UNIVERSITY
OF BORÅS

Quick Guide for External Expert Reviewers
The Recruitment System ReachMee

Last revised 30 December 2024

ReachMee

INNEHÅLL

As an **external expert reviewer** at the University of Borås, you will use the ReachMee recruitment system to access job advertisements and application documents for your review assignments.

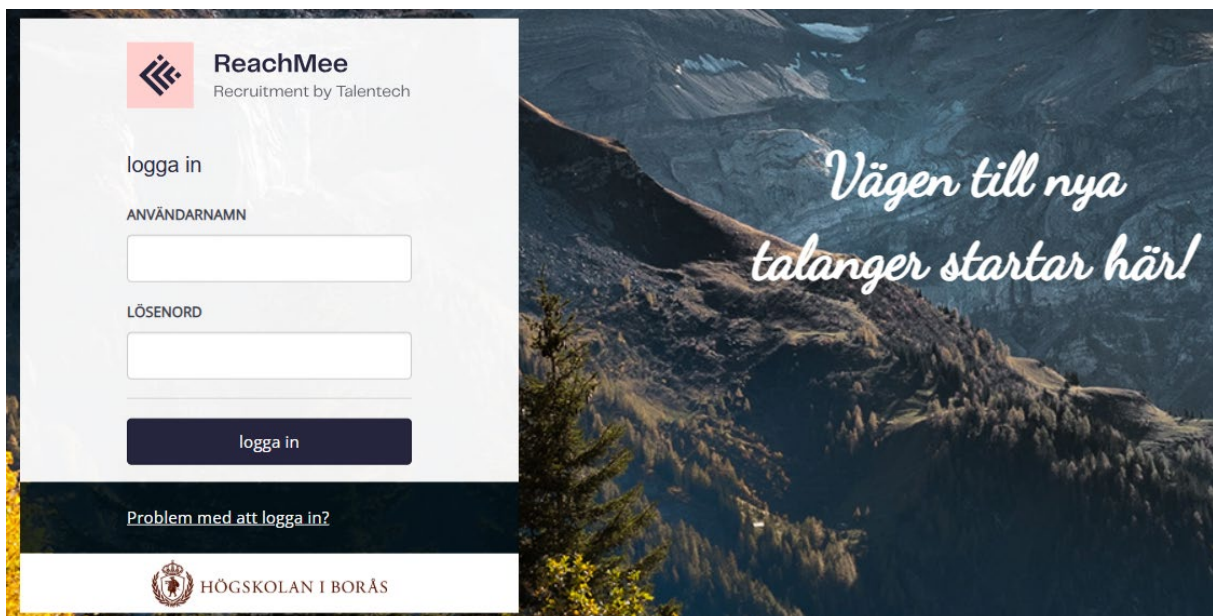Please send your review and the necessary reimbursement Documents to hr@hb.se. Remember not to send the report from a private email address.

If you have any questions about ReachMee, contact HR at hr@hb.se.

Visit Our Website for essential information regarding your role as an external expert reviewer: https://www.hb.se/en/about-ub/work-at-ub/information-for-reviewers/
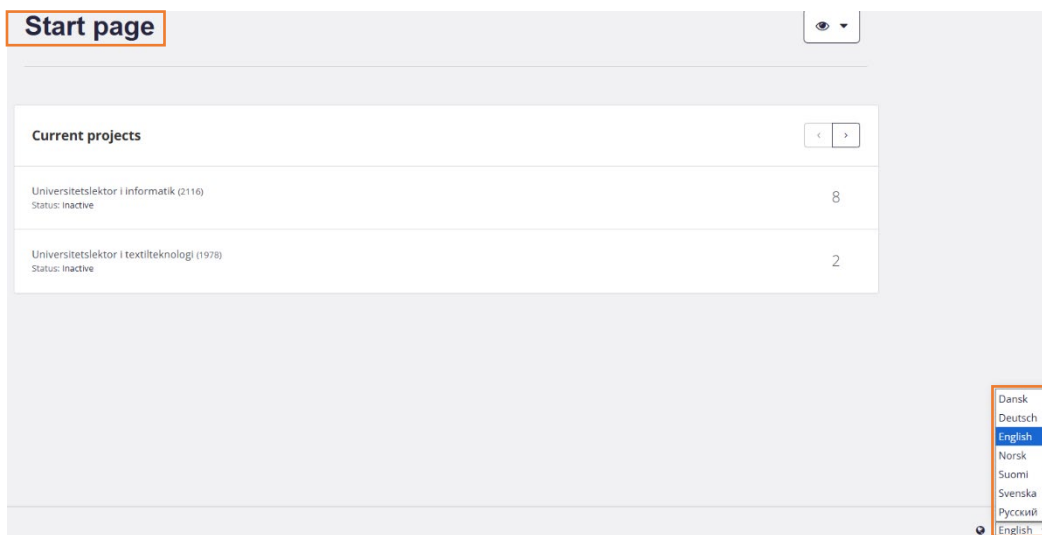
1. LOG IN

Log in via: http://login.reachmee.com/hb

Enter your assigned username and password, then click **Log in**.


