ADEO & Academic Recruitment announcements for March 2014

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

Consolidation of eRP and APOL *Recruit*
APOL *Recruit (Recruit)* programmers have been busy working on integrating the Recruitment Search Plan components into *Recruit.* This integration will eliminate the step of using a separate application (e-RP) for Recruitment Plan creation and approvals! ADEO will provide training sessions around campus for our users; please stay tuned for announcements of our training dates and locations. These upgrades are scheduled to launch by Summer 2014.

AJOB transitioning to Recruit
UCSD is phasing out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic job postings on *Recruit* (see https://apol-recruit.ucsd.edu/apply). *Recruit* currently has functionality as a searchable database for all open academic positions and provides a single portal and platform for jobseekers, search committees and analysts. In preparation for this transition, effective immediately, include the Ad text from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments) .

Diversity Report – Shortlist vs. Applicant Pool Report Type.
You may have noticed recently when creating a new Diversity Report, there is a new option in the report type field of 'Shortlist' or 'Applicant Pool'. Please always select 'Shortlist'.

Applicant Status:
A common reason for delay of Interim/Selection Reports is incomplete or non-updated applicant status field information (see https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status). This information tracks the status of all candidates, records the recruitment compliance activity, and provides the department, campus and UCOP with required reporting data. Please complete this information prior to pulling diversity reports and submitting Interim/Selection Reports. The following is a list of possible applicant status selections for "shortlist" candidates:

> **Serious Consideration:** The first cut to trim down the applicant pool to those of greatest interest. *Serious consideration* is not considered the shortlist.
>
> **Invite for Interview:** Includes candidates who will be invited, or is under consideration to be invited for an interview. *Invite for Interview* equals your

shortlist, and will appear as the shortlist on the Diversity Analysis Report generated from RECRUIT.

Interviewed: After the candidate is interviewed, update status to interviewed accordingly.

Selected Candidate: The candidate the committee has decided to recommend for appointment.

Offered: When the candidate receives an official offer letter from the EVC or AVC following submission of the appointment file.

Accepted Offer: When the candidate accepts their official offer of appointment.

Hired: When the candidate is officially hired by the University.

Sharecase

Carla Solomon will be presenting a session at Sharecase on Wednesday March 26th, from 10:00-10:45 in the Marshall College Room. Topic: "*Refreshed Recruit*".

ADEO Website

We have been working on updating our website to be more user friendly, which we anticipate to launch in April. Any suggestions or feedback is welcomed!

For questions regarding this information, or if you want to unsubscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for March 2014"