ADEO & Academic Recruitment announcements for October 2014

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

SIGN UP FOR AP-ONLINE RECRUIT TRAINING

When: Wednesday, October 22, 2014
9:30:00 AM through 11:30 AM PDT
Location: ACT/BFS Training Facility Suite 400, Torrey Pines Center South (TPCS), La Jolla, CA

To register:

go to the UC Learning Center
Scroll down to the Department Listing
Click on Academic Personnel
Third from the top under the title "**ACADEMIC PERSONNEL: AP ON-LINE RECRUIT TRAINING"**
Click Register on the lower left side

Training Access: Currently the **ALTNG system** is not communicating well with *RECRUIT* so all people attending the class and who do not currently have access to recruit will need to request access BEFORE the class. Simply email adeo@ucsd.edu with "Recruit Training Access" in the subject line.

Approve and Publish features now live on Recruit

Two new additional buttons are now on Recruit: "Approve" and "Publish." From now on, each new recruitment will need to be approved on Recruit by a Central AP Analyst and published by the department analyst before it can appear to applicants within the specified dates.

Descriptions and instructions for the Approve and Publish features on Recruit can be found in the Help Manual at the following url's:

Submit plan for approval

https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#plan_approval

- Select **"Affirmative Action Reviewer"** as the approver.
- Select "This step is Required".

Publish an approved plan

https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#publish_plan

- When the recruitment plan is approved by the Dean,**"Publish"** on Recruit.

Happy LGBT History Month

The Office of Academic Diversity and Equal Opportunity celebrates the LGBT community and their contributions to history. To learn more visit:
http://www.lgbthistorymonth.com/background

ADEO Newsletter Archive:
View the pdf versions of 2014 OADEO Newsletters at:
http://academicaffairs.ucsd.edu/aps/adeo/index.html

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