

# UCSC RECRUIT HELP PAGES

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For Department / College Analysts *and Committee  
Chairs*

We would really like to know how this document could be improved. Please provide your feedback to Gillian McGuire ([gmcguire@ucsc.edu](mailto:gmcguire@ucsc.edu), 459-3118) or to Leslie Marple ([lesliem@ucsc.edu](mailto:lesliem@ucsc.edu), 459-3849).

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# UCSC ACADEMIC RECRUIT

## Introduction

UC Recruit is the web-based academic recruitment and application management tool for the University of California. Designed to streamline the academic hiring process, UC Recruit is an online system that provides secure online academic employment recruitment management, supporting faculty and applicants throughout the entire recruitment process.

In addition to recruitment planning and application management, UC Recruit also provides documentation and reporting features, which are used throughout the recruitment process. The University of California Office of the President also uses UC Recruit's reporting features to track the outcome of academic searches and ensure all campuses meet the requirements as equal opportunity employers.

Along with a recruitment's application materials, information is entered into Recruit by the UCSC Academic Personnel Office (APO) and the individual hiring unit to create what is referred to as the *Academic Recruitment Record* in the [CAPM 100.500 Academic Recruitment Procedures](#). The recruitment record must be prepared for each recruitment in order for the campus to capture all of the elements of the recruitment process and be able to respond to questions, complaints, or audits.

## USERS ROLES AND PERMISSIONS: WHO DOES WHAT

The Recruit system includes a number of user roles that are assigned different system permissions and view access rights. Our campus uses the following user roles.

### Committee Chair

This user role is assigned to the recruitment's Search Committee Chair. Committee Chairs can see recruitments they have been assigned and the corresponding applications completed by the IRD or additional application deadlines (if applicable). Committee Chairs have the ability to manage the application files, which includes updating the applicants' Basic Qualification statuses, sending bulk emails to applicants, updating Applicant statuses, and entering the applicants' assigned screening criteria and post-interview narratives. The Search Committee Chair is the first of four approvers of the recruitment's Search Report. The Search Committee Chair oversees the recruitment and is responsible for the accuracy of the information that must be included in the recruitment record, which is captured in the Recruit Search Report(s).

### Reviewer

This user role is assigned to the Search Committee's members. Reviewers can see all recruitments they have been assigned and the corresponding applications completed by the IRD or additional application deadlines (if applicable). The system access for Reviewers is predominantly read-only, but they have the ability to add comments and flags in the Applicant Review Page and they can mark applications as Read or Unread. **Per CAPM policy, students serving as reviewers have further restricted permissions to prevent them from having access to any information or materials associated with applicants' confidential letters.** Therefore, it is imperative that student reviewers be clearly identified on the recruitment set-up form.

### Analyst

This user role is assigned to the staff employees who perform work in Recruit on behalf of the committee. Analysts can be at the college, department, and divisional levels.

#### Department/ College Analyst

Analysts at this level can see all recruitments associated with their department or college and they can see all of the corresponding applications including incomplete applications and those completed after the application deadline. Analysts at this level have the ability to manage the application files, which includes updating the applicants' Basic Qualifications' Statuses, sending bulk emails to applicants, updating Applicant Statuses, and entering the applicants' assigned screening criteria and post-interview narratives. However, only Analysts have the system permissions to create the Search Reports and enter the required information in the recruitment's Advertisements Page. College and department Analysts work with the Search Committee Chair to manage the application files and enter information in Recruit to create the recruitment record.

#### Divisional Analyst

Analysts at this level can see all recruitments associated with the division's departments, colleges, and ORUs and the corresponding applications. Analysts at this level can have the same system permissions as college/department Analysts, but they are not typically involved with managing applicant files. Divisional Analysts serve as approvers of the Search and Shortlist list reports (just prior to the Dean).

## Approver

This user role is assigned to users who must approve reports in Recruit. Our campus uses the *Search Report* for all recruitments and the *Shortlist Report* for Senate and Non-senate recruitments. Deans have final authority to approve or decline all Search and Shortlist reports. Recruitment compliance is met when the Dean has approved the report(s) for a recruitment.

## SYSTEM OVERVIEW

### Log in Page

**UC SANTA CRUZ** Recruit

# Welcome to Recruit

The online recruitment system for academic positions with the University of California, Santa Cruz

Photo © The Regents of the University of California

**Applicants**  
Apply for an academic position at UC Santa Cruz or manage your existing applications

**References**  
Submit a requested letter of reference on behalf of an applicant

**UCSC Faculty & Administrators**  
View and manage positions and applications

To access the system, go to the Recruit log in page at <https://recruit.ucsc.edu/> and click on the **UC Santa Cruz Faculty & Administrators** link. When prompted, enter your Cruz ID Gold credentials.

### The Home Page

**UC SANTA CRUZ** Recruit Recruitments Waivers Exemptions Approvals Reports Help Hello, Department Manager | Logout

**Need Help**  
Quick Guide for  
• Faculty and Staff  
Check out the [documentation](#) or [contact support](#)

## UCSC Academic Recruit News & Updates

### STAFF TRAINING SCHEDULED!

3 STAFF trainings for Senate Recruitments Scheduled

KERR HALL LAB ROOM #8

Monday, October 26, 2:30pm - 4:30pm

Tuesday, November 3, 9:00am - 11:00am

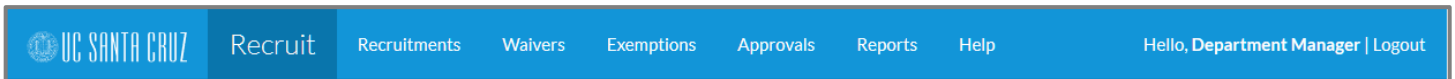
Friday, November 13, 2:30pm - 4:30pm

Published 2015-10-07

After logging into Recruit, the user is taken to the home page, which is periodically updated to alert users of system updates or other important information.



## Main Menu



At the top of the page is the main menu, which is always displayed regardless of where the user is in Recruit. The links that are displayed in the main menu are based on the user's assigned role in Recruit. The links relevant to our campus users are **Recruitments** and **Approvals**.

If the only links displayed in the main menu are **Recruit** and **Help**, then the user has not been assigned a role or hiring unit. To request a role and/or access to a recruitment, contact the Academic Personnel Office's Recruitment Team for help (send an email to [recruit@ucsc.edu](mailto:recruit@ucsc.edu)).

**IMPORTANT NOTE:** The **Help** link takes users to the UC wide training manual, but we recommend that users (besides applicants) avoid this document since there are a number of system functionalities that our campus does not use, which will likely cause undue confusion. The information provided here is specific to our campus' practices and should be a resource used by Analysts and Committee Chairs.

## Recruitments Page

JPF#	Search status	Name	Department	Hired applicant?	Search reports
JPF00045	Open	ART & DESIGN: GAMES & PLAYABLE MEDIA On-Going Lecturer Pool <a href="#">Search info</a> <a href="#">Applicants (24)</a> <a href="#">Reports</a>	Art	No	Batch #1 - Pool • Approved (4/4) Batch #2 Report • Pending (0/4)

From the main menu, click *Recruitments* to access the Recruitments Page. The recruitments you have access to will be displayed in this page. To navigate to a specific recruitment, click any of the following links that are located in the recruitment's row: JPF# (job number), name of the recruitment, *Search Info* link, or *Applicants* link, or the *Reports* link.

