

Elimination of Selection Statement

A separate Selection Statement in the Selection Process tab for typical recruitments is no longer required. The Selection Criteria and Selection Process information can be completed during the Search Plan, as described in the field. Any changes that occur during the execution of the Search Process can be documented as an addendum in the Search Process field. This change will eliminate confusion, simplify Analyst's and ADEO's processes, and improve accuracy of recruitment documentation. Please direct any questions to adeo@ucsd.edu

Current process:

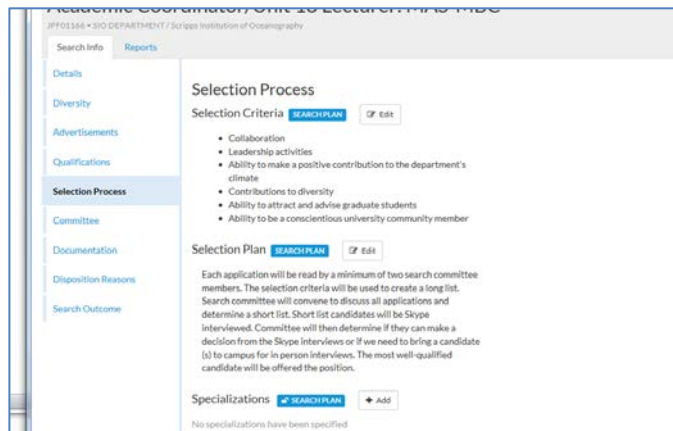
Selection Statement is placed in the Selection Process/Selection Plan field. The current process requires the following:

- ADEO is relocating Selection Plan information at Search Plan stage.
- ADEO is auditing Selection Plan field for Selection Statement information during Search Report stage.
- ADEO is conducting ongoing training against the stated use of the field for current and new analysts.
- ADEO is conducting ongoing training for approvers against the stated use of the field about the location of the Selection Statement information in the Search Report.

New Change effective 09/01/2016:

Search Plan stage:

- Selection Process is completed at Search Plan step as intended: This section is for analysts, chairs, or editors to document the job related criteria and the committee's plan for the selection of candidates



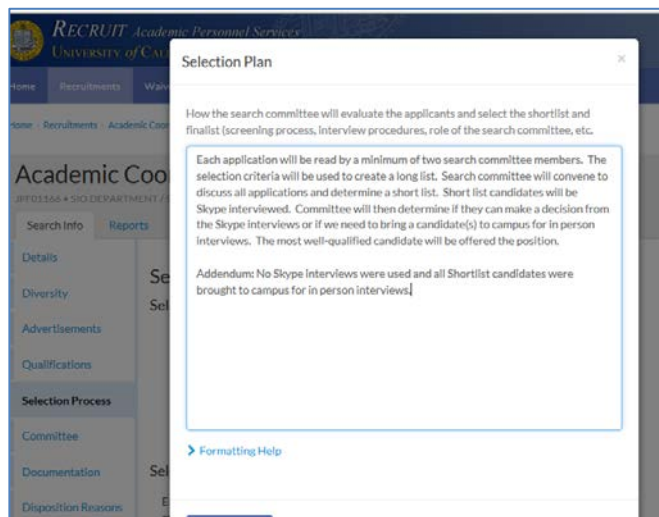
The screenshot shows the 'Selection Process' section of a recruitment form. It includes fields for 'Selection Criteria' and 'Selection Plan', both with 'SEARCH PLAN' and 'Edit' buttons. The 'Selection Criteria' field contains a bulleted list: 'Collaboration', 'Leadership activities', 'Ability to make a positive contribution to the department's climate', 'Contributions to diversity', 'Ability to attract and advise graduate students', and 'Ability to be a conscientious university community member'. The 'Selection Plan' field contains a paragraph: 'Each application will be read by a minimum of two search committee members. The selection criteria will be used to create a long list. Search committee will convene to discuss all applications and determine a short list. Short list candidates will be Skype interviewed. Committee will then determine if they can make a decision from the Skype interviews or if we need to bring a candidate(s) to campus for in person interviews. The most well-qualified candidate will be offered the position.' There is also a 'Specializations' field with an 'Add' button and a note: 'No specializations have been specified'.

Search Report stage:

- No change to Selection Process fields for typical recruitments.

OR

- Document any changes to the Selection Process during the recruitment with additional text at the bottom of Selection Plan field (ex: "Addendum: No Skype interviews were used and all Shortlist candidates were brought to campus for in person interviews.")



The screenshot shows the 'Selection Plan' section of a recruitment form. It includes a 'Selection Plan' field with a 'SEARCH PLAN' button and an 'Add' button. The 'Selection Plan' field contains a paragraph: 'How the search committee will evaluate the applicants and select the shortlist and finalist (screening process, interview procedures, role of the search committee, etc.)'. Below this, there is an addendum: 'Each application will be read by a minimum of two search committee members. The selection criteria will be used to create a long list. Search committee will convene to discuss all applications and determine a short list. Short list candidates will be Skype interviewed. Committee will then determine if they can make a decision from the Skype interviews or if we need to bring a candidate(s) to campus for in person interviews. The most well-qualified candidate will be offered the position.' Below the addendum, there is another addendum: 'Addendum: No Skype interviews were used and all Shortlist candidates were brought to campus for in person interviews.' There is also a 'Formatting Help' link.