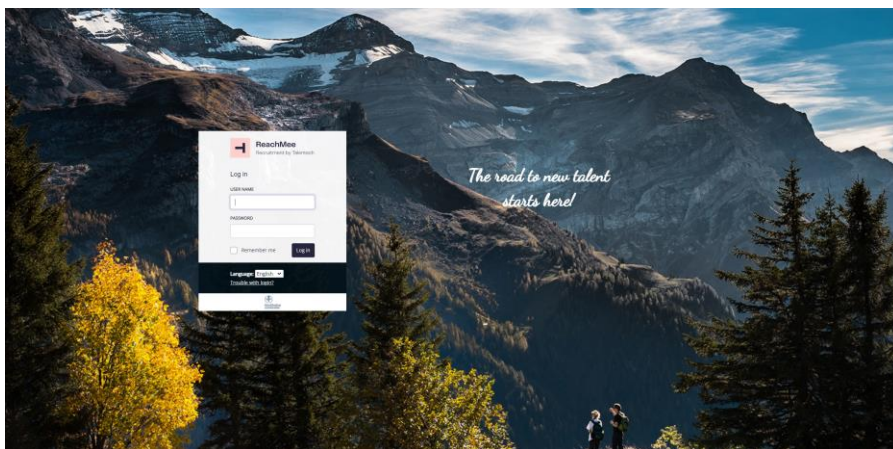


User manual for participants and experts – ReachMee 9

When participating in a recruitment you will have access to application documents and personal information regarding the candidates. Please don't share this information with others not involved in the recruitment process and remember to delete downloaded files and destroy printed documents when the recruitment process is over.

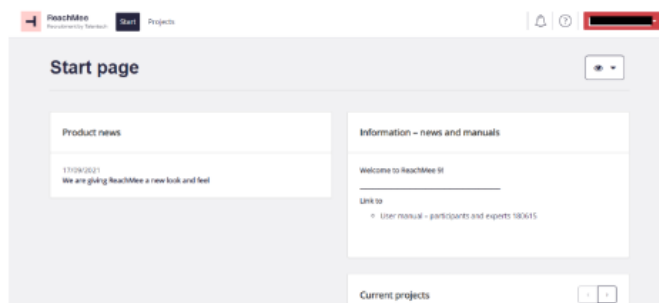
1. LOGIN PAGE



External participants and experts log in via <https://site201.reachmee.com/su/login.html#!?lang=UK> and type in the username and password sent by the recruitment administrator.

Stockholm University personnel log in with their university account (SUKAT-konto) via <https://comserver.reachmee.com/su/>.

2. START PAGE

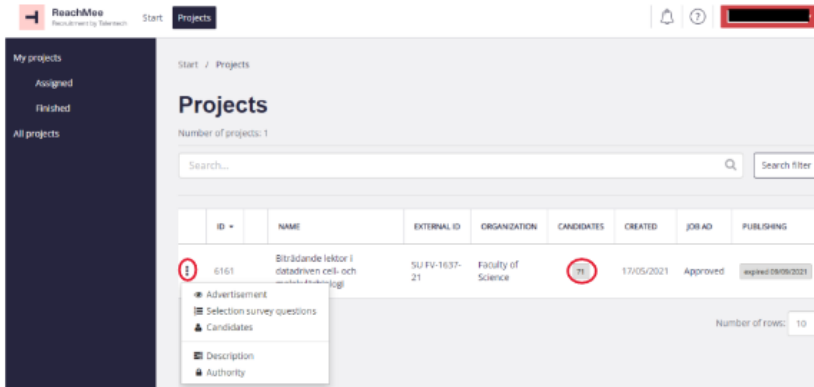


News and information regarding recruitment system and university recruitment processes.