# Approvals Page

UC SANTA CRUZ | Recruit | Recruitments | Waivers | Exemptions | **Approvals** | Admin | Reports | Help | Hello, Department Manager - Logout

Home > Approvals Tour

Approvals

[Download as CSV](#)

Current Reports | Approvals: All Requests | Read status: All | Hiring process status: Open | [Edit filters & columns](#)

Type	Status	Read status	Name	Approvers	Requested on
Search Report	PENDING		Computer Engineering: Junior or Assistant Specialist (Open Until Filled; Initial Review on 11/02/14) (IPE00009) <a href="#">Approval details (0/4)</a> <a href="#">Search Info</a>	→ Committee Chair Academic Personnel Dean's Analyst Dean	Sep 4, 2014 11:23am Leslie Marple

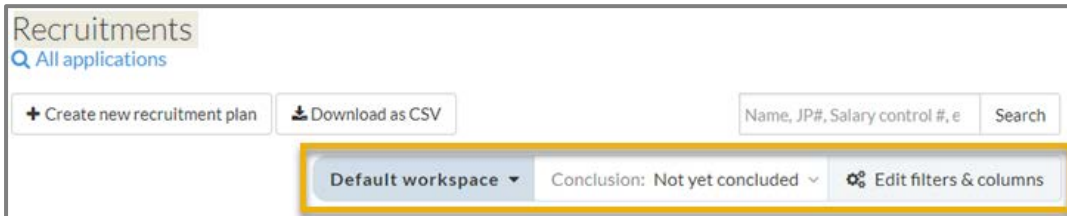
From the main menu, click *Approvals* to access the Approvals Page. Reports that you have access to will be displayed on this page.

## The Workspace Ribbon and Workspaces

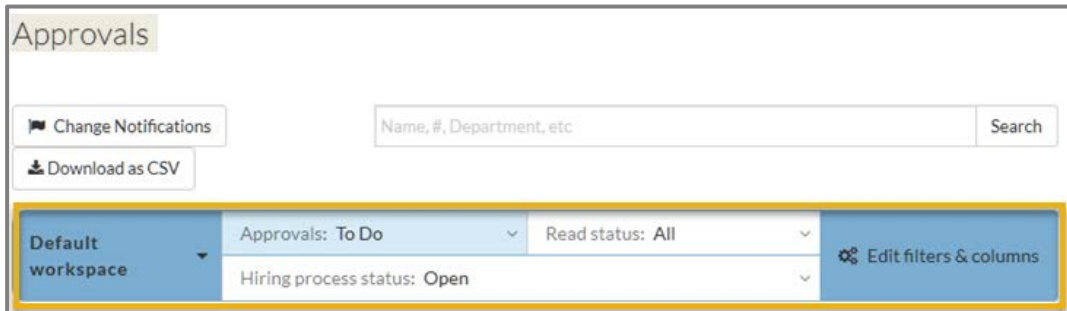
Located in the upper right-hand corner of the **Recruitments, Applicants' List** (defined in the section titled, *Recruitment Overview*), and **Approvals** pages is a horizontal filter toolbar called the workspace ribbon. The workspace ribbon includes controls such as filters, columns, and sorting to help you find and organize information on these content rich pages.

The following screen shots show the three pages in Recruit that include a workspace ribbon. In each of these pages the ribbon's filters and controls differ based on the type of information that can be accessed in the pages. Detailed instructions on how to use the workspace ribbon are provided in the section titled *Using the Workspace Ribbon in the Applicants List Page*.

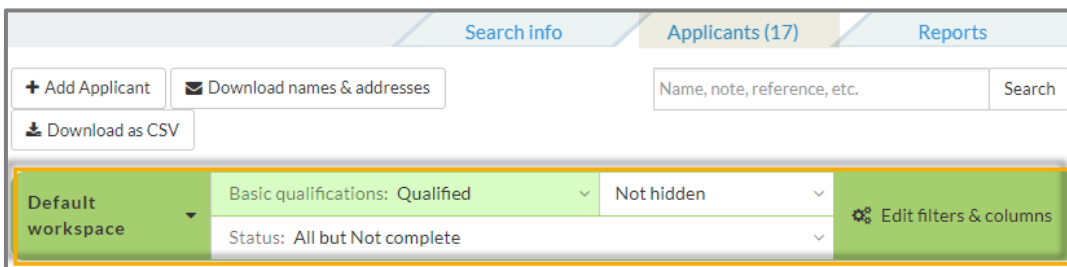
### Recruitments Page Workspace Ribbon



### Approvals Page Workspace Ribbon



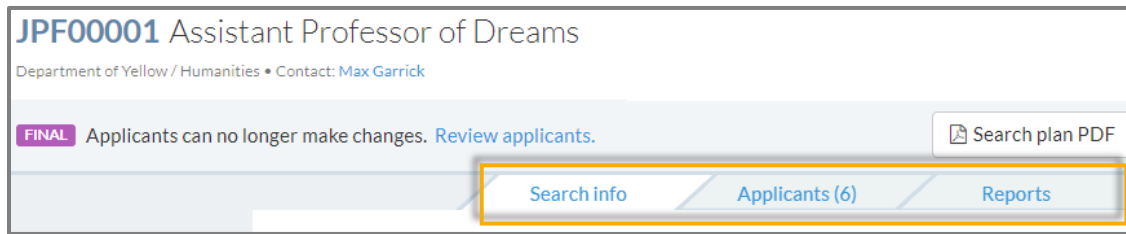
### Applicants List Page Workspace Ribbon



The term workspace refers to the information that is displayed on the page based on the controls selected in the workspace ribbon. For example, the default workspace for the Approvals Page (see screenshot above), includes the active filter **Approvals** with the selected attribute *To Do*. With this selection, only reports that are awaiting your approval display in the page's workspace. However, you could update the Approvals filter to modify the category of reports displayed in the page's workspace by selecting the attribute *Upcoming* (to display reports that have been submitted for approval but are not yet in your queue) or you could select the attribute *All* (to display all upcoming reports, reports in your queue, and reports that have been approved).

