Academic Ongoing Pools Recruitment Process Flow Chart

Recruitment Policy – Campus Academic Personnel Manual (CAPM) 100.500

Hiring unit submits completed **Ongoing Pool Position Approval Packet** to the division.
(See https://apo.ucsc.edu/employment/academic-recruitment/Initiating%20Recruitments/index.html)

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Divisional Analyst reviews the packet's documents and returns it to hiring unit with corrections (if applicable).

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Dean approves the packet and the Divisional Analyst forwards it to APO for final review.

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APO reviews packet for conformance to law and policy, completes any necessary revisions to the packet's documents, and sets up recruitment in UC Recruit.

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APO emails hiring unit and Divisional Analyst final versions of the documents (if applicable) along with details of the draft recruitment set-up for review and approval.

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Hiring unit approves final versions of the documents and the recruitment set-up.

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APO publishes the recruitment and it goes live; posts the recruitment flyer on the **Academic Positions** web page; and it provides the hiring unit the final **Recruitment Flyer**, **Approved Applicants Screening Criteria** and the **UC Recruit Applicant Pool Report** (aka Preliminary Diversity Report).

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RECRUITMENT'S OPEN DATE
Recruitment period begins and applications can be completed in Recruit.

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Hiring unit conducts outreach that is applicable to the pool's field/s of study and available labor pool.

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Hiring unit documents its outreach efforts in Recruit
(this can be an ongoing effort throughout the life of the pool).

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THIRTY DAYS AFTER OPEN DATE
Search Committee may complete it first formal review of completed applications.

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EVALUATE POOL'S APPLICANTS
Search Committee reviews applications and assigns the applicable Approved Applicants Screening Criteria to each of the applicants.

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Hiring unit make the following updates in Recruit for <u>each of the complete applications</u>:
1. Updates Basic Qualification status
2. Enters applicable Applicants Screening Criteria
3. Updates Applicant Status for those applicants identified as pool-qualified.

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Hiring unit creates Search Report and triggers approval process. Approvers of the report occur in the following order
1. Search committee Chair
2. APO
3. Divisional Analyst
4. Dean

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Hiring unit receives system-generated email that Dean has approved the Search Report.

The date that the Dean approves the report is the recruitment compliance begin date.

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Hiring unit can now initiate appointment review/s in DivData Review for any of the pool-qualified applicants.

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For each subsequent review of applicants, return to the **Evaluate Pool's Applicants** step and proceed from there.

*The hiring unit can review as many batches of applicants as it deems necessary for the life of the pool.

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