
ADEO & Academic Recruitment Updates for October 2016

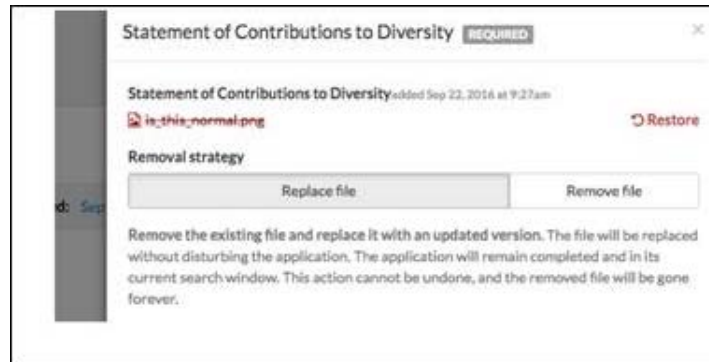
The following are updates regarding academic recruitment processes, recruitment plans, and AP Online Recruit:

AP Online Recruit e-learning tool Coming Soon!

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

Recruit System Updates

New! “Replace file” button
Analysts (committee chairs, editors, and admins too) can now **replace applicant documents without bumping applicants out of their review window.** This snazzy feature will give you the option to either upload a new replacement file, or remove the existing file and “incomplete” the applicant.



For full details, https://apol-recruit.ucsd.edu/analyst/help/manage_applications#replace_document



Sort Your Specializations

When recruitments offer applicants a long list of specializations, using the applicant lists' specialization filters becomes cumbersome. We have added a check/uncheck all specializations option to help search committee members jump into a specific group of applicants and then easily get back to the larger pool. For full details go to

https://apol-recruit.ucsd.edu/analyst/help/review_applications#filter

Recruitment Process Updates

“To waiver to not to waiver” - Did you know that for non-faculty academic series, some common actions like **Internal Hires (Change in Rank or Series) do not require a waiver?** For example, an existing post-doc employee that is promoted to Project Scientist or Researcher does not need a waiver. Why? Because it's natural progression! For more examples of non-recruitment actions that don't need waivers, go to <http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html> and check out the APM waiver flowchart at http://academicaffairs.ucsd.edu/_files/aps/adeo/Waivers_GL_Table.pdf.

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Academic Recruitment Audit for 2015-16 AY

Thanks to the analysts and deans offices that responded to the Recruit “end of year” records audit. We had our best response yet! We appreciate your support.

Diversity awareness for the month

ADEO would like to recognize National Disability Employment Awareness and National Italian American Heritage month.