

ADEO & Academic Recruitment Updates for April/May 2016

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

AP Recruitment Training; May 18 and 20, 2016, 10am-12pm, Seuss Room

ADEO will be conducting an Academic Personnel: Academic Recruitment training on May 18 and 20, 2016 in the Seuss Room at the Geisel Library. This AP Recruitment training has been reformatted from previous sessions based on recommendations made by our client base across the campus as noted in the ADEO Training Needs Assessment 2015 survey. We hope this new format promotes better coverage of information for the benefit of our staff attendees at all experience levels.

Staff seeking a certificate for the Academic Personnel series must register and attend both 2-hour sessions
Staff seeking a refresher on the covered topics may register for whichever course they choose.

To register:

- Navigate to the UC Learning Center via Blink and log in using SSO
- Search “Academic Personnel: Academic Recruitment”
- Select and register for Part 1 or Part 2 as needed

Class	Academic Personnel: Academic Recruitment Part 1	Academic Personnel: Academic Recruitment Part 2
Topics	<ul style="list-style-type: none">• Intro to government compliance standards and guidelines• The function of ADEO in the recruitment process• Search plans on APOL-Recruit	<ul style="list-style-type: none">• Shortlist reports• Search reports• Finalizing Recruitments• Search waivers• Supporting Recruitment and Retention Programs

Internal Process Enhancement

As announced by Cindy Palmer, the Assistant Vice Chancellor of Academic Personnel, ADEO has undergone some internal process changes to further streamline the approval process on the APOL *Recruit* system for reports and to better support the system users. These changes include:

- 1) The elimination of two approval routing roles:
 - the Diversity Office Director approval role for all phases of the recruitment
 - the Budget Office approval role for Search Plans
- 2) A single point of contact for OADEO recruitment issues:
 - All OADEO reviews for Search Plans, Shortlist Reports and Search Reports for **General Campus and SIO** will be coordinated by Michael Turner (MT) - m7turner@ucsd.edu, ext. 44497.
 - All OADEO reviews for Search Plans, Shortlist Reports and Search Reports for **Health Sciences** will be coordinated by Nathalia Quirk - nquirk@ucsd.edu, ext. 60490.
- 3) “Tickler” reminders to reach a five business day turnaround goal:
 - The OADEO team is developing “tickler” reminders and may contact assigned approver personnel to offer assistance when a recruitment appears to be delayed at any stage of review.

While Michael and Nathalia will be the single source of contact for each of the above assigned areas, Director of OADEO, Carla Solomon will remain available to assist with general recruitment questions and consult on challenging recruitments.

SoCal HERC/ CUPA-HR Joint Meeting

SoCal HERC and CUPA-HR will be collaborating on a joint meeting on June 10th at the University of Redlands campus. The one day conference includes a comprehensive range of topics pertaining to higher education including presentations focused on recruitment, compensation and national policy updates and wraps up with an interactive

panel discussion with subject matter experts and thought leaders. Breakfast and lunch will be provided, attendee space and free parking are limited! REGISTER HERE <http://bit.ly/1YdAwM2>

Faculty Career Development Program AY 2016-2017:

Thank you to everyone who submitted an application for the FCDP; the submission window closed 04/01/2016. Applications have been processed and will be put before the Academic Senate Standing Committee on Diversity and Equity. Individual applicants and their departments will be notified when awards have been decided upon. <http://academicaffairs.ucsd.edu/aps/adeo/equal-opportunity-programs/fcdp.html>

Specializations on Recruit

- Analysts can now create a custom list of specializations when creating a search plan. Applicants can self-select as many or as few specializations as they wish, and they may edit their selections until the recruitment's final date. Analysts can find the applicant specializations on the applicant review page.

Recruit Updated Features:

- The term "Diversity Reports" in the Recruit system has been replaced with the more accurate and more universally understood "Applicant Pool Report," and "Shortlist Report." <http://bit.ly/1VD19fE>
- Users can now preview the JPF, when in draft form, before it's published. This preview should make it easier to catch mistakes before submitting and posting.
- A second Search Plan link is added to the Reports tab, which should make the plan much easier to find when you need it. No more digging around the application! <http://bit.ly/1SQK951>
- Committee chairs and editors (as well as Additional chairs and staff editors) can now upload Ad Evidences on the Advertisements page. <http://bit.ly/1rAv4c3>
- An editable Job Location field is now available in the Search Plan stage, the may enter the city and state, and Recruit displays it to applicants on the recruitment details page. <http://bit.ly/237r8uE>

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.**

Asian-Pacific American Heritage Month

OADEO recognizes and celebrates the contributions to history and the UC San Diego community by Asian and Pacific Americans. To learn more please visit the link below: <http://asianpacificheritage.gov/about.html>

ADEO Updates Archive:

Please view our past updates at <http://academicaffairs.ucsd.edu/aps/adeo/index.html>