ADEO & Academic Recruitment announcements for September 2014

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

Happy National Hispanic Heritage Month
The Office of Academic Diversity and Equal Opportunity celebrates the histories, cultures, and contributions of the Hispanic peoples. To learn more visit: http://hispanicheritagemonth.gov/index.html

ADEO Newsletter Archive:
All ADEO Newsletters starting from the beginning of 2014 have been uploaded to an archive on the ADEO homepage. To view the pdf version of the newsletter simply click on the month for which you are looking. http://academicaffairs.ucsd.edu/aps/adeo/index.html

Dispositioning Shortlist Candidates
Dispositioning shortlist candidates on Recruit should occur simultaneously with your ongoing recruitment administration. Both the recruitment activities and the recordkeeping of those activities ensures successful recruitments and compliance. Below is a matrix of the shortlist candidate's disposition statuses and the corresponding UCSD internal process.

Current Status Name	UCSD Concurrent Process
Serious Consideration	Interim Report
Invite for Interview *	update Recruit
Interviewed	update Recruit
Selected Candidate *	Selection Report
Offered	Dean/AP analyst generates offer letter
Offer Accepted	Dean/AP Analyst receives formal acceptance
Offer Declined	Dean/AP Analyst receives formal declination
Hired	Applicant entered on Employee Link and PPS
Withdrawn	Dean/AP Analyst receives withdrawal

For more information, contact Jennifer Park jennifer@ucsd.edu x25862.

Advertisements on *Recruit*
Each department must conduct their own outreach efforts ***using agencies apart from the ones used by the university*** which include: the Higher Education Recruitment Consortium (HERC), American Job Exchange (AJE), and DiverseJobs.net.

Here are some resources to for your department to keep compliance with the OFCCP regulations that are designed to "Improve Job Opportunities for Protected Veterans".

- http://www.gijobs.com
- http://recruitmilitary.com
- http://www.navnetresources.com
- http://www.thepatriotsgrp.com

Academic Titles

In AP On-Line *Recruit,* remember to select **all** of the potential title codes for the recruitment.

To view **Tenured title codes** visit:
https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenured-title-codes
To view **Tenure-Track title codes** visit:
https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenure-track-title-codes
For all **other title codes** visit:
https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#other-academic-positions-title-codes

Please **do not** include anything in the title to do with steps or salary. (i.e. Above Scale, Off Scale, etc.)

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