Human Resources Office

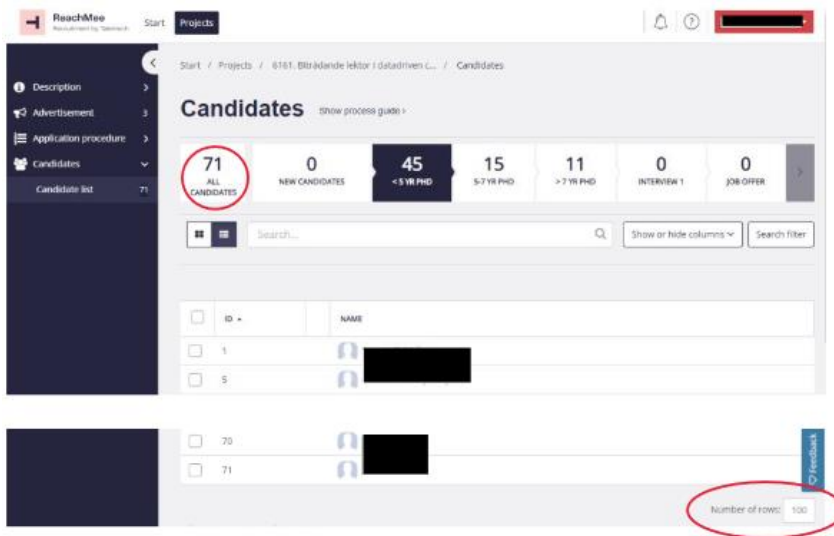


3. PROJECTS



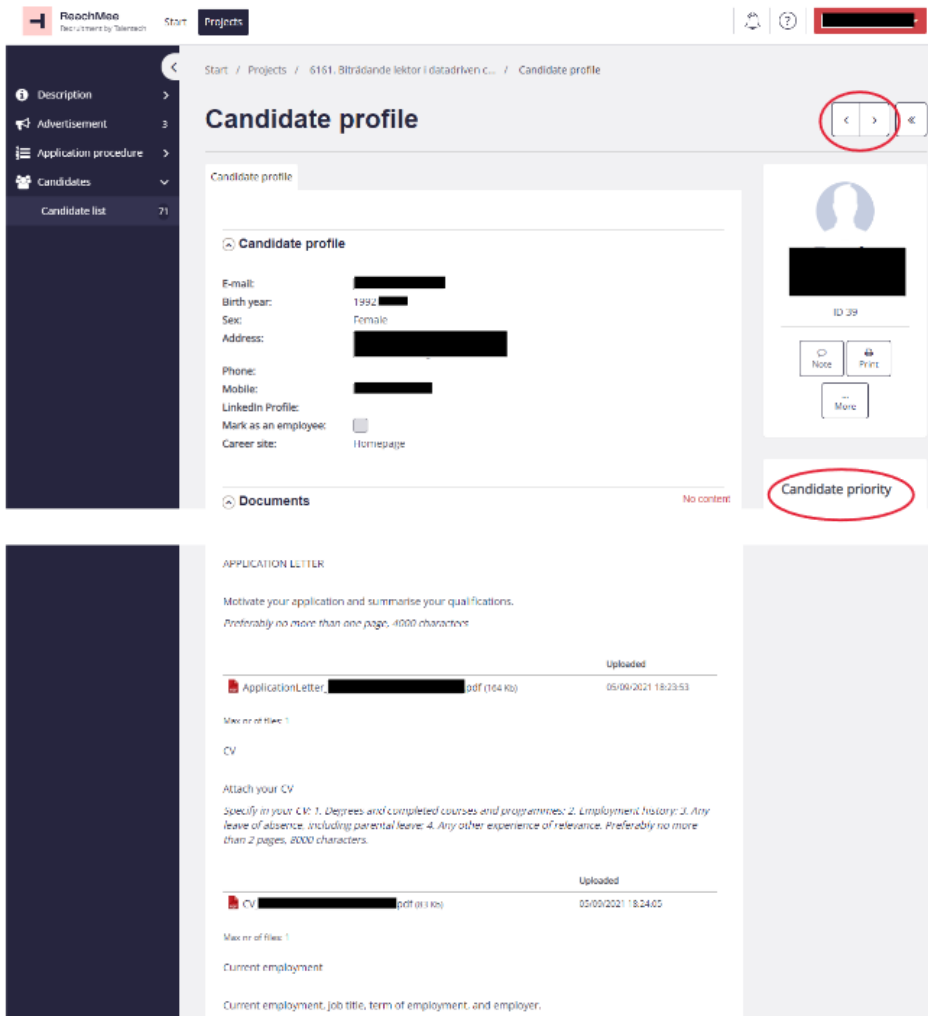
All projects assigned to you are listed here. The three dots gives quick access to the advertisement for the position. Click on the name of the project or on the number of candidates in order to get to the list of candidates.

4. CANDIDATES



On top of the page, there are folders for different parts of the recruitment process. Click on the folder you want to open. The folder *All candidates* always contain all applications received for the position. Check the number of rows at the bottom right and make sure that it is larger than the number of applicants. Click on the name of the candidate to get to the candidate's profile and application documents.

5. CANDIDATE PROFILE



The screenshot displays the 'Candidate profile' page in the ReachMee system. The page is divided into several sections:

- Navigation:** A dark sidebar on the left contains menu items: Description, Advertisement, Application procedure, Candidates, and Candidate list (71).
- Breadcrumb:** At the top, it shows the path: Start / Projects / 6161. Biträdande lektor i datadriven c... / Candidate profile.
- Candidate profile section:** Contains personal details:
 - E-mail: [Redacted]
 - Birth year: 1992 [Redacted]
 - Sex: Female
 - Address: [Redacted]
 - Phone: [Redacted]
 - Mobile: [Redacted]
 - LinkedIn Profile: [Redacted]
 - Mark as an employee:
 - Career site: Homepage
- Documents section:** Titled 'Documents' with a 'No content' message. It lists two uploaded files:
 - Application Letter:** pdf (164 Kb), uploaded 05/00/2021 18:23:53.
 - CV:** pdf (81 Kb), uploaded 05/00/2021 18:24:05.
- Additional features:** A 'Candidate priority' button is circled in red. There are also 'Note' and 'Print' buttons near the profile picture.

