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Subject: ADEO & Academic Recruitment Updates for September 2015

ADEO & Academic Recruitment Updates for October 2015

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

Academic Recruitment Updates Training Completed

Thank you to everyone who attended the Academic Recruitment Update informational sessions. We had a great time visiting the different departments and getting a chance to see the dedicated staff we communicate with on a daily basis. We visited **six departments over six weeks, conducted over 12 hours of training, and reached 91 staff members!** If you were not able to make it to one of these info sessions, we will be holding a comprehensive Academic Personnel: Academic Recruitment Training.

AP Recruitment Training-October 30, 2015, 1-4pm

- ADEO will be conducting a comprehensive training for the new academic recruitment process on **Friday October 30, 2015 from 1-4pm in the Applied Physics and Mathematics Building (Click for map) Room 6402, Halkin Room.** Please search "Academic Personnel: Academic Recruitment" in the UC Learning Center to register.
 - Please use the [SYSTEM TRAINING PAGE](#) on our website for a quick reference to the system in the interim.

What's Your Recruitment Type?

Faculty recruitments come in two types: Open/Close/Final or Open Until Filled (IRD). Open/Close/Final type is best for a one-time search that will complete when the vacant spot(s) are successfully filled. Open Until filled (IRD) type is for long-running searches in which pools of applicants are gathered and evaluated at different times. Both types have stated application deadlines and neither can exceed 365 days. For more information on types of recruitments go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ocf_or_ird.

Diversity Advertising:

- As of September 1, 2015 **all UCSD faculty job postings** are, once again, being **posted to America's Job Exchange (AJE).** UCOP has contracted with AJE to provide system-wide OFCCP compliant diversity outreach targeting veterans, individuals with disabilities and underrepresented minorities.
 - For more information about AJE go to <http://www.americasjobexchange.com/about-us>
 - Please add AJE as an outreach effort for all academic recruitments in APOL-Recruit.
- **Don't forget!** The [advertising resources spreadsheet](#) is available on the ADEO website and lists **over 550 outreach organizations** through which the department may advertise open positions.
 - Please note: these resources are not paid for by AP and the advertisement cost must be covered by the department.
- Please review the other outreach resources and tips under the Strategize drawer in the Outreach section of the Recruitment Procedures page of the OADEO website:
<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/outreach-plan.html>

Basic Qualifications:

Qualifications are objective, non-comparative, relevant, and verifiable criteria that are advertised to applicants and used to move applicants into the qualified pool for consideration by the Search Committee. For more information on Basic Qualifications, go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#qualifications

Applicant References

Please review the more closely defined guidelines for how requiring a Letter of Reference affects a recruitment under the Optional Faculty Advertisement Components drawer in the page linked below.
<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html>

Disposition Statements

Please read the guidelines for proper selection and de-selection (aka disposition) statements that should be included for all shortlisted applicants in the APOL-Recruit system.

<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/eval-app.html>

More for AY 2015/2016

Recruitment Waivers

- Please take some time to review the guideline for Academic Recruitment Waivers so we can work together to ensure fair and equitable recruitment processes. <http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html>

Recordkeeping:

- Due to our current OFCCP audit which encompasses records from the previous five years **please do not destroy any hiring related documents since 2009 until further notice by OADEO.**
- **Annual Recruit Records Audit**
In November, ADEO will be auditing previous AY recruitments for activity and completion. Please update the status of your recruitments by logging into Recruit, entering the most recent status of applicants and inactivating closed searches. Directions on how to disposition and close searches on Recruit are located at the following links:
 - Manage the applications, Update applicant status
 - https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status
 - Initial Search Outcome
 - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#initial_search_outcome
 - What to do when a search is complete
 - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate

National Disability Employment Awareness Month

Held each October, National Disability Employment Awareness Month (NDEAM) is a time to celebrate the many and varied contributions of America's workers with disabilities. The theme for this year — which marks 70 years since the first observance — is "My Disability is One Part of Who I Am." ADEO gladly celebrates the

<http://fanhs-national.org/filam/about/>

ADEO Newsletter Archive:

View the pdf versions of OADEO Newsletters at: <http://academicaffairs.ucsd.edu/aps/adeo/index.html>

For questions regarding this information, or if you want to **unsubscribe/subscribe**, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements"