ADEO & Academic Recruitment Updates for June 2017
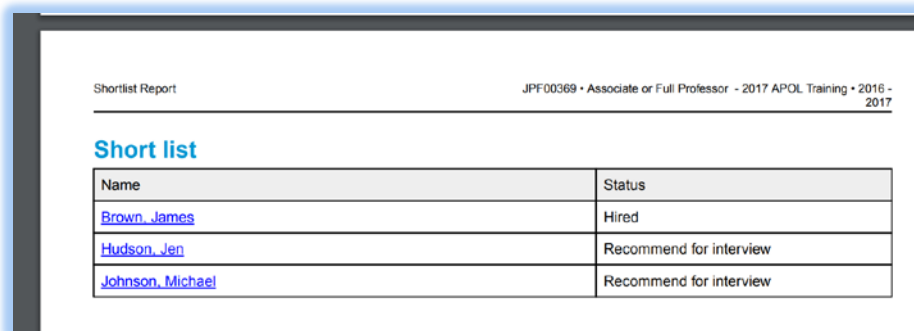
The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

Approvers Reviewing Shortlists - Click the link!

Approvers reviewing shortlist reports can see the full CV's and committee notes (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#approvers).
Here's how: Open the Shortlist Report; click the "**Download Report" button;** opens a PDF of the report. Scroll down the PDF to the Short list (sample below)

Shortlist Report	JPF00369 • Associate or Full Professor - 2017 APOL Training • 2016 - 2017

Short list

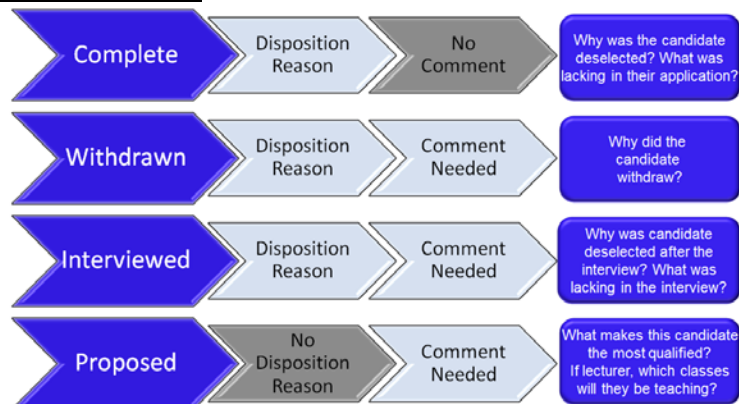| Name	Status
Brown, James	Hired
Hudson, Jen	Recommend for interview
Johnson, Michael	Recommend for interview

Click the blue highlighted names - they are links to view full CV's and application documents.

What's in a name? ADEO aka "Recruitment Compliance Ally"

OADEO
Opportunity
Office
ADEO
Diversity
Equal
Academic

Compliance happens, before during and after recruitment. Don't wait… anticipate, ameliorate and mitigate recruitment compliance. ADEO supports your compliance efforts with solution, advice and support. ADEO also defends UCSD's academic recruitment process to external agencies like the OFCCP. We are on your side! Contact the recruitment compliance experts at adeo@ucsd.edu.

Dispositioning

Complete	Disposition Reason	No Comment	Why was the candidate deselected? What was lacking in their application?
Withdrawn	Disposition Reason	Comment Needed	Why did the candidate withdraw?
Interviewed	Disposition Reason	Comment Needed	Why was candidate deselected after the interview? What was lacking in the interview?
Proposed	No Disposition Reason	Comment Needed	What makes this candidate the most qualified? If lecturer, which classes will they be teaching?

One of the most frequent recordkeeping errors is missing or incomplete dispositioning. To make it easy, ADEO has created a simple matrix to follow (see the table on the left).

At the Shortlist Report, everyone **except shortlisted candidates** needs a disposition reason or comment.

By the Search Report, everyone **except the proposed candidate(s)** needs a disposition reason and or a comment.

Recruit Analyst Audit-deadline July 20, 2017

Recruit houses sensitive and confidential information and only those who are authorized need access. ADEO is conducting an annual audit of users and access to Recruit. Please go to the current listing of Recruit Analysts at https://apol-recruit.ucsd.edu/analyst/help/current_analysts, review for your department or division and notify ADEO to confirm or correct the listed analysts by emailing adeo@ucsd.edu by **July 20, 2017.**

Recruit Enhancement – Accessibility for Administrators

Analysts, committee chairs and editors who use screen reader technology can use sr-only tags as user-created flags on the applicant page. This will make it easier for screen reader-using analysts, chairs, and editors to know how to delete a user-created flag.
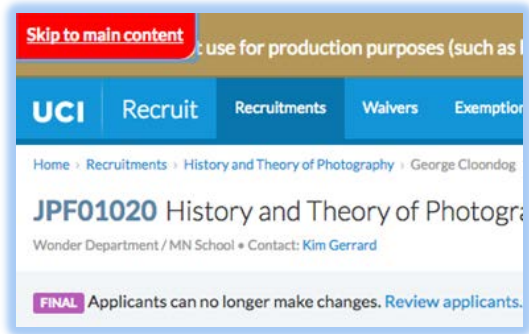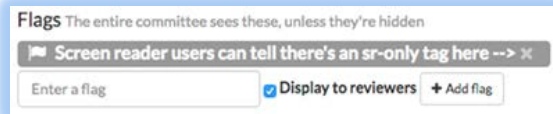
For users who navigate the site by keyboard, skip navigation links are now added to all pages. On the first click of the TAB key, a hidden link marked 'skip navigation' will appear. Clicking this link will take users directly to the main content of the page.

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for June 2017."