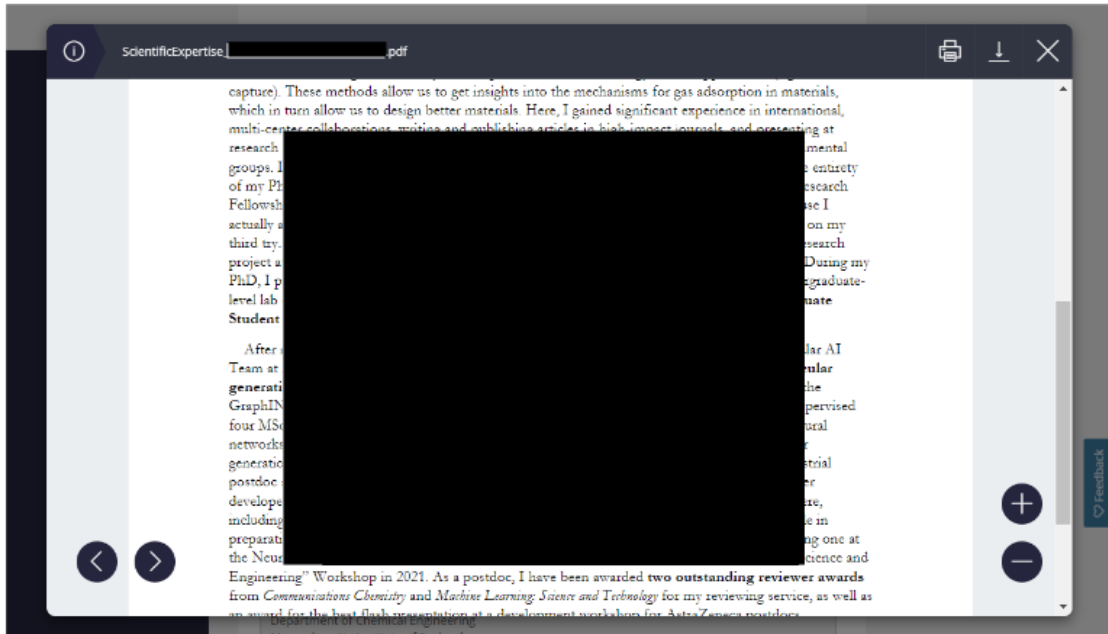
In the candidate profile you will find all application documents; Personal letter, CV and other requested documents as well as answers to questions asked. It is possible to use the stars on top right for a personal preliminary ranking of the candidates. All documentation within the system is official documentation. We recommend that you don't use the Note function.

Experts should always write their evaluations according to the Faculty instructions provided by the recruitment administrator.

For browsing through the applicants click on > at top right.

Attached pdf documents are easy to open and read with the document reader of the system.

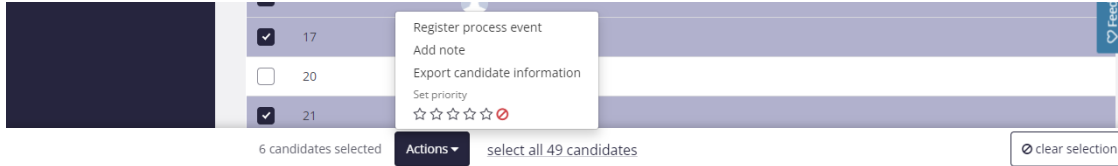
6. DOCUMENT READER



Attached pdf documents are easy to open and read in the web browser. Click on the document in the candidate profile. Use the black arrows for browsing through the documents and the X at top right to close the window.



7. EXPORTING TO PDF (Candidate profile) AND EXCEL (Candidate information)



Select and mark candidates in the candidate list. Press *Action* at the bottom of the page and *Export candidate information*.

PDF

Export short candidate profile
An overview of the candidates personal data, profession and language skills as well as answers to any selection questions.
Document type
Personal profile
Personal letter
CV
Scientific expertise
Teaching expertise
Administrative expertise
Community interaction
Research plan
List of publications
PhD certificate
Docent certificate
Teaching assessment
Teaching/learning course certificate
Supervisor course certificate
Management training certificate
Other documents
Selected publications
Publications
Generate PDF

EXCEL

Export candidate information to Excel
A candidate list of the names, addresses and contact information. Click on the checkboxes below to select which tasks you wish to export before you press the button "Generate Excel".
Choose which columns to include in the candidate list
Project nr.
Candidate id
Application Received Date
created
First name
Surname
Address
Choose which questions you want to include in the candidate list
Highest degree
Current occupation
Current employment, job title, term of employment, and employer
Write the name, telephone number, and e-mail address of 2-3 referees who may be contacted.
Describe your language skills.
Specify your doctoral degree, including the field of study, year, and place awarded.
Specify whether you have qualification as docent or equivalent, including the field of study, year, and place received.
Have you been able to upload all your selected publications here?
Did you state any deductible time in your CV?
Generate Excel

Select the documents you want to export to generate a pdf file or select the information and answers you want included in an Excel file. Note that a pdf file with all documents from all candidates included can be a huge file and difficult to handle.

*** Please remember to delete downloaded files and destroy printed documents when the recruitment process is over. ***