Checklist: POOL Recruitments

This document is designed for Department and College Recruit Analysts when they are assisting the search committee's review of a pool's complete applications.

Before you begin your review of the applicant pool using the checklist on the following page, ensure that your Workspace Ribbon in the Applicants List Page has the following selected attributes.

<u>Selected Filters</u>

- <u>Basic Qualifications</u> = **Entire Pool**

- <u>Hidden</u> = **Hidden** and **Not Hidden**

- <u>Status</u> = All statuses **except Not Complete** and **Withdrawn**

<u>Selected Columns for Display</u>

- Applicant

- Basic Qualifications

- Flags (if you use this functionality)

- Status

- Highest Degree

- Completed Date

- References (if confidential letters are required)

- Disposition Reasons

- Disposition Comment

- Reviewer Comments

IMPORTANT NOTE: It is recommend that you always begin your initial review of the applicant pool by accounting for all of the recruitment's applications. To do this, update your workspace ribbon with the above filters and columns but be sure to select all of the available applicant statuses including **Not Complete** and **Withdrawn.** This will help you ensure the following:

- You or the Committee Chair have not inadvertently hidden applications

- You can account for the applicant statuses being used (e.g., Not Complete, Withdrawn, etc.)

- You can identify applications that have been updated since your last review of the applicant pool (provided that you marked the applications as *Read* at the conclusion of your last review of the applications).

Please see the following page for the *Analyst's Checklist: Pool Recruitments*

Analyst's Checklist: POOL Recruitments

Action items <u>before</u> committee reviews applications	
√	**Action Item**
	Are Applicant Statuses accurate? Update Applicant Status to HIRED for any pool-qualified candidates hired since the last search report.
	Are there applications with the *Read* status alert icon ⚠️? Review Applicant Log to determine if committee needs to be alerted of changes made to the application.
	Are there complete applications missing confidential letters? Insert *Missing Letters* flag to applicable applications to alert committee they cannot be reviewed at this time Remove flag once it is no longer applicable
	Are there applicants who are current UC Students? Insert *UC Student* flag to applicable applicants to alert committee they cannot be reviewed at this time Remove flag once it is no longer applicable
	Does committee's spreadsheet only list complete applications with required # of confidential letters? This item is applicable to units that use method #1 for gathering the committee's evaluation of the recruitment's applicants that is described on page 51 of the *UCSC Recruit Help Pages- For Department / College Analysts and Committee Chairs*.
Action items after committee reviews applications	
	Did committee evaluate all eligible applicants in accordance with the *Approved Applicants' Screening Criteria*?
Actions items completed before Search Report is created	
	Have the Basic Qualifications statuses been updated for all applicants reviewed?
	Is the Batch # listed for all applicants reviewed?
	Are the assigned applicants' screening criteria (not the codes) entered for all applicants reviewed?
	Has the Applicant Status been updated to SERIOUS CONSIDERATION for all applicants identified as pool-qualified?
	Have **all** of the pool's applications been marked as READ ☑?
	Have all recent outreach efforts and/or advertising been entered in the recruitment's Advertisement Page?
Actions items for completing the Search Report	
	Are the correct individuals listed in the Search Report's Approval Request Screen?
	Are all approvers available to review/approve report (i.e., calendars do not indicate they are out of office)?
	Search Report has been submitted See ➡️ icon once report is submitted to the far left of the Committee Chair's row

IMPORTANT

Once the Dean has approved the Search Report, recruitment compliance has been met for the applicants who were identified as pool-qualified in the batch review and appointment reviews can be initiated.