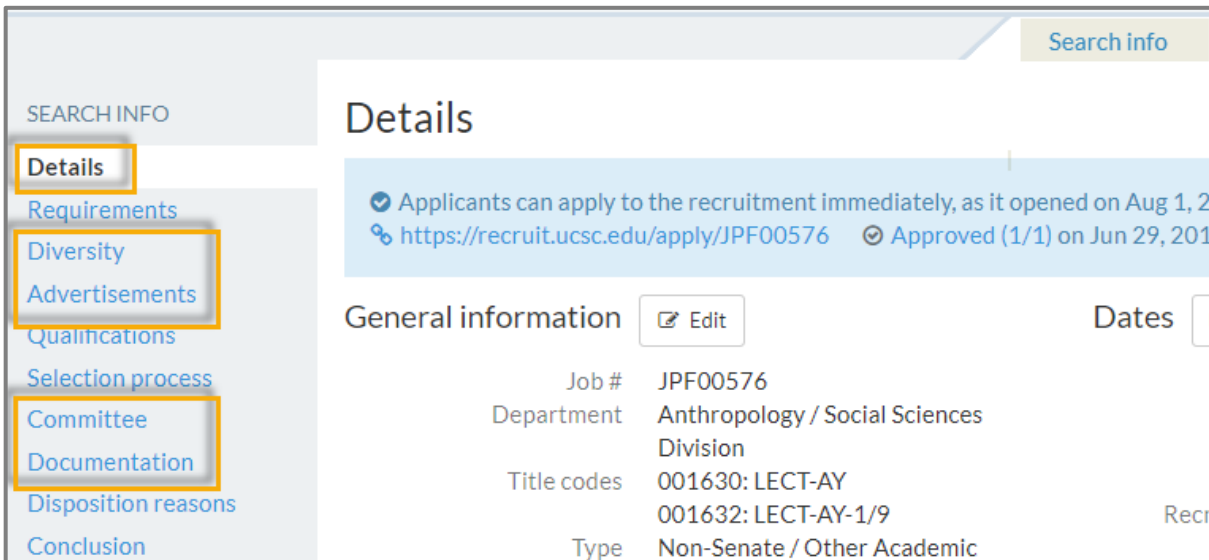
## RECRUITMENT OVERVIEW

A recruitment is divided into three major sections: **Search Info**, **Applicants**, and **Reports**, all of which can be accessed by clicking on their corresponding tabs that are displayed in the upper left-hand corner of the recruitment's screen.



**IMPORTANT NOTE:** Committee Chairs and Reviewers do not have access to the Reports Page and therefore will not see the Reports tab.

## Search Info Tab



The Search Info page includes details that pertain to the recruitment's configuration, requirements, and other important information that is required in the Search Report. The Search Info Page has a number of associated pages, which can be accessed by clicking on their respective links located in the left navigation panel of the Search Info Page. The pages that are relevant to the hiring unit are the **Details**, **Diversity**, **Advertisements**, **Committee**, and **Documentation** pages. Each of these pages is further defined below.

## Details Page

This is the landing page when you click on the **Search Info** tab and it provides a general summary of the advertised position. Content from the recruitment flyer is inserted in the description field and the remainder of the information is based on the information the hiring unit provided in the recruitment set-up form. Analysts, Committee chairs, reviewers, and approvers can view this page, but only the APO System Administrator who created the recruitment can make any changes to this page.

### Details

Applicants can apply to the recruitment immediately, as it opened on Mar 2, 2018  
<https://recruit.ucsc.edu:38878/apply/JPF00045>    Approved (1/1) on Mar 2, 2018    Publish

<b>General information</b> <input type="button" value="Edit"/> <p>Job # JPF00045            Department Art / Arts Division            Salary control # Pool            Breadth Open search            Initial allocation Newly Allocated</p>	<b>Dates</b> <input type="button" value="Edit"/> <p>Type Review Dates            Academic year 2017/18            Open date 3/2/2018 (Friday)            Initial review date 5/20/2019 (Monday)            Recruitment period 485 days            Final date 6/30/2019 (Sunday)</p>
<b>Contact information</b> <input type="button" value="Edit"/> <p>Mailing address 591 Mariana Trail Myronberg, New Mexico 40808            Faculty/Staff contact Mrs. Howell Stanton            Public contact Don Okuneva            Help contact Help            More info http://foo.bar.com</p>	<b>Title information</b> <input type="button" value="Edit"/> <p>Title codes 001630: LECT-AY            001632: LECT-AY-1/9            Senate level Non-Senate            Availability cohort Other Academic Positions</p>
<b>Description</b> <input type="button" value="SEARCH PLAN"/> <input type="button" value="Edit"/> <p>Dolores nemo totam aliquid eos itaque necessitatibus odit.</p>	<b>Internal analyst notes</b> <input type="button" value="+ Add"/> <p>Missing</p>

## Diversity Page

The *Diversity Page* is where the recruitment’s availability data can be viewed. The availability data details the nationwide, potentially available pool of applicants who have earned doctoral degrees in the fields of study that were provided in the recruitment set-up form. The data is broken down by gender and ethnicity. The Diversity Page is discussed further in the section titled, *Use Availability Data to Target Your Outreach Efforts and Ensure a Broad Pool of Applicants*.

### Diversity

Availability demographics

The diversity of candidates available in each field of study identified.

Availability cohort Other Academic Positions  
 Data source 2011-2015 Campus data; 2016 Health Sciences data; 2011 Law data; 1983 - 2002 ALA data [See raw numbers](#)

Field of study	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
Campus: Area, ethnic, cultural, and gender studies	31.8%	68.2%	21.8%	15.6%	14.5%	5.2%	57.1%	41.2%
Campus: Art history/criticism/conservation	20.6%	79.4%	1.5%	5.7%	9.4%	0.6%	17.2%	81.8%
Campus: Film/cinema/video studies	56.7%	43.3%	4.3%	6.7%	10.6%	1.9%	23.6%	75.5%
Average	28.0%	72.0%	7.0%	8.3%	10.8%	1.9%	28.1%	70.7%

## Advertisements Page

The **Advertisements** page is where the hiring unit can access the recruitment flyer, which is designed to assist the department with its outreach efforts (e.g., department can display and distribute the flyer). Additionally, the Advertisements Page is where the Analyst enters outreach efforts and/or advertising conducted by the hiring unit. The Advertisements Page is discussed further in the section titled, *Enter Advertisements and Outreach Efforts*.

The screenshot shows the 'Advertisements' page with several sections:

- Planned search & recruitment efforts**: Includes a 'SEARCH PLAN' button and an 'Edit' icon. Below it is the text 'Please see Ad sources and Evidence of advertisements'.
- Actual search & recruitment efforts**: Includes a 'SEARCH REPORT' button and an 'Edit' icon. Below it is the text 'Please see Ad sources and Evidence of advertisements'.
- Ad documents**: Includes a 'SEARCH PLAN' button and an 'Upload' button. Below it is the text 'Copies of all advertisements that will be posted'.
- Filename**: A section with the text 'You haven't uploaded any ad documents yet — [upload one now](#)'.
- HERC category**: Includes a 'SEARCH PLAN' button and an '+ Add' button. Below it is the text 'Category not yet specified'.
- Ad sources**: Includes a 'SEARCH PLAN' button and an '+ Add' button. Below it is the text 'Not yet specified — [add one now](#)'. This section is highlighted with a yellow border.
- Evidences of advertisement**: Includes a 'SEARCH REPORT' button and an 'Upload' button. Below it is the text 'Proof that the advertisements ran'.

## Committee Page

The Committee page is where the committee's membership can be viewed. The committee roles used by UCSC are *Committee Chair* and *Reviewer*, whereas *Faculty Editor* is a role that is not used by this campus.

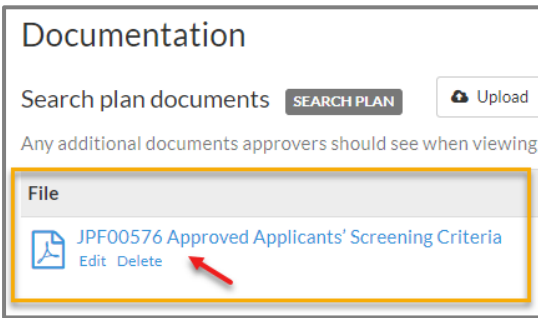
The screenshot shows the 'Committee' page with the following details:

- Buttons**: '+ Add members' and 'Manage existing members'.
- Core committee**: Includes a 'SEARCH PLAN' button and an '+ Add' button.
- Committee Chair**: A row with the role 'Committee Chair', the name 'Charlie Committee Chair', the email '<cchair@ucsc.edu>', and an 'Edit' button. This row is highlighted with a yellow border.
- Faculty Editors**: A row with the role 'Faculty Editors' and the text 'None • [Add one now](#)'.
- Reviewers**: A row with the role 'Reviewers', the name 'Andy Committee Reviewer', the email '<areviewer@ucsc.edu>', and an 'Edit' button. This row is highlighted with a yellow border.
- Reviewers**: A row with the name 'Betty Committee Reviewer', the email '<breviewer@ucsc.edu>', and an 'Edit' button.

**IMPORTANT NOTE:** If a recruitment's committee needs to be revised, the hiring unit emails the requested changes to its division. If the Dean approves the changes to the committee, the division forwards the request to the APO, where the APO System Administrator will update the committee membership. Neither the hiring unit nor the division has the authority to make these changes in Recruit.

## Documentation Page

The Documentation page is where the committee can access the Approved Applicants' Screening Criteria. Clicking on the document's file name (under the section titled *Search plan documents*) will download a copy of the screening criteria to the user's computer.



**IMPORTANT NOTE:** Only APO's Recruit Administrators upload documents to this page. Neither hiring units nor divisions may upload additional documents to the page.

## Applicants Tab

Clicking on the Applicants tab takes the user to the recruitment's Applicants List Page.

## Applicants List Page

The screenshot shows the Applicants List Page with a search bar at the top right containing the text "Applicants (11)". Below the search bar are buttons for "+ Add Applicant", "Download names & addresses", and "Download as CSV". A filter bar includes "Pool Review", "Basic qualifications: Entire pool", "Hidden: All", "Status: Complete", and "Edit filters & columns". Below the filter bar is a "Mark selected as:" section with "Read", "Visibility", and "Basic qualifications" dropdowns, and a "Bulk actions:" section with "Send bulk email". The main table has columns for "Flags", "Basic qualifications", "Applicant", "Completed date", "Highest degree", "Status", "References", "Disposition reasons", and "Disposition comment". Two applicants are listed: Moser, Sassy and Smith, Sara.

Flags	Basic qualifications	Applicant	Completed date	Highest degree	Status	References	Disposition reasons	Disposition comment
<input type="checkbox"/>	Missing letters	Basic Qualifications Unknown Gillian McGuire Jan 8, 2019 2:20pm	Moser, Sassy Sep 30, 2013 10:34am	Ph.D. UCLA 7/1/1999	Complete	0/0	by Gillian McGuire Oct 29, 2018 10:45am	
<input type="checkbox"/>		Basic Qualifications Unknown Gillian McGuire	Smith, Sara Aug 25, 2014 3:54pm	PhD Baylor University 2005	Complete	0/0	by Gillian McGuire	

The Applicants' List Page is where all of the recruitment's applicants are displayed.

## Applicant Review Page

The screenshot shows the Applicant Review Page for Margaret Mead, Principal Marketing Liason, Ruecker School. The page includes a "Visit/Seminar" section, an "About" section with contact information, a "Specializations" section, a "Documents" section with a list of documents like "Curriculum Vitae" and "Cover Letter", and a "Letters of recommendation" section. The "Review" section on the right includes a "Personal note" field, a "Public comments" section, and a "Your comment" text area. There are also "Add comment" and "Add flag" buttons.

Each applicant has an Applicant Review Page, which displays all of the information and application materials provided by the applicant. The Application Review Page can only be accessed by clicking on the applicant's name in the Applicants List Page.



## Reports Tab

The screenshot displays the 'Reports Tab' for a recruitment process. At the top, it identifies the recruitment as 'JPF00237 College Lecturer Pool (Ongoing)' and provides contact information for Leslie Marple. A status bar indicates 'FINAL' and that applicants can no longer make changes. The main navigation includes 'Search info', 'Applicants (6)', and 'Reports'. The left sidebar lists 'Search plan', 'Applicant pool', 'Shortlist', and 'Search report', with 'Search report' selected. The main content area shows a 'Search report' section with a 'Preview' button and a 'Create new search report' link. Below this is a 'Current reports' table with one entry: 'Search Report 1', which is in a 'PENDING' state and has 4 comments. A 'Saved reports' section at the bottom notes that no reports have been saved yet.

The Reports tab is only available to Analysts. Clicking on the Reports tab, takes the user to the Reports Page, which includes links to four different report pages. Only the **Shortlist** and the **Search Reports** are used by our campus analysts. When a user clicks on the Report tab, it defaults to the Search Plan report page, which is irrelevant to our campus. Therefore, Analysts need to remember to click on the relevant report link.

### Search Report Page

College/Department Analysts can create new search reports and review previous search reports on this page. Divisional Analysts also have the ability to create new search reports (although they usually only do this when a hiring unit is associated with the division rather than a department or college) and review previous search reports on this page. The Search Report is discussed further in the section titled, *The Recruitment Record and the Search Report*.

### Shortlist Report Page

College/Department Analysts do not have view-access to reports in the Shortlist Report page, since the report is only intended for Divisional Analyst and Deans. For Non-senate and Senate recruitments, an APO System Administrator creates the Shortlist Report after she has approved a recruitment's Search Report. APO does not create Shortlist Reports for Ongoing Pool recruitments.

## TOOLS IN THE APPLICANTS LIST PAGE

Available to the Analyst and Chair in the Applicants List Page are a number of tools to assist them in managing the recruitment's applications. The tools highlighted in the screenshot below are further defined in the following pages.

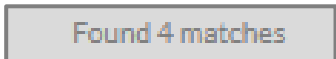
The screenshot shows the Applicants List Page interface. At the top, there are tabs for 'Search info', 'Applicants (12)', and 'Reports'. Below the tabs, there are three buttons: '+ Add Applicant', 'Download names & addresses', and 'Download as CSV'. A search bar is located to the right of these buttons. Below the search bar, there is a ribbon with filters: 'Applicant Review and Evaluation', 'Basic qualifications: Unqualified', 'Hidden: All', and 'Status: Complete'. There is also an 'Edit filters & columns' button. Below the ribbon, there is a 'Mark selected as:' section with options for 'Read', 'Visibility', and 'Basic qualifications'. There is also a 'Bulk actions:' section with options for 'Send bulk email' and 'Assign disposition reasons'. Below this, there is a table with columns: 'Basic qualifications', 'Flags', 'Applicant', 'Status', 'References', 'Disposition reasons', 'Disposition comment', and 'Reviewer comments'. Two rows are visible in the table, each with a 'Log' and 'Download' button. The first row is for 'Homenick, Fiona' and the second row is for 'Hamill, Isaiah'.

