RAPS Access for Search Committee Members and Guest Users

1) Logging on to RAPS

    The URL for RAPS is https://academicjobs.columbia.edu/hr

    At this webpage, enter the Guest User ID and password in the box at the center of the page.

    Guest User ID: _____

    Password: _____

    This log-in information is for the following search: _____

(Please note: If you are a Search Committee user, do not enter your UNI, as the system will not recognize it. You must use the guest user log-on for the search that is provided to you by your administrator.)

2) Viewing the position on the public website (where applicants may apply)

    https://academicjobs.columbia.edu – applicants
    You may connect to the applicant site via the "Employment" link on the Columbia homepage

3) Reviewing applicant materials.

    a) After logging on, you will see the basic information about the search in a table. Click "View" below the title to see the applicants for this search. You will then see a table of applicants.
    b) To review a single document of an applicant, click the name of the document next to the applicant's name.
    b) To review all documents of an applicant check the box in the column all the way to right next to the applicant's name, then click "View multiple documents" at the bottom of the page. (Documents will appear in the order that they were uploaded by the applicant.)
    b) To review documents of multiple applicants check the boxes next to multiple applicants, then click "View multiple documents" at the bottom of the page.

4) Saving applicant materials to a file:

    Follow the instructions to view applicant documents. Using your browser's save command, you may save any documents to a file or send them to a printer.

5) Reviewing applicants who are no longer "active" (i.e. "Not selected" or "Withdrawn" applications.)

    Check the "Inactive applicants" box at the bottom of the page and click "Refresh".

6) Applicants appear on the list in the order they applied. To sort by name or status, click the [▼] next to the column header of the field by which you want to sort the list.

7) Reasons for non-selection:

The search administrator must enter a reason for non-selection for all applicants who are not finalists before submitting the selectee for AA clearance. Here are the possible choices as provided in a pull-down menu in RAPS. As you review and dispense with candidates, please provide this information to your administrator.

Interviewed, Not Selected:

Candidate does not meet preferred qualifications relative to other candidates
Candidate's qualifications for the position insufficient relative to other candidates'
Candidate made false or misleading statements in application materials or campus visit
Unfavorable professional references
Campus visit/Interview revealed insufficient relevant desired accomplishments
Campus visit/Interview revealed lack of interest in and/or enthusiasm for the position
Poor communication or interpersonal skills
Not best match for position relative to selectee
Candidate withdrew

Not Interviewed, Not Selected:

Choose Option Below:
Incomplete application
Candidate does not meet posted minimum qualifications
Candidate does not meet preferred qualifications relative to other candidates
Candidate's qualifications for the position insufficient relative to other candidates'
Candidate made false or misleading statements in application materials
Candidate withdrew