

# ADEO & Academic Recruitment announcements for November 2016

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

## ADEO Recruit Training eModule is LIVE!

ADEO has created an e-learning training tool for brand new and intermediate users of Recruit. The training tool is available on LMS under "ADEO Recruit System eCourse 06SEDADEORECRUIT". The self-paced electronic training includes video, audio and an interactive quiz and can be accessed online from anywhere. This training is required for new user access to Recruit starting November 1, 2016.

## Record-keeping from "Recommend for interview" to "Interviewed"

"Recommend for interview" candidates are identified on the Shortlist Report and on the Diversity Report.

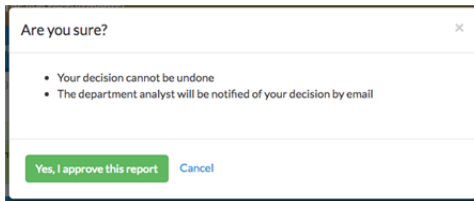
After approval of the Shortlist Report, the "Recommend for interview" candidates are interviewed and updated to "Interviewed" status on Recruit. For more info, go to [https://apol-recruit.ucsd.edu/analyst/help/manage\\_applications#status](https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status).



## Recruit System Updates:

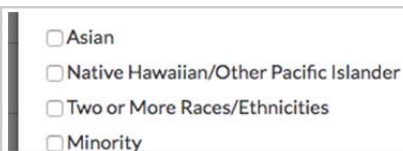
### Title Codes

As a result of a recent Department of Labor ruling on overtime, we have **added 79 new title codes** to Recruit for analysts to choose from when creating a new recruitment. See the full list at [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments).



### Recruitments

In order to prevent accidental approvals, we have added **confirmation popups** for all approvals. Now, approvers must confirm their approval within a popup before their step is approved.



Addition of **Native Hawaiian/Other Pacific Islander** and **Two or More Races/Ethnicities** as options to the Affirmative Action Goal feature found on recruitment Diversity pages. Not every academic unit will have these as goals, but they're now available for those that need them.

## Diversity Awareness for November

- November was officially recognized as National American Indian and Alaska Native Heritage Month in 1990 when President George H.W. Bush signed it into Public Law. See <http://nativeamericanheritagemonth.gov/> for more information.
- Veterans Day (<https://www.va.gov/opa/vetsday/>) is an annual American holiday honoring military veterans.
- Diwali, known as the "Indian Festival of Lights", is a major Hindu holiday signifies the renewal of life, and the victory of good over evil (<http://www.diwalifestival.org/>).

## HERC Webinar for Search Chairs and Committees-Where's Bias Hiding in Your Hiring Process?

Learn about Diversity in Higher Education today, 7 ways hidden bias can derail diversity, and how to identify and remove hidden bias in hiring at <https://vimeo.com/185843871>.

For a full catalog of HERC member webinars covering Diversity & Compliance, Dual-Career, Recruitment and Retention Best Practices, go to [http://www.hercjobs.org/member\\_resources/Webinars/](http://www.hercjobs.org/member_resources/Webinars/).

## ADEO Team!

The current ADEO team of Carla, Mike and Jennifer will continue to service the campus for recruitment compliance, affirmative action reporting and Recruit support.

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for Nov 2016".