## Number of Applicants

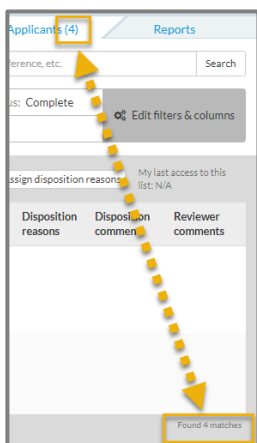


The number that is displayed in the Applicants tab indicates the recruitment's total number of applications.

Whereas the number displayed at the bottom right-hand corner of the page indicates the total number of applications that are being displayed in the page's workspace.



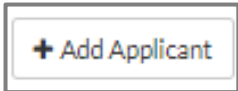
If the number at the bottom of the Applicants List page is less than the number in the Applicants tab, and you are not clear as to why this is the case, check the filters in your workspace ribbon to determine why some of the applications are not being displayed. Instructions on how to update your filters in the workspace ribbon are provided in the section titled, *Using the Workspace Ribbon in the Applicants List Page*.



A maximum of 100 applications can be displayed in the page's workspace. If a recruitment has more than 100 applications, there will be a navigation tool at the bottom right-hand corner of the page that allows the user to navigate between the multiple Applicants List pages.

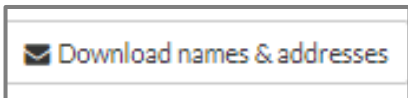
**IMPORTANT NOTE:** Analysts can see all of the recruitment's applications, regardless of whether they are incomplete, completed by the application deadline, or completed after the application deadline. However, the Committee Chair and Reviewers can only see applications that were completed by the application deadline(s). Therefore, the number listed in the Applicants tab will differ for the Analyst and the Committee.

## Add an Applicant



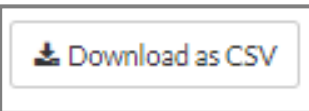
Recruit Analysts and Search Committee Chairs may only use this functionality under the directive of APO's Recruitment Administrator. There are no exceptions to this policy.

## Download Names and Addresses



Click this button to create a comma-delimited file\* that lists the names and addresses applicants.

## Download as a CSV



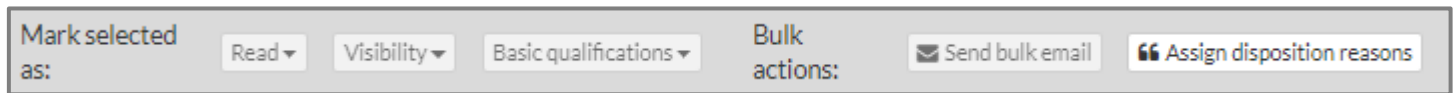
Click this button to create a comma-delimited file\* that contains the data that is displayed the page's workspace (i.e., the information that is displayed in the workspace based on the filters and columns selected in your workspace ribbon).

\*When downloading data from Recruit, depending on your web browser the file will either (1) open automatically in Excel, (2) go to a download directory on your computer, or (3) present a message asking you to either open or save the file.

## Search field

Locate a particular applicant by entering the first, last, or full name in the search field. Keep in mind that the search function is restricted by current workspace filters.

## Workspace Action Row



The tool allows you to perform various actions on an individual applicant or multiple applicants in the Applicants List Page. The five available actions to select from are *Read*, *Visibility*, *Basic Qualifications*, *Send bulk email*, and *Assign disposition Reason*, which are further defined in the following pages.

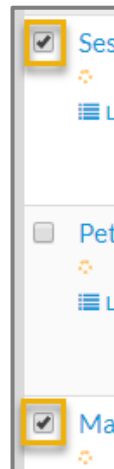
To use the functionalities in the Action Row, you must first identify the applicant(s) you want to act on and then select the relevant action by completing the following steps:

- ⇒ Select all of the applicants displayed in the page's workspace by clicking the master check box at the far left of the workspace's header row (which is always grey) **OR** select just one or a handful of the applicants by clicking the checkbox at the far left of the specific applicant's row.

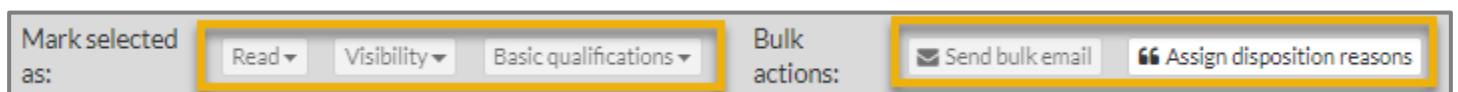
Master check box



Check box for a specific applicant

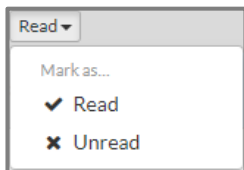


- ⇒ Once you have selected the applicable applicant(s), select the action in the action row that you want to perform.





The actions available in the Action Row are defined in the following pages.

## Read



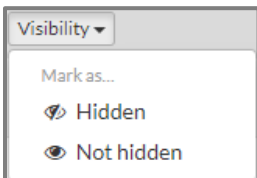
This action allows you to annotate privately the applications you have and have not reviewed by marking an application as *Read* or *Unread*. When you mark an application as Read, the system will alert you if additional information or documents have been added to the application since you annotated it as Read (e.g., a confidential letter has been submitted).

When you mark an application as Read, a green indicator will appear in the applicant's row. 


If the application is modified after you marked it as read, an alert icon will appear in place of the green checkmark. 

**IMPORTANT NOTE:** Once a change to the application has been made, you will need to mark the application as Read once again if you want to be alerted of any further changes made to the application.

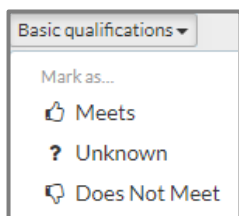
## Visibility



Recruit never deletes an application but “Hide” comes close. When you hide an application, it is hidden from all users. As a result, we strongly advise that you not use this action.

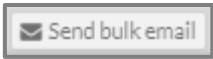
**IMPORTANT NOTE:** This icon  is displayed to the right of the applicant's name if it is complete, was completed after the application deadline, or you have marked it as Hidden. Roll over the icon to determine why the application is not visible to the committee.

## Basic Qualifications



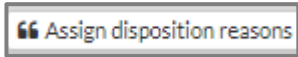
This action allows you to update the applicant(s) Basis Qualifications Status to *Met*, *Unmet*, and *Unknown* (Unknown is the default status). This action is further discussed in the section titled, *Basic Qualifications Statuses and Color Coded Workspace Borders*.

## Send bulk email



This action allows you to send an email from the Recruit system to a single or to multiple applicants. This action is discussed further in the section titled, *Send Bulk Emails to Applicants*.

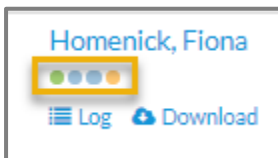
## Assign disposition reasons



This action allows you to access the *Assign Reasons Page* where you can enter the applicants' assigned screening criteria and post-interview narratives. This action is further discussed in the section titled, *Enter the Applicants' Assigned Screening Criteria*.

