ADEO & Academic Recruitment announcements for February 2014

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

Revised Interim/Selection Report Forms

We have modified the Interim Report and Selection Report forms to allow expansion of the excel fields. We have also clarified some of the instructions to assist Departmental Staff in completing these reports. These revised reports are attached and are also available on our website http://academicaffairs.ucsd.edu/aps/adeo/job-posting.html

Top 7 reasons for delayed approvals of Interim/Selection Reports

Here at ADEO, we are committed to providing a quick turn-around of submitted Interim and Selection Reports to support hiring units with their business operation needs. However, we must also meet our obligations as a federal contractor and public university, and provide accurate required data to UCOP. We have compiled the top 7 reasons for delayed approvals and requests for additional information to assist departmental staff obtain a quicker approval turn-around for their reports.

1. Reason for delay: Shortlist on the Academic Recruitment Analysis Report is not the same as the shortlist on the Interim/Selection Report.
Why a concern? It is not clear which candidates are actually shortlisted. The shortlist should include all candidates who were interviewed or considered for interview.
Solution: Utilize the Academic Recruitment Analysis Report to simply copy the names, gender and ethnicity of the shortlisted candidates. If the Analysis Report does not show the shortlist as expected, make sure that the candidate's status in RECRUIT is updated to: Invite to Interview, Interviewed, or Selected Candidate. The Analyst, Search Chair or Editor has the ability to update candidates' status.
Tip: Who is considered "Shortlisted"? The term "Shortlist" is designated on the PDF Diversity Report and consists of all statuses beyond Serious Consideration. Those include: Invite for interview, Interviewed, Selected candidate, Offered, Accepted offer, Declined offer, Hired, Withdrawn, and Campus declined. **Serious consideration** is NOT a shortlisted status. https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status

2. Reason for delay: Applicants have not been assessed for meeting basic qualifications.
Why a concern? It appears that applications have not been evaluated. In addition, applicants who do not meet, or with unknown basic qualifications are excluded from the applicant pool data set.
Solution: Assess all applicants for basic qualifications. When creating a new Diversity Report, the Applicant Pool Statistics section of the first page (before you push the create report button) will tell you how many people have unknown basic qualifications.
Tip: When applicants first apply, they land in the **Unknown** section of the applicant pool. An analyst, chair or editor then reviews their files and selects whether they are qualified to apply for the position or not, based on objective predetermined criteria (such as having a PhD with a required specialty).https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview

3. Reason for delay: No explanation of why an outreach source included in the Recruitment Plan was not advertised.

Why a concern? The recruitment plan is reviewed and approved by department and campus representatives to satisfy multiple requirements, including compliance requirements. Any deviations from the approved recruitment plan require justification and transparency.
Solution: Explain any deviations from the Recruitment Plan.
Tip: Utilize the 'Proofs of advertisement' function in the Documentation Tab in each RECRUIT record to easily store and retrieve proofs of advertisement. Many times, ads were placed as stated in the Recruitment Plan, however the proof is lost due to staff turnover or time lapse. However, the Documentation feature in RECRUIT can help manage this. https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ad_source

4. Reason for delay: Interim and/or Selection Reports are submitted prior to the close date of the recruitment.
Why a concern? All applicants must be given a fair opportunity to be considered for the position until the close date of the recruitment. Selecting shortlist or final candidates prior to the job posting close date is inconsistent with advertised job posting application deadlines and close dates. Also, may constitute pre-selection, contradicting the open recruitment process.
Solution: Submit the Reports shortly after the close date of the recruitment
Tip: For recruitments that are particularly hard to fill, consider an Open Until Filled Recruitment. The Open Until Filled Option must be selected in the very beginning when building the RECRUIT record, and cannot be changed after the first applicant applies. This recruitment type contains an Open date, an Initial Review date and a Final date. Note that stating Open Until Filled in the advertisement is not the same as creating an Open Until Filled recruitment in RECRUIT https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ird

5. Reason for delay: The Shortlist on the Interim Report is not the same as the Shortlist on the Selection Report.
Why a concern? The Shortlist (those that were interviewed or considered for interview) should be the same at the Selection Report stage as it was on the Interim Report stage.
Solution: Check the approved Interim Report to ensure that the same candidates are listed on the Selection Report.

6. Reason for delay: A Selection Report has been submitted prior to the Interim Report (General Campus and SIO only).
Why a concern? Candidates should not be invited to campus for interviews before the Dean has approved the Interim Report.
Solution: Complete a UCSD Recruitment Interim Report shortly after the closing date listed on the recruitment, as soon as the search committee has reached a consensus on the applicants it wishes to invite for interviews. This report is used for **all** open recruitments in GC and SIO, not just Ladder Rank.

7. Reason for delay: The de-selection statements in the Selection Report do not give sufficient rationale for why a seriously considered candidate was de-selected.
Why a concern? We must be able to objectively justify our hiring decisions to auditors and/or in discrimination lawsuits.
Solution: Each Selection Report needs a brief statement on the strengths and weaknesses of the seriously considered applicants based on the established selection criteria. The selection statement must explicitly explain why some seriously considered applicants were de-selected, not just offer positive comments about the proposed candidate.

Tip: The hiring unit must maintain complete and accurate records of actions regarding each recruitment. These records, including applicant files, must be retained in the unit for a period of five years from the date the recruitment effort is considered closed, i.e., the date when the last candidate proposed for an appointment accepted/declined the formal job offer.

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