ADEO & Academic Recruitment announcements for June 2014

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

Contacting ADEO

Remember to only use adeo@ucsd.edu when submitting recruitment reports, requests, queries, and asking for help with the online recruitment systems. Everyone in OADEO shares the responsibility of monitoring the mailbox and responding to queries. E-mails in this mailbox receive quicker responses, and historical emails are stored in one place for better customer service. No need to cc: everyone in the department when using adeo@ucsd.edu.

AJOB* transitioning to *Recruit July 1, 2014!

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 able to view the full job postings on *Recruit*. Please make certain that you include all of the ad text, including the salary statement, the closing date, the To Apply information, and the AA-EOE statement at the bottom.

Basic Qualifications

The Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) defines Basic Qualifications as:

> *The "basic qualifications" which an applicant must possess means qualifications that the contractor advertised to potential applicants or criteria which the contractor established in advance. In addition, the qualifications must be:*
>
> - *Noncomparative features of a job seeker (e.g. three years' experience in a particular position, rather than a comparative requirements such as being one of the top five among the candidates in years of experience);*
> - *Objective (e.g., a Bachelor's degree in accounting, but not a technical degree from a good school); and*
> - *Relevant to performance of the particular position.*

The first step in reviewing applications in APOL *Recruit* is selecting whether or not the candidate meets or does not meet basic qualifications. https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview Basic Qualifications refers to whether the candidate is qualified to apply for the position or not, based on objective predetermined criteria (such as having a PhD with a required specialty). Applicants who do not meet basic qualifications are excluded from the applicant pool data set which can be seen on the Diversity Analysis Report. A well-written advertisement should have very few applicants that do not meet basic qualifications.

Open Until Filled recruitments

Recruitment Plans that state the position is Open Until Filled should be set up in APOL Recruit as an Open Until Filled Recruitment, also known as Initial Review date/Open Until Filled. This is an ongoing recruitment that collects pools of applicants, separated by review dates. This recruitment type contains an Open date, an Initial review Date, a Final date, and may optionally include additional review dates. Please review the information in APOL Recruit HELP https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ocf_or_ird and the announcements from April for additional information on Open Until Filled recruitments. Recruitments that are "Open until filled" must close prior to one years' time (e.g. Open April 1, 2014 and Final/Close March 31, 2015). A new recruitment plan and applicant pool will be required for any subsequent years.

Best wishes Joanna!

Joanna Horning's last day is June 30th. ADEO really appreciate ALL of her help and support that she gave to ADEO, and we wish her well in her future endeavors.

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 2014"