ADEO & Academic Recruitment announcements for April 2014

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

Recruitment Training
Thursday May 15th, 2014 1:30 p.m. to 4:30 p.m., TPCS Learning Center - Room 265A

This course will provide an in-depth look at how to post academic positions and manage the recruitment process. It is intended for anyone involved in the recruitment process for academic appointments, including analysts and potential search committee members. Topics include: an overview of *the Recruitment Plan*, step-by-step instructions for using AP On-Line *Recruit* , Interim Reports, Selection Reports, Waivers, and best practices for conducting recruitments

Enroll through the UC Learning Center. (UCSD Single Sign-On is required; select "Browse Catalog," then choose "Academic Personnel" under "Academic Policy and Practices.") Course name = Academic Personnel: Academic Recruitment

This course may be taken individually or as part of the Academic Personnel certificate series. For more information about additional courses offered by Academic Personnel Services, please visit the Academic Personnel Training Courses page on the Academic Personnel Services website.

Processing timelines for Interim Reports and Selection Reports
The initial review of Interim Reports and Selection Reports will occur within 10 business days of submission to adeo@ucsd.edu. In cases when the hiring unit has a critical need for an expedited review, please be sure to state URGENT in the subject line, and ADEO will do their best to review within 3 business days of submission.

AJOB* transitioning to *Recruit
As mentioned last month, 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). *Please remember to copy and paste the complete 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). The complete ad text in the description field of *Recruit* is no longer optional, as AJOB will be decommissioned on July 1, 2014, and applicants will be redirected to the job postings from *Recruit*.

Open Until Filled Recruitments
OUF stands for Open Until Filled, which is appropriate for recruitments that are traditionally hard to fill or do not have a specific report to work date. For information on how to use OUF go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ird.

Here is an example:
Open Date: 1/1/2014

Initial Review Date: 3/1/2014
Additional Review Date: 4/1/2014
Final Date: 6/30/2014

It is important to continue to add additional review dates as long as the search committee is continuing to review applications. Department Analyst and Search Committee Chair roles can see all applicants that have applied to the position, however Search Committee members can only see candidates that have completed their applications before the last review date. In addition, the Diversity Analysis report will include applicants who have completed their applications before the last review date as well (in the above example, 4/1/14). In the applicant pool screen, Department Analysts and Search Committee Chairs can utilize the filter options to the left (see https://apol-recruit.ucsd.edu/analyst/help/review_applications#filter) or the column options (see https://apol-recruit.ucsd.edu/analyst/help/review_applications#column) to make sure they are reviewing the same applications that the Search Committee is reviewing. If additional applications are desired, add an additional review date.

Enter the latest review date (in the above example this is 4/1/14), as the closing date on your Interim Reports and Selection Reports

If you are using an Open Until Filled recruitment type, make sure your ad text also states open until filled.

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