From: Park, Jennifer
Sent: Tuesday, June 30, 2015 3:11 PM
Subject: Effective July 1st— Academic Recruitment Process –PAPERLESS!

Attention recruitment plan Approvers:

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. Additional communication regarding changes and role-specific instructions will be emailed to individuals with Recruit access prior to July 1st.

The following information provides additional training and communication for APPROVERS:

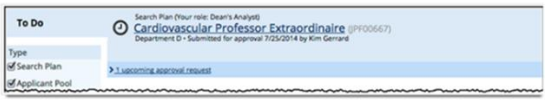
- Link to videos demonstrating Approvers Tasks Search plan 3
- Help link to Recruit Approvers Tasks https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#approvers
- Instructions regarding approver tasks:

The Approver's tasks

The following are the steps for any faculty or staff who are named as approvers for a SEARCH PLAN. There are two quick ways to reach the approval screen:

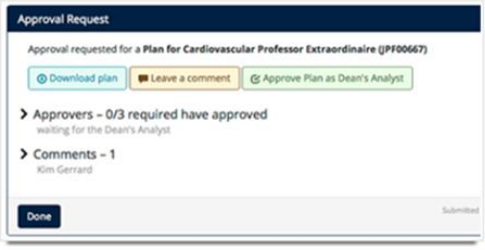
1. **Look for an email from Recruit, Subject: UC San Diego Approval Request [name of recruitment]**
   - The email provides a link to log into Recruit.
   - Once logged in, the approval screen appears, where the user will view, approve, or comment on the recruitment plan.
2. **Or bypass the email and log into Recruit directly**
   - Access RECRUIT
   - Once logged in, the user's home screen displays an obvious message with a link indicating action is needed.

   1 approval request is available for your review ›
3. The link opens the approver's personalized "To Do" approval dashboard, filterable by the type of approval.



4. Find the recruitment name and click on it.

5. The approval request screen opens.



- **Download Plan button:** opens a PDF of the plan.
- **Leave a comment button:** Optionally leave a comment or question for the analyst and/or other approvers. The analyst will monitor the approval requests, making any necessary modifications. Check the box "Mark approval as read" and you will be alerted on your approval dashboard when the item is changed, queuing you to review it again.

- **Approve Plan as [role] button:** This button approves the plan.
  Once approved, the approver's name appears on the page with a "thumbs up" icon to cue other approvers that this document has passed this role's approval. Highlighting this icon with the mouse reveals the approval date and time:

- **> Approvers:** The expanded chevron (>) will display the identities of other approvers named in the workflow. An arrow icon by any name indicates who is next in line to approve:

- **> Comments:** The expanded chevron (>) will display any comments left by others.

6. Log out of Recruit. The [Logout] link at the top of the screen will quit the application.

To obtain Recruit access, contact your DSA. For information and inquiries, please contact adeo@ucsd.edu.