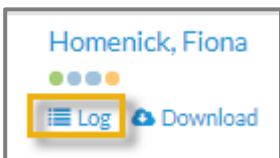
**IMPORTANT NOTE:** This action only displays in the workspace's action row when the Basic Qualifications active filter is set to Qualified (orange workspace border) or Unqualified (grey workspace border).

## Progress dots



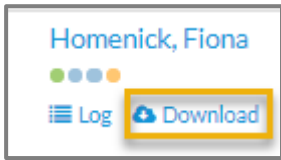
Roll over the color-coded dots beneath an applicant's name for quick visual of the complete and incomplete application requirements. Each dot represents an application requirement and when a requirement is fulfilled, the corresponding dot fills in solidly.

## Applicant log



Click the **Log** link below an applicant's name to review time-stamped changes to the application. For example, if a bulk email was sent to the applicant, the log will include the time-stamped note of the action as well as a link to the email communication. Additionally, if you marked the application as Read, the log will indicate what changes were made since it was annotated as Read.

## Download File



Click the **Download** link found beneath the applicant name to download a PDF bundle of the individual's application. This tool is also available in the Applicant Review Page.

# TOOLS IN THE APPLICANT REVIEW PAGE

Available to the Analyst and Chair in the Applicant Review Page are a number of tools to assist them in managing the recruitment's applications. The tools highlighted in the screenshot below are defined in the following pages.

## Margaret Mead

Principal Marketing Liason, Ruecker School

[Return to List of Applicants](#)

**Basic qualifications:** Meets    **Status:** Recommend for interview    **Last updated:** Aug 3, 2017 at 12:02pm    [Mark as Read](#)

**Visit/Seminar**    [Schedule a visit or seminar](#)

**Review**    [Download PDF Bundle](#)

**About**    [Edit](#)

Name: Margaret Mead  
Username: lindsay6  
Email: aptestmail+roberto.schaden-01t30000z@uci.edu  
Address: 38271 Destiney Mission  
Uptonfort, Connecticut 97805  
Degree: ABD at Port Marc School (2016-08-02 15:16:21 -0700)  
Phd advisors: Hal O'Reilly, Silas Nikolaus  
Dissertation: Transition with Exogenous Demand: Tool Development and Trade Petterns.  
Current position: Principal Marketing Liason, Ruecker School

**Specializations**    [Edit](#)

Specializations: Et dolorum voluptatem  
Exercitationem nam voluptas  
Doloribus consequuntur rerum  
Cumque necessitatibus voluptatibus  
Voluptatem adipisci unde  
At est dolorem

**Documents**    [Viewer](#)

Curriculum Vitae	<a href="#">Download (Required)</a>	<a href="#">Edit</a>
Cover Letter	Not yet provided	<a href="#">+ Add</a>
Statement of Research	Not yet provided	<a href="#">+ Add</a>
Statement of Teaching	Not yet provided	<a href="#">+ Add</a>
Statement of Contributi...	Not yet provided	<a href="#">+ Add</a>
Misc / Additional	Not yet provided	<a href="#">+ Add</a>

**Letters of recommendation** 2-4 letters of reference required    [+ Add reference](#)

Leo Schmeler    [Edit reference](#)    [Download letter](#)    [Delete letter](#)  
Veniam nam totam fugiat.

Claudie Pacocha    [Edit reference](#)    [Download letter](#)    [Delete letter](#)  
Ipsa possimus enim amet dolore elius quidem et.

**Personal note** Not shared with the committee  
Limit personal notes to those that are job-related. All personal notes become part of the search record and may be accessed through a public records request or during an audit.  
 Not yet provided  
[+ Add personal note](#)

**Public comments** The entire committee sees these  
Limit comments to those that are job-related. All comments become part of the search record and may be accessed through a public records request or during an audit.  
**Your comment**

**Formatting Help**  
[+ Add comment](#) Gillian McGuire (gmcguire@ucsc.edu)

No comments

**Flags** The entire committee sees these, unless they're hidden  
     **Display to reviewers**    [+ Add flag](#)



## Basic Qualifications, Applicant Status, and Read Status Indicators

Margaret Mead  
Principal Marketing Liason, Ruecker School

Basic qualifications: **Meets**    Status: **Recommend for interview** ⓘ    Last updated: **Aug 3, 2017 at 12:02pm**    [Mark as Read](#)

These are the same actions that can be performed in the Applicants List Page, which are defined in the section titled, *Workspace Action Row*. Note that Reviewers will be able to use the Mark as Read/Unread tool (this is the only tool they can use on this page).

## Visit/Seminar

Visit/Seminar

[Schedule a visit or seminar](#)

This section will only display to the committee Reviewers if 1) the Analyst or Chair has updated the individual's Applicant Status from Complete to Serious Consideration (or any applicant status beyond Serious Consideration) and 2) the Analyst or Chair has entered the details for the candidate's visit/seminar in this section.

## Inline Edit Buttons

About [Edit](#)

Although Analysts and Chairs have the ability to edit the information in the sections *About*, *Documents*, and *Letters of Recommendation* in the Applicant Review Page, they should never do so unless authorized by the designated APO System Administrator. Any changes made to an application will be detailed in the applicant's Log.

## Specializations

Specializations [Edit](#)

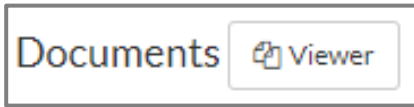
Specializations    Et dolorum voluptatem  
                          Exercitationem nam voluptas  
                          Doloribus consequuntur rerum  
                          Cumque necessitatibus voluptatibus  
                          Voluptatem adipisci unde  
                          At est dolorem

If the recruitment was configured with specializations, the applicant's self-selected specialization(s) will display in this section. Analysts can adjust the applicant-selected specializations, however, the changes will be applicant facing (i.e., the applicant will be able to see the changes made) and the updates will be detailed in the Applicant Log. Users may filter applicants by specializations on the Applicants List Page.

**IMPORTANT NOTE:** Senate and Non-senate recruitments are configured with initial review dates (i.e., initial application deadlines), which provides applicants the ability to update their specializations until the initial review date has passed (at which point their applications are locked and they are restricted from making further changes). Ongoing pool recruitments are not configured with initial review dates and as a result, applicants can update their specializations throughout the life of the pool recruitment.

An applicant's required documents or materials (both required and optional) can be accessed and reviewed in the Application Review Page. There are three methods for reviewing the application's materials and they are the following:

## Documents Viewer



Click on the **Viewer** button to open the individual's application materials within the browser frame. Keep in mind that browser versions and third party PDF readers may affect the use of the viewer.

## Download link



In the *Documents* section of the screen, click on the hyperlinked filename of the document that you would like to download to your computer.

## Download PDF Bundle



In the *Review* section of the screen, click on the **Download PDF Bundle** button to download a copy of the application file to your computer. Interstitial pages are placed in-between each document with the title and any other information about the document (if available).

**IMPORTANT NOTE:** If you elect to download any of the application documents, be aware that potentially sensitive information will be downloaded to your machine. Use this functionality with care: which includes securely removing the documents from your computer once you no longer need them.

