

**Documents Section:** It has a heading 'Documents' and two options: 'Combined PDF' and 'Individual Documents (in zip format)'. An orange arrow points to the 'Combined PDF' option with the text 'Download documents'.

**Application Documents Section:** It has a heading 'Application Documents:' and three options: 'Cover Letter', 'Statement of Research Interest', and 'Publications List'. Each option has a download icon and a share icon. An orange arrow points to the 'Statement of Research Interest' option with the text 'Download documents'.

