HÖGSKOLAN
I BORÅS

Quick reference guide for external expert reviewers

The recruitment system ReachMee

ReachMee

INNEHÅLL

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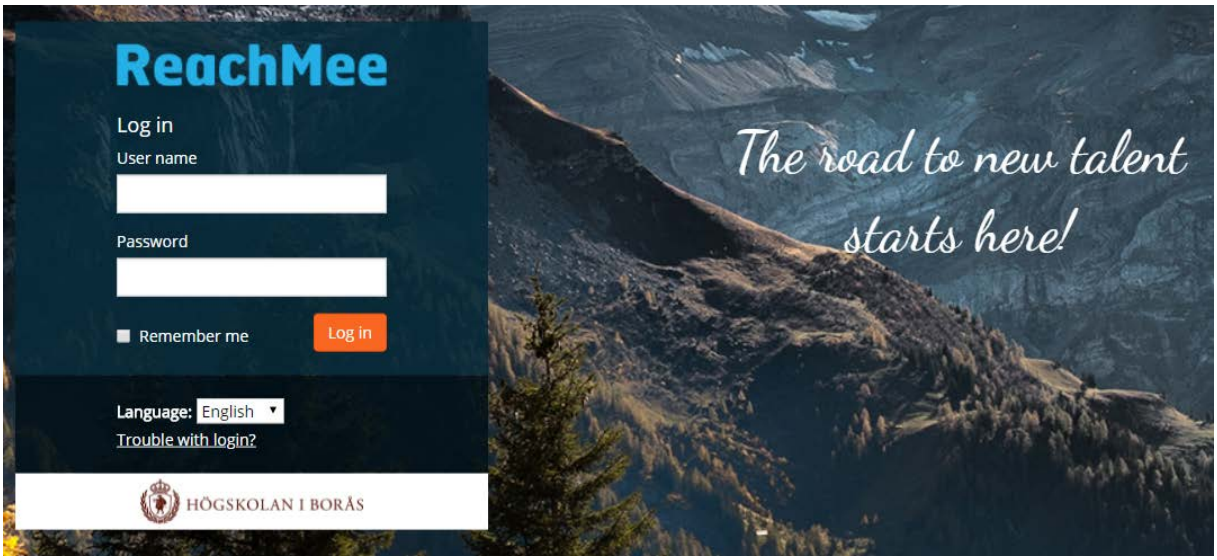
When acting as an academic reviewer for the University of Borås you are requested to use the recruitment system to access advertisements and applications in the recruitments you are involved in.

Send your Assessment Statement via e-mail to hr@hb.se.

If you have any questions or problems navigating the system, please contact HR by e-mailing hr@hb.se.

1. Log in

1. To access the material open your web browser and go to the URL: **http://login.reachmee.com/hb**
2. Type your username and password and click on **Log in.**
   If you don't have access to the system, please contact HR at hr@hb.se.



2. Project view

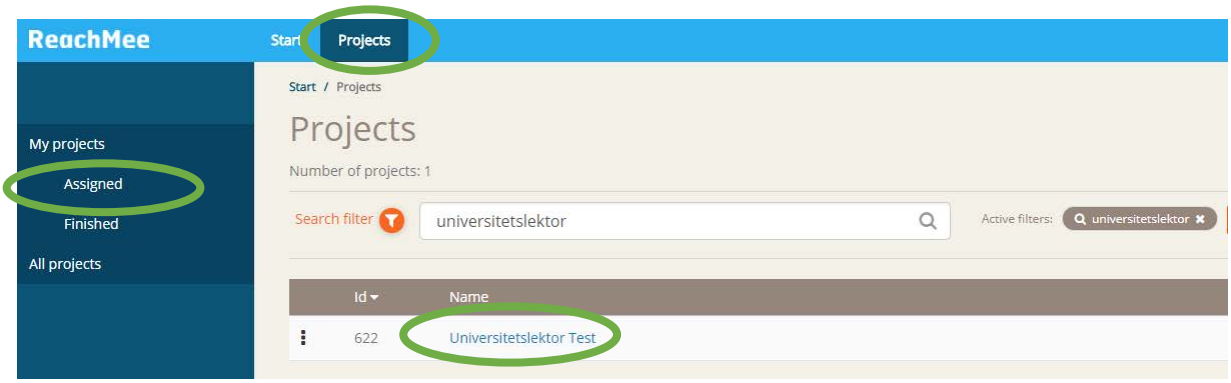
2.1 To open a recruitment project

1. Click on **Project** in the menu on the top of the page.

2. Click on the left handed side**,** on **Assigned projects.** (see picture below)

If you are a reviewer for several projects you will see all your assignments here.

