

ADEO & Academic Recruitment announcements for February 2017

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

Required Components Updated!

To see the updated version, go to

<https://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html>.

Basic Qualifications

The first step in reviewing applications in APOL *Recruit* is selecting applicants that meet basic qualifications. Basic Qualifications refers to whether the applicant is qualified to apply for the position or not, based on objective predetermined criteria (such as having a PhD with a required specialty). The Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) defines Basic Qualifications:

The "basic qualifications" which an applicant must possess means qualifications that the contractor advertised to potential applicants or criteria which the contractor established in advance. In addition, the qualifications must be:

- *Noncomparative features of a job seeker (e.g. three years' experience in a particular position, rather than a comparative requirements such as being one of the top five among the candidates in years of experience);*
- *Objective (e.g., a Bachelor's degree in accounting, but not a technical degree from a good school); and*
- *Relevant to performance of the particular position.*

Applicants who do not meet basic qualifications are excluded from the applicant pool data set and the Diversity Analysis Report.

Recruit Analyst audit – deadline 2/24/17

Deadline for responding to the Recruit Analyst audit is 2/24/17. ADEO will be updating current users and removing inactive users from Recruit. For questions about this audit, contact Jennifer Park, Jennifer@ucsd.edu.

No Committee Chair Survey

Please disregard the "Committee Chair survey banner" and link which is now visible on Recruit. At this time, this survey is not used as part of UCSD's academic recruitment process.

Approved Ad Text

The Search Plan ad text process has been streamlined to decrease the amount of information entered by the department analyst, decrease Search Plans errors, and improve the usability of the Recruit system. As of 9/15/16, when using Recruit, the Description field text is optional. If you opt to include this information in your ad text, please assure the text and the description fields match exactly. Mismatched information will result in search plans being returned for correction and may delay approval of your recruitment. Optional ad text includes:

- Application deadlines
- Application materials
- References

For full explanation, go to <http://academicaffairs.ucsd.edu/files/aps/adeo/AdTextChangeAnnounce.pdf> .

Recordkeeping from Proposed to Hired-Search Conclusion Updates on Recruit

To help analysts ensure that all applicant statuses have the final statuses, Recruit has a **proposed candidates panel**. This panel displays all proposed candidates and beyond, and will indicate whether or not further action is needed.

Proposed candidates

These applicants have been put forward as potential hires, and should reach to make offer, or *Withdrawn after proposed candidate*.

Applicant	Application Status
 Rachel Gloom	Proposed candidate 
 Normal AJ Jankovich	Hired 

When updating an applicant's status to hired, analysts must now add an **appointment start date** and **employee ID**. This will ensure that all necessary information is present in the recruitment before it can be concluded.


Hired: Applicant entered in payroll system in searched title

Withdrawn: Applicant has withdrawn themselves from consideration

Campus declined to make offer: Campus has declined to make a formal offer of employment proposed candidate

Need to choose a status not listed here? [Show all statuses](#)

Hire details

* Appointment start date 

* Employee ID

HERC Webinar: webinar on Thursday, March 9 2017, 10 PT/11 MT/12 CT/1 . Learn how integrated HR/diversity practices can create a competitive talent strategy that transforms the institution and creates an inclusive, high-performing workplace. Register <https://attendee.gotowebinar.com/register/2607552677912205569> . More HERC webinars on demand at http://www.hercjobs.org/member_resources/Webinars/ .

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for February 2017."