

Step 1:

To begin a new appointment case click the 'Start Appointment Case' button located in the Cases in Progress tab.

Cases In Progress [Start Case](#) [Start Appointment Case](#)

Assignment/Queue

[All](#) [Assigned to me](#) [In my queue](#) [Not in my queue](#)

Effective Year [Select All](#)

2016
2015
2014
2013
2012

[Apply Filters](#) [Reset](#)

Step 2:

Enter the Case Tracking Person of Interest (POI) number from HCM in the Affiliate ID box and click 'Search'. If the record is entered into HCM by 6PM, the record should be in APBears the following business day after 9AM.

Find Candidate

Affiliate (POI) ID [Search](#) [Back](#)

Step 3:

APBears will find the Affiliate ID (POI) if record is current in HCM (start date < or = to today's date and end date is = or > than today's date). Verify the ID is correct and click 'Pick Me'. **Please note the effective dates in HCM must be current and not future dated.** Case tracking will not allow you to create a case on future dated POI records.

Find Candidate

Affiliate (POI) ID [Search](#) [Back](#)

Results for Affiliate ID: 012766663

Action	Affiliate ID	CaNet UID	Name
Pick Me	012766663	1088033	Jill Apbears

Step 4:

Using the calendar, select the effective date of the appointment and click 'Next'.

New Appointment Case

Affiliate Id

Candidate

* Effective Date 
(MM/DD/YYYY)

Step 5:

Select the org code for the department and enter the appointment percentage. Multiple departments may be entered. If the appointment is 0%, enter 0. Next, upload the CV and Publication List. Both are required documents to start an appointment case. The Self Statement and Cover Letter are both optional.

Choose Departments

Candidate

Effective Date

Department	%
<input type="text" value="IMMCB - Molecular & Cell Biology"/>	<input type="text" value="100"/>
<input type="text"/>	<input type="text" value="0"/>

* Curriculum Vitae

* Publication List

Self Statement

Cover Letter

Step 6:

The case has been created. To change the effective date, upload or delete the CV, Publication List, Self-Statement, or Cover Letter you will need to delete the case. You may do so by clicking 'Delete Case' under the Review Progress bar on the case header.

The screenshot shows the case header for '2015 Appointment for Jill Apbears'. On the left, it lists: Emp ID: None | Aff ID: 012766663 | CalNet UID: 1088033, In Progress, Review Period: 04/2015 to 04/2015, Molecular & Cell Biology, and Department Recommendation Initiated. A progress bar on the right shows four stages: Department (current), Dean (upcoming), Campus (upcoming), and Decision (upcoming). Below the progress bar, there are two buttons: 'Record Departmental Recommendation / Route To Dean Analyst' and 'Delete Case'. A red arrow points to the 'Delete Case' button.

Step 7:

Begin the departmental appointment review process. For further detail on routing appointment cases refer to the following link <http://apapps.berkeley.edu/appointment-case-routing-guide>. Candidates will not be able to see their appointment cases in APBears. They will not have access to APBears during the appointment process and they are not part of the review process for their appointment cases.