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Instructions for external experts: How to access and handle applications in ReachMee

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Login as external expert

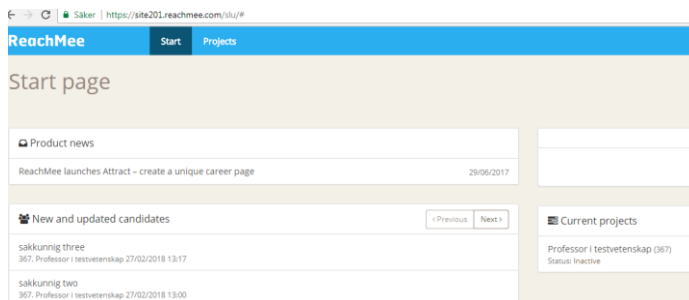
This link will take you to the login site for ReachMee:

<https://site201.reachmee.com/slu/login.html#!?lang=UK>

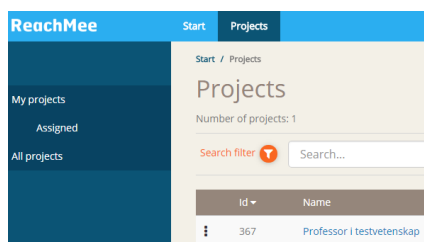
Use the user name and password that you have received from your faculty officer by e-mail to login.

Handle your project

You will enter the Start page with “New and updated candidates” on the left hand side and “current projects” on the right hand side. Be aware of that the number of candidates that is shown under “New and updated candidates” on the start page is limited, but you can always move back and forth by using the previous/next-button.



Switch to “Projects” in the main menu (the blue bar on top of the page) and you will see the project (e.g. Professor of xxx).



By clicking on the project you will see a list over all applicants that have applied for this position. Make sure to extend the number of rows to see all applicants.

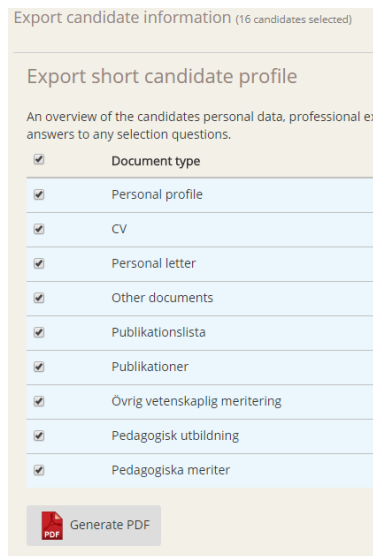
You can open each applicant’s application by clicking on the name. You will get the entire application and can open or download enclosed pdf-files.

By doing this, you will see the application per respective applicant.

Alternatively, you can export the applications in a different way, which may be more efficient if you want to download information for more than one applicant simultaneously.

Tick the small boxes (column Id) to the left of the applicant's name. You can choose all applicants, select a few or just one. By ticking at least one Id-box, an orange button (Actions) on the bottom of the page is activated and by clicking on it, you can export candidate information.

A new page will open ("Export short candidate profile") and you can choose which information you want to export.




Export candidate information (16 candidates selected)

Export short candidate profile

An overview of the candidates personal data, professional experience and answers to any selection questions.

<input checked="" type="checkbox"/>	Document type
<input checked="" type="checkbox"/>	Personal profile
<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Personal letter
<input checked="" type="checkbox"/>	Other documents
<input checked="" type="checkbox"/>	Publikationslista
<input checked="" type="checkbox"/>	Publikationer
<input checked="" type="checkbox"/>	Övrig vetenskaplig meritering
<input checked="" type="checkbox"/>	Pedagogisk utbildning
<input checked="" type="checkbox"/>	Pedagogiska meriter

 Generate PDF

We recommend to tick all boxes (Personal profile, CV, Personal letter, etc.) by ticking "Document type"; click then on "Generate PDF".

By ticking all boxes, you will get the entire application, including information about the files the applicant has enclosed, in pdf format. You will find enclosed pdf-files at the end of the questionnaire.

When opening the pdf-file, we recommend using the bookmarks for navigating the application and enclosed files.