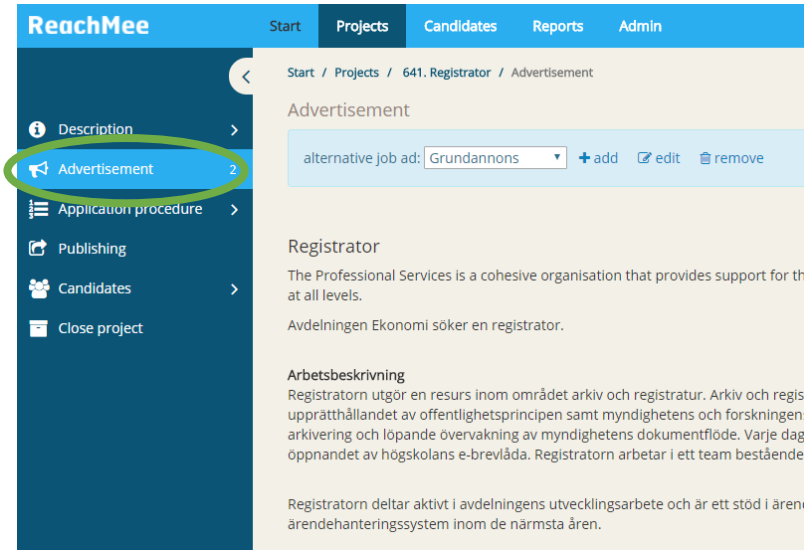
3. Click on the Projects name to see the candidate view.



2.2 Advertisement view

1. Click on the **Projects name**.

2. On the left-handed menu you will find **Advertisement**. Click on **Advertisement** to read the qualifications required for the position.