## Letters of Recommendation / References

When confidential letters are an application requirement, this section displays the References' contact information and links for accessing the letters. If confidential letters are not a requirement, this section will not be included in the Applicant Review Page. The title of this section will depend on how the recruitment is configured to acquire confidential letters.

If the recruitment is configured with the *Letters of Recommendation* method, then the title of the section will be **Letters of Recommendation**.



If the recruitment is configured with the *Contact Information Only* method, then the title of the section will be **References**.




## Public Comments

**Public comments** The entire committee sees these

Limit comments to those that are job-related. All comments become part of the search record and may be accessed through a public records request or during an audit.

**Your comment**

Formatting Help 

The Public Comments feature is available to all users. Public comments are visible to all users who have access to the recruitment. **Comments must relate only to the advertised job qualifications since they are part of the recruitment record and accessible to auditors, and in some cases, public information requests. APO strongly encourages that users only enter the applicants' screening criteria codes in this field.** Keep the following in mind, when using this tool:

- Public comments display in the Applicant Review Page and the Applicants List Page
- The author's name displays alongside his/her comment
- Public comments display in the **Reviewer comments** column in the Applicants List Page (if you do not see this column in the page's workspace, you need to update your workspace ribbon to select the column for display).
- Public comments do not have a character limit

**IMPORTANT NOTE:** If you add, edit, or remove your public comment, be sure to click the **Save comment** button to save your entry and/or revisions.

## Personal Note

**Personal note** Not shared with the committee

Limit personal notes to those that are job-related. All personal notes become part of the search record and may be accessed through a public records request or during an audit.

Not yet provided

This feature is available to all users. Personal notes are only visible to the user. In other words, users who have access to the recruitment will not be able to view another user's personal notes. **Personal notes must relate only to the advertised job qualifications since they are part of the recruitment record and accessible to auditors, and in some cases, public information requests. APO strongly encourages that users not use the Personal Note functionality.**

## Flags

**Flags** The entire committee sees these, unless they're hidden

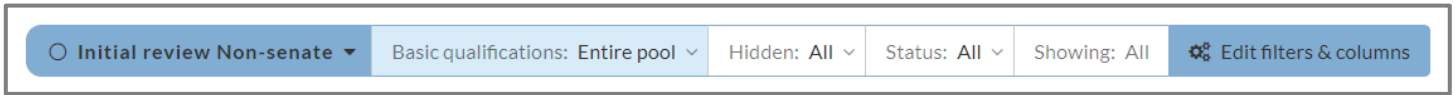
**Display to reviewers**

Flags are intended to serve as a unique set of labels that can be applied to applicants in order to categorize them. Flags are most effective when they are brief (*Missing letters*, or *MBQ* for Meets Basic Qualifications). If you use flags, keep the following in mind:

- Flags display in the Applicant Review Page and the Applicants List Page
- In the Applicant Review Page, the flag-owner's name displays on rollover (this is not the case in the Applicants List Page).
- In the Applicants List Page, if flags are being used but you cannot see them in the page's workspace, you need to update your workspace ribbon to select the column for display.

## USING THE WORKSPACE RIBBON IN THE APPLICANTS LIST PAGE

As it was previously mentioned, the Workspace Ribbon includes controls such as filters, columns, and sorting to help you find and organize the information that is displayed in the content-rich **Recruitments, Applicants List,** and **Approvals** pages.

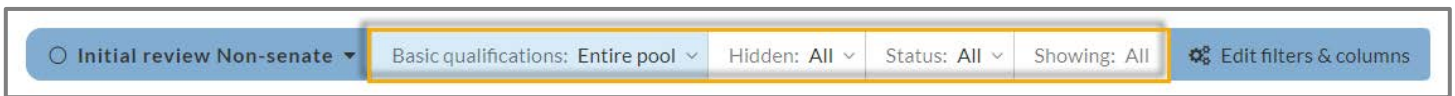


The Workspace Ribbon is broken into the following three components, which are further defined in in the following pages.

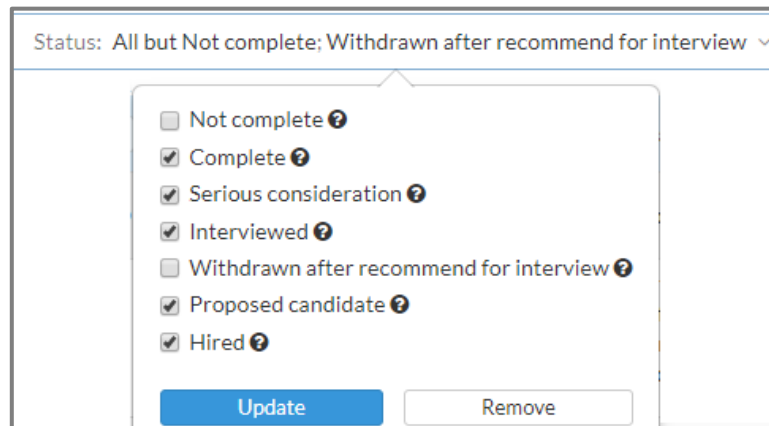
- Active Filters
- Edit Filters and Columns Endcap
- Workspace Endcap

### Active Filters

In the middle of the ribbon, are the *active* filters (i.e., the selected filters). In the screenshot below, the active filters are **Basic Qualifications**, **Hidden**, and **Status** filters. Be aware that the Basic Qualifications filter is always active in the workspace ribbon and it is the only filter that cannot be removed from the ribbon.

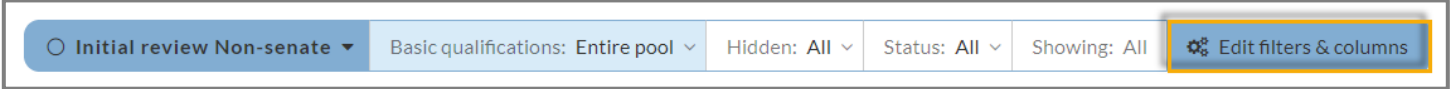


To update an active filter in the workspace ribbon, hover over it until a pop-up window appears where you can select or deselect the filter's attributes. Click **Update** to save your selection(s) or click **Remove** to deactivate the filter from the ribbon.

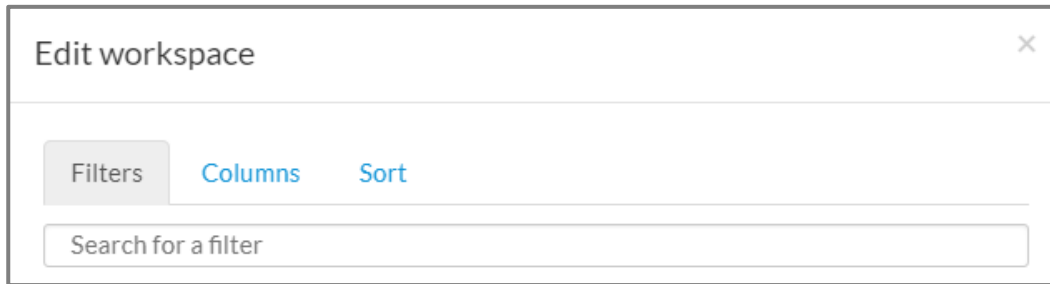


## Edit Filters and Columns Endcap

You can also manage the page's filters, columns, and sorting by clicking the **Edit Filters & Columns Endcap** found on the right side of the ribbon.



