From: ADEO
Sent: Tuesday, June 30, 2015 4:08 PM
Subject: Recruit Usage - Information for Analysts

In preparation for the 2015-2016 AY recruitment season, the Office of Academic Diversity and Equal Opportunity (OADEO) will continue to streamline academic recruitment administration while improving transparency, efficiency, and compliance. Effective July 1, 2015, academic recruitments will be completely paperless and the following changes will be in effect:

- Elimination of e-Recruitment Plan (e-RP) recruitment plans.
- Elimination of Interim Reports and Selection Reports.

Academic recruitment processes that are currently accomplished on AP On-line Recruit (Recruit) will continue, including the submission of Search Plans, Shortlist and Search Reports. The administrative functions of Reviewing, Endorsing, Approving, and the Signature Authority will now be conducted electronically on Recruit.

These changes will automatically take place on July 1, 2015 and do not require any additional action on your part. We will highlight the changes in your processes in this communique rather than go back over the entire process again.

Search Plan

What is a Search Plan?

The Search Plan is a recruitment plan that is submitted on Recruit. The Search Plan administration is conducted by department staff. It identifies:

- The position to be recruited and discipline of the position
- The proposed outreach effort to be implemented to develop a large, well-qualified, and diverse pool of applicants
- The proposed members of the search committee
- The proposed job notice that will be published to advertise the open position

For the complete process outline, please visit:
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-plan.html

Shortlist Report

This report should be created directly after your search committee has convened and selected candidates they would like to mark as Seriously Considered and/or Recommend for Interview .
http://academicaffairs.ucsd.edu/sso/aps/adeo/shortlist_reports_uci.mp4

Those who are designated as Shortlist Report approvers will have access to all information on this report. The approvers consist of:

- Department Chair
- Faculty Equity Advisor
- ADEO
- Divisional Dean

The Shortlist Report should be generated and submitted before any applicants are invited for an interview, and after the initial review date or closing date has been reached, so that the Faculty Equity Advisor, ADEO, and the Dean's Office can review the pool and request needed changes before the recruitment moves forward to the point where an unintended oversight might lead to the cancellation of the recruitment.

- After the report has completed the approval chain, and all approvals are marked, the Analyst will receive an e-mail notification that the Shortlist Report has been approved.

Search Report

The Search Report is used when the search committee has decided to propose an applicant for the position listed on your Search Plan. Before this Report can be completed, the following tasks must occur:

- Your Shortlist Report must have been submitted and approved prior to the submission of the Search Report.
- All applicants with complete applications must be moved into either the Meet Basic Qualifications pool or the Does Not Meet basic qualifications pool.
- All applicants with complete applications must have disposition reasons and very specific reasons for all persons who have a status of Seriously Considered, Recommended for Interview, Withdrawn, or Proposed Candidate in the Comment boxes to the right of the screen.
- http://academicaffairs.ucsd.edu/sso/aps/adeo/Search_Reports.mp4

After your reports have been approved, you can proceed with the next steps of your recruitment.

The following information provides additional training and communication for ANALYSTS:

- Video: Applicant Management for a Shortlist Report
  http://academicaffairs.ucsd.edu/sso/aps/adeo/shortlist_reports_uci.mp4
- How to Move Unknown Pool applicants into the Meets Basic Qualifications
  https://apol-recruit.ucsd.edu/analyst/help/manage_applications#meets-basic-overview
- How to change the status of applicants
  https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status
- How to create reports
  https://apol-recruit.ucsd.edu/analyst/help/manage_reports#create_diversity_reports
- How to submit reports for approval https://apol-recruit.ucsd.edu/analyst/help/manage_reports#report_approvals
- How to Upload reports
  https://apol-recruit.ucsd.edu/analyst/help/manage_reports#updating_approvals
- Video: Applicant Management for a Search Report.
  http://academicaffairs.ucsd.edu/sso/aps/adeo/review_applicants_uci.mp4