

Common Credentialing - Assistant Hiring Guide - Research Review

To begin please login to Common Credentialing and go to the “Assistant Hiring” Section.

Once there you will see a dashboard like the one in the screenshot below. When you first get to the dashboard it will be on your Outstanding Applications, these are application which will require your review.

To review an application click on the link for the row and it will take you to the application for your review.

The screenshot shows the RA-DA Dashboard with the title "Research & Departmental Assistant Form". Below the title is a filter for "Outstanding Application". There is a search bar and a "Show 10 entries" dropdown. A table lists three applications with columns for Application Type, Department, Institution, Created By, Appointee, and Created Date. The first row is a Departmental Assistant, the second is a Research Appointment, and the third is another Research Appointment. At the bottom, it says "Showing 1 to 3 of 3 entries" and has navigation buttons: First, Previous, 1, Next, Last.

Application Type	Department	Institution	Created By	Appointee	Created Date
Departmental Assistant	aasdfadsfasf	KHSC	Luis Ramiro Arellano	Jeffery Illman	2021-06-17
Research Appointment	Medicine	KHSC	Scott Berry	First Name Last Name	2021-07-23
Research Appointment	asdfasdfdf	KHSC	Scott Berry	Asdf AsdfSD	2021-07-23

Once in the application you will notice that you can download a PDF version of the form or Print the Form directly from this interface.

The screenshot shows the "Application form" page. At the top, it says "/ RA-DA Dashboard / Application form". A blue box contains the instruction: "Please Review the Application and finish the Hiring process by clicking the Approve or Decline button at the bottom." Below this is the title "Application For Research Hospital Appointment". A note says "* Indicates a required field." At the bottom of the form area, there are four buttons: "Go Back", "Reload", "Download PDF", and "Print". Below the buttons, it says "Please complete the following on-line application for Research Assistant appointment." and "Please note: You will be required to print and upload some documents however, you may save the partially completed application and come back to upload required documents." At the bottom, it says "LIST OF REQUIREMENTS FOR RESEARCH HOSPITAL APPOINTMENT (RHA)" and "Required documents as follows (please refer to Documents to be printed & uploaded or submitted below):".

To continue the review just keep scrolling through and at the bottom you will see the information from the previous reviews including any documents that were uploaded by the Department.

If there is a problem with the application then you can decline it and it will go back to the department. The department can facilitate the changes by sending it back

If everything looks good you can approve the Application and move to the next step.

Department Head Files


Application Documents

File Name	Uploaded Date	
No documents were uploaded		

Comments

dsfasdfs

Approval Status

Approved by Scott Berry 

Please click below to Finish Review Process

 Approve

 Decline

Once approved it will move on to the next person in the review process.