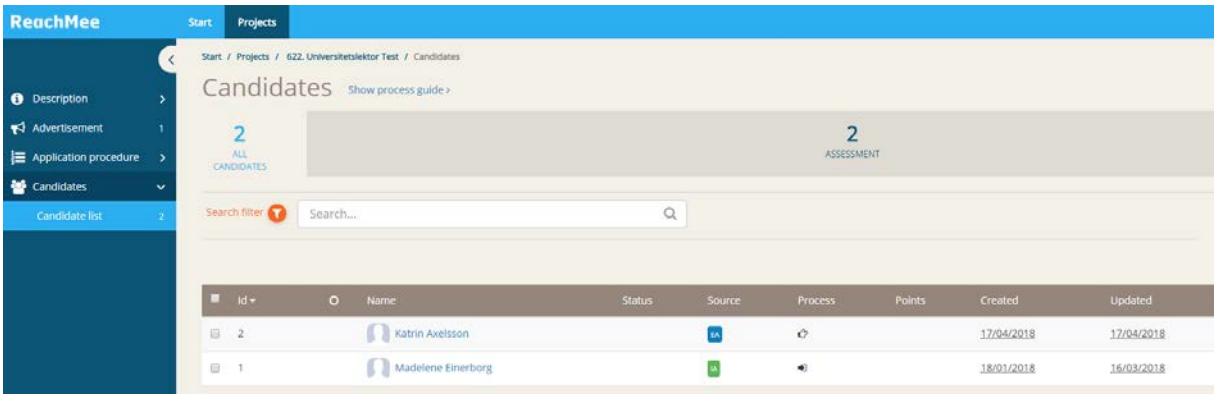


3. View of Candidates

3.1 Candidate Review

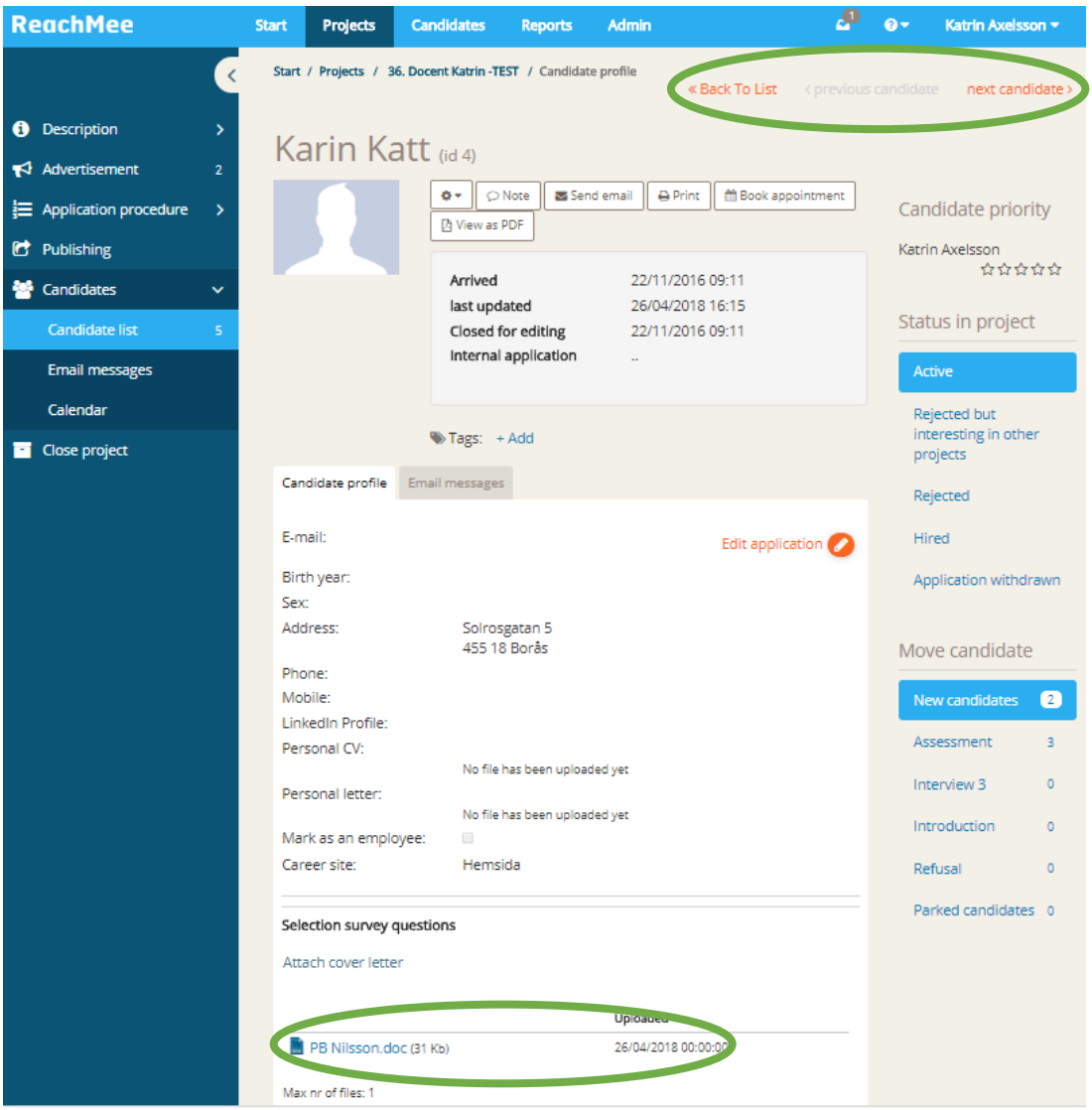
1. Click on the **name** for the project to view candidates.

2. The picture below shows the **candidate list.** Here you will find the candidates that you have been asked to evaluate.



3.2 Read applications

Click on the **candidate** to see the **candidate profile**.
Here you will find enclosed documents such as applications, CV, publications and pedagogical portfolio etc. If the candidates have been asked to answer any sample questions, you will find the answers here as well.



4. Print/save documents on the computer

Remember to remove downloaded and printed documents when they are no longer needed.

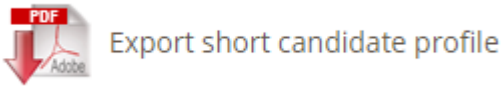
4.1 Print/save several applications

1. Go to **the view of candidate.** Select *all* candidates by clicking the box at the top of the candidate list, or select the applications you wish to print.

2. Click on

under the candidate list.
3. Click on **Export candidate information.**
4. Select what to export and generate pdf.

