ADEO & Academic Recruitment announcements for November 2014

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

New Recruit Naming Convention RP 10-XXX:
To ease the OADEO internal audit procedures we are now asking that all new recruitments created on RECRUIT include the eRP 10-XXX number to be placed in front of the title i.e.
10-XXX Position Title – Department/Area

Selection Report Reminder:
When submitting a selection report, please generate a new Academic Recruitment Analysis (diversity) Report. This allows the ADEO office to view the most up to date disposition and diversity data.

International Hire Info:
Keep recruitments accessible to international candidates and optimize international hiring processes http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/international.html

Recruit Training Class:
On 10/22 a Recruit training class was held at the Stanford Consortium and attendance was at max capacity. We have received many inquiries about another training being scheduled; **we are aiming for early 2015 for another class. Please stay posted for updates**.

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.

Native American Heritage Month: The Office of Academic Diversity and Equal Opportunity recognizes and celebrates the Native American community and their contributions to history and this campus. To learn more visit: http://nativeamericanheritagemonth.gov/about/

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"