ADEO & Academic Recruitment Updates for August 2016

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

2015-16 AY Recruit Records Audit

As in previous years, ADEO is conducting an audit of Academic Recruitment Records for the 2015-16 AY. In order to effectively synchronize UC San Diego's recruitment procedures with those of other UC Campuses, this audit will be completed by **September 23, 2016**. Department analysts have been contacted by their designated ADEO support analyst with further details. 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

Recruit Process Improvements

There have been two small alterations to the development of the Search Plan that will decrease the amount of information entered by the department analyst and expectantly improve the usability of the *Recruit* system.

- http://academicaffairs.ucsd.edu/_files/aps/adeo/AdTextChangeAnnounce.pdf
- http://academicaffairs.ucsd.edu/_files/aps/adeo/SelStatElimAnnounce.pdf

Waiver Training

Thank you to all the staff who attended previously held training sessions before the system enhancement went live. We are offering another training session on **09/07/2016** to go over the system enhancement and the Waiver Guidelines Update for UC San Diego.

- For a system overview please view the training video on our System Training Page
- To view the updated waiver guidelines please visit:
  http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html

Date and Location	In Person: 09/07/2016, Seuss Room, 10am-11:30am
Topic	Academic Recruitment Waivers System and Update
Description	• APOL-Recruit system use in the new Waivers work flow • UC System-wide Waivers guideline updates
Register	**CLICK HERE** Or • Log into the UC Learning Center via Blink • Search "Academic Personnel: Academic Recruitment Waivers Update (Post Transition) • Click Register

Waiver Exemptions

Effective July 1, 2016, UC San Diego longer allows automatic exemptions for appointments for 50% time or less. This includes positions funded 4/8ths (i.e. 50%) or more by the VA. The waiver process is being implemented in lieu of a full recruitment requirement for these positions.

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.**

ADEO Updates Archive:

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