5. Download files (click on the box on the right side of the page)

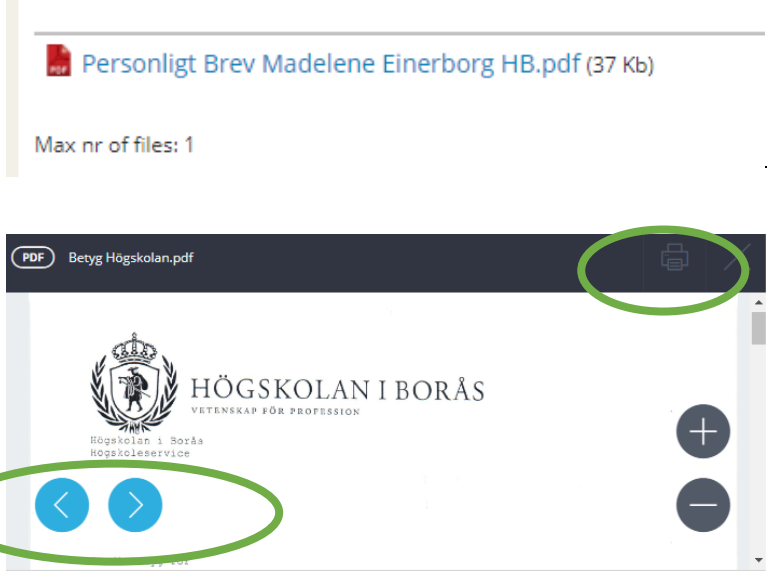


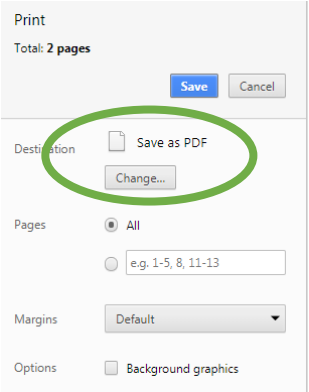
4.2 Browse documents/save/print one application/document

There are limitations with downloading documents and save them due to the legislation GDPR. It is recommended to use the new function “browse documents”. With this functionality you can easily browse all the documents that the candidate has uploaded.

Browse documents/save as

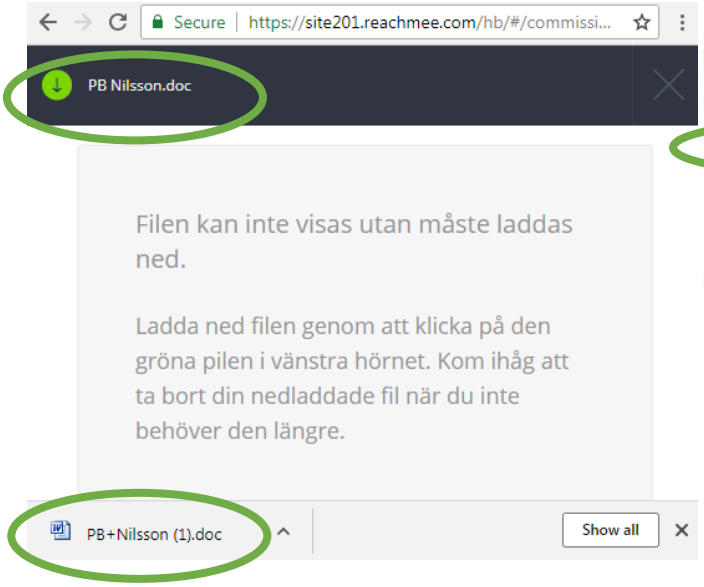
1. Go to **candidate profile.** (see instruction under section 3.2 Read Applications)
2. **The documents will be viewed** as shown below.
   To browse the uploaded documents, click on the symbols in the left handed corner.
3. **Save as pdf,** click on the **print symbol** in the right handed corner, click on change and save as pdf.

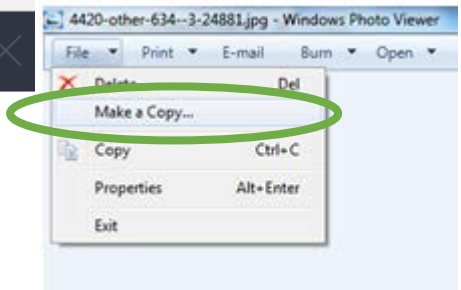




Problem to browse documents?

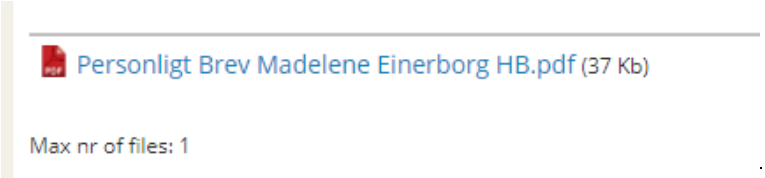
4. If the document won’t be viewed you need to **download the document.**
5. Click on **the green symbol** up in the left corner**.**





Print one application/document

1. Go to **candidate profile.** (see instruction under section 3.2 Read Applications)
2. **Open** the document you wish to print.



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