ADEO & Academic Recruitment Updates for July 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 will be 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 will be 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

Effective July 1, 2016, UC San Diego will no longer allow 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 highlighted below is being implemented in lieu of a full recruitment requirement for these positions.

APOL- *Recruit* System Enhancement: Waivers

As mentioned in last month's updates, on July 1, 2016 APOL Recruit rolled out a UC System-wide enhancement to include a Waivers processing work flow. For a system overview please view the training video on our System Training Page

Updated Waiver Guidelines

Along with the introduction of a Waivers process on *Recruit*, UC San Diego has updated its waiver guidelines. To review the changes please visit: http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html

Waiver Training

Thank you to all AP Staff who participated in the Waivers Training update. We reached 46 total staff and were able to pre-emptively address questions and concerns about the Recruit Enhancement and the Guideline Updates. Additional training sessions have not yet been finalized but departments will be notified once available for registration. Please send any additional questions to adeo@ucsd.edu.

2015-16 Academic Year Highlights

We would like to take some time to highlight what was accomplished in the 2015-16 academic year:

- 267 Academic Recruitments were processed by ADEO
- 55,301 total Applicants applied for positions
- 205 Recruitment Waivers were submitted and reviewed
- 185 staff attended ADEO sponsored training sessions

Thank you so much for partnering with us and helping us reach these milestones! We look forward to working with you in the coming year!

Internal Process Enhancement

As previously announced, ADEO has implemented internal process changes to further streamline recruitment efforts and to better support system users.

In addition to being your single source of contact for review of Search Plans, Shortlist Reports and Search Reports, Michael Turner and Nathalia Quirk will assist his/her assigned campus areas with the new Recruitment Waiver system. Director of OADEO, Carla Solomon will remain available to assist with general questions and consult on challenging recruitments and waivers.

Know your rights:

Below is a fact sheet from the OFCCP to help workers know their workplace rights and identify workplace discrimination.

https://www.dol.gov/ofccp/regs/compliance/factsheets/Workplace_Rights_JRF_QA_508c.pdf?utm_source=campaign_email_2&utm_medium=email&utm_campaign=fact_sheet_1

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