ADEO & Academic Recruitment announcements for May 2014

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

Welcome Back Nathalia!
Please join us in welcoming Nathalia back to the office – she was greatly missed. Nathalia is currently working part-time on special projects. Please continue to work with Joanna Horning regarding Waivers, Interim Reports, Selection Reports and APOL *Recruit* questions.

Recordkeeping Policy
The UC San Diego Policy and Procedures Manual, Section 480-20.V.8, stipulates that complete and accurate records regarding each position, including applicant files, must be retained for a period of three to five years and are subject to audit by the director of the Office of Academic Diversity and Equal Opportunity at any time. Currently, ADEO is auditing the academic recruitment records from the past five years (2009 -2014). Departments may be contacted to complete recruitment recordkeeping.

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). *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*.

APOL *Recruit* Training
OADEO is developing a self-paced computer based training for APOL *Recruit*. We are looking for volunteers at all levels of APOL *Recruit* experience to evaluate the effectiveness of this training material. Estimated time commitment is 1-2 hours. This training will be mandatory for all new users - so your feedback will greatly benefit your peers. Plus, it is a great way to sharpen your own skills. Please reply to adeo@ucsd.edu if you are interested by Friday June 6th.

Academic Applicant Demographic Data
Recruitments that are conducted in *APOL Recruit* are in compliance with the US Department of Labor requirements. Applicants are invited to take the Diversity survey as part of the Recruit applications process, and Departments may run Diversity Analysis Reports directly from the Recruit system at any time.

When completing the Interim and/or Selection Reports, you only need to copy what the candidate has self-reported which you will find on the Diversity Analysis Report shortlist generated from *Recruit*. If an applicant does not complete the survey, or declines to, please

record a ‘U’ for Unknown in the Interim Report and/or Selection Report for sex/ethnicity accordingly.

Excel Spell Check

Interim Reports and Selection Reports document the open recruitment process, must be kept on record, and are subject to audit. Interim Reports and Selection Reports that are wrought with spelling and grammatical errors give quite a different impression than one that is carefully prepared.

This month’s tip: Use Spell Check. http://www.addintools.com/documents/excel/where-is-spell-check/where-is-spell-check.html

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