1.1 Language settings

The language should be set to English by default. If it is not, follow the steps below to select your desired language.

Scroll down to the bottom right of the **Start page**. Select your desired language from the dropdown menu.

1.1 Change your password (optional)

1. Click **your name** at the **top right** of the homepage.
2. Click **Change password** (this only needs to be done during the first login).
3. Click **Close**.
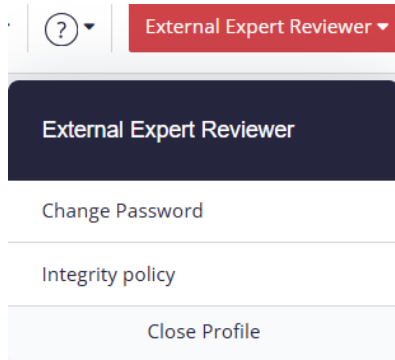
2. PROJECT VIEW

2.1 View Your Assigned Projects

1. Click on the **Projects** tab in the top menu.
2. Select **Assigned**. Here you will find your current recruitment, docent, or promotion projects.
3. To go directly to the candidate list, click on the project's name or click on the box under the **Candidates** heading.

Start / Projects

Projects

Number of projects 2

MY PROJECTS - ASSIGNED ▾   Type to filter

NAME	ID ∨	EXTERNAL ID	ORGANIZATION	CANDIDATES	CREATED	JOB AD
Universitetslektor i informatik	2116	PA2024/120	3500 Informationsteknologi	8	17/06/2024	CREATED
Universitetslektor i textilteknologi	1978	PA2022/242	1400 Textilteknologi	2	02/11/2023	CREATED

SHOW   10 ROWS ∨

2.2 Read the Advertisement

1. Go to the relevant project, see 2.1.

2. Click on **Advertisement** in the left menu. The number indicates if there are multiple versions of the advertisement. The primary advertisement is always the Swedish version and the English translation (EN), which you should refer to. In the advertisement, you will find the current job profile requirements.

3. **Note:** The advertisement is not available and/or relevant for assessments related to docent qualifications or promotions.

3. CANDIDATE MANAGEMENT

3.1 Candidate List

1. Go to the **Candidate List** in the relevant recruitment case, see 2.1.

2. In the **Assessment folder**, you will find the candidate(s) to be reviewed.

Note: By default, 10 rows are displayed per page. This can be changed under "Rows per page" to the right below the candidates.

You can also search for candidates either in the free text field or by using the search filter.

3.2 Read Application Documents

1. Click on the **candidate's name** to access their **profile**. Here you will find information about the applicant, answers to any selection questions, and the attached documents, such as CV, cover letter, certificates, grades, and publications.

2. To view the next candidate's application documents, click on **<** or **>** at the top right.

4. EXPORT CANDIDATE INFORMATION

4.1 Considerations Regarding Personal Data Processing

In a recruitment process, access is given to applicants' application documents, which contain personal data. These documents should not be shared with anyone outside the recruitment group. When the case is closed, remember to delete any files saved outside the system and dispose of printed documents.

4.2 Download and/or Print Documents

1. Go to the Candidate List, see 3.1. Select all candidates by clicking the box to the left of the ID. For individual prints, click the respective box to the left of the candidates' ID numbers.

☑	ID ▼	○	NAME
☑	2		👤 Kalle Anka
☑	1		👤 Musse Pigg

2. Click the button **Actions ▼** at the bottom of the page.

3. Select the option **Export Candidate Information**.

4. Under **Export Short Candidate Profile**, check the boxes for the desired documents to be exported, then select **Generate PDF**.

   Export short candidate profile

   An overview of the candidates personal data, professional experience, education and language skills as well as answers to any selection questions.

	Document type
☐	Personal profile
☑	Personal letter
☑	CV
☐	Other documents
☐	Certificate- Teaching & Learning in Higher Education
☑	Portfolio of Qualifications
☐	Publications
☐	Degree Certificate

   📄 Generate PDF

5. Select **Export Short Candidate Profile** (located at the top right of the page).

   📄 Export short candidate profile
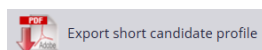
6. Retrieve the file - print or save the document.

5. SUPPORT

Contact HR at hr@hb.se.