Clicking on the endcap opens the Workspace Editor (see screenshot below), which includes the **Filters**, **Columns**, and **Sort** tabs as well as a search field where you can type in a key word to locate a specific filter or column.



Instructions for updating information in each of these tabs is provided in the following pages.

## Filters

Click the **Filters** tab to add filters, remove filters, and manage the attributes of active filters.

Manage an active filter by selecting or deselecting its attributes' checkboxes.

To activate a filter in the workspace ribbon, click on the add icon **+** displayed to the left of the filter's title.

Whatever the change, click on the **Update** button at the bottom of the screen to save your selections.

The screenshot shows the 'Edit workspace' dialog box with the 'Filters' tab selected. At the top, there are tabs for 'Filters', 'Columns', and 'Sort'. Below them is a search bar labeled 'Search for a filter'. The 'Basic qualifications' section includes a note 'This filter is always visible' and a row of buttons: 'Qualified', 'Unknown', 'Unqualified', and 'Entire pool'. The 'Hidden' section has checkboxes for 'Hidden (0)' and 'Not hidden', with a 'Remove' button. The 'Status' section has a 'UNCHECK ALL' link and a 'Remove' button, followed by a list of checkboxes: 'Not complete', 'Complete', 'Withdrawn', 'Recommend for interview', and 'Declined soft offer'. Below this are several filter categories: 'Specializations', 'Survey', 'Last updated', 'Applied on', and 'Completed date', each with an add icon (+). At the bottom right of the filter list is a 'Use default filters' button. A purple tip box at the bottom says 'You can also edit your filters by hovering over the workspace ribbon'. At the very bottom are 'Update' and 'Cancel' buttons.

To remove an active filter from the workspace ribbon, click on the trash icon **Remove**

## Columns

Click the Columns tab to add or remove columns from the page's workspace.

Columns selected to display in the page's workspace are listed under **Shown** and columns not selected to display are listed under **Hidden**.

Search for a column

**Shown**

- Basic qualifications
- Applicant
- Flags
- Status
- References
- Disposition reasons
- Disposition comment
- Reviewer comments

**Hidden**

**Applicant**

- Username
- First name
- Last name
- Highest degree
- Dissertation
- Current position
- Last emailed by analyst
- Primary specialization
- Secondary specialization
- Tertiary specialization
- Specializations

**Application**

- Level
- Added by
- Activated?

Use default columns

You can also reorder columns by dragging the vertical bars on the column headers

Update Cancel

Use the slide bar (to the right of the Hidden columns list) to move up and down the list of columns that can be selected.

Click on the column's title to move it to the other section (dragging also works).

Rearrange the order in which the columns appear in the workspace, by hovering over the icon to the left of the column's title



Once the grab icon appears,



click and drag the column into the desired position.

Whatever the change, scroll down and click **Update** at the bottom of the modal.

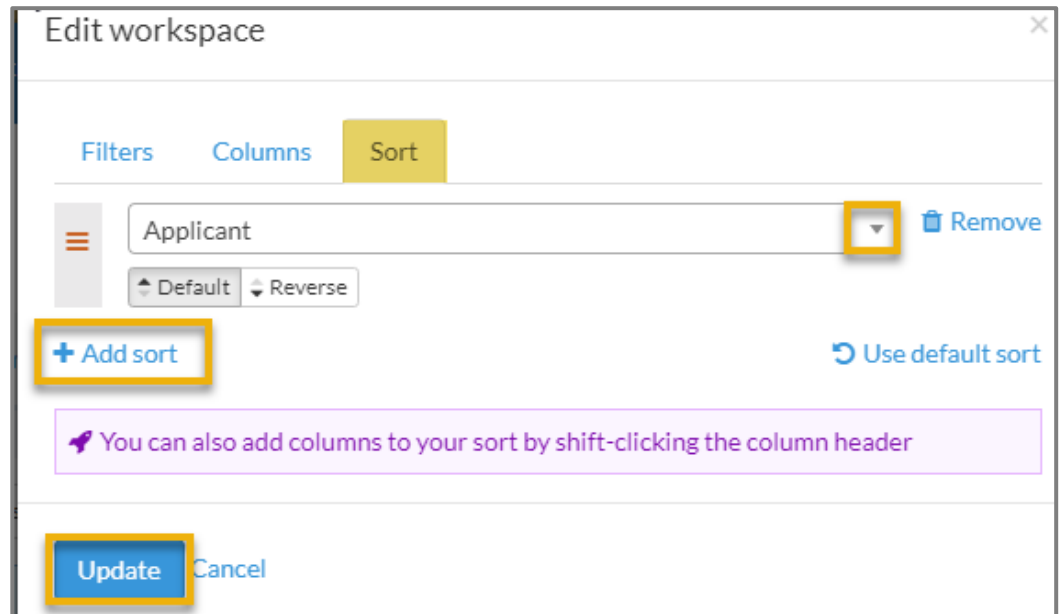


## Sort

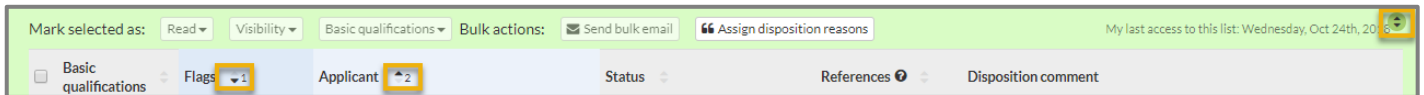
Click the Sort tab to create or manage sorting of the information displayed in the page's workspace.

To add a sort to your workspace, click the **Add Sort** link and select the column to be sorted from the drop-down menu.

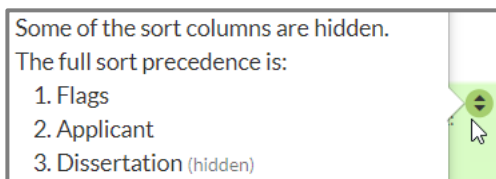
Whatever the change, scroll down and click **Update** at the bottom of the modal.



**IMPORTANT NOTE:** It makes most sense to sort information using columns that have been selected to display in the page's workspace. However, it is possible to sort information with columns that are not selected to display.

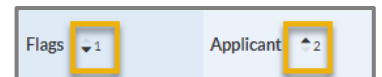


Recruit alerts you in the page's workspace with this icon  if hidden columns are included in the sort's precedence.

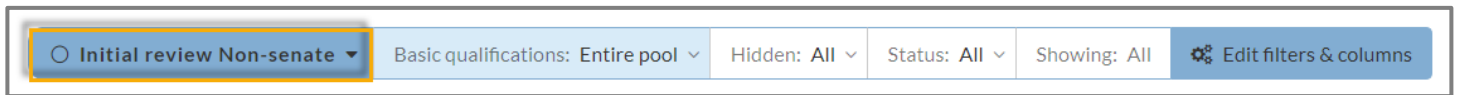


Hovering over the icon will open a pop-up window that details the sort precedence, which will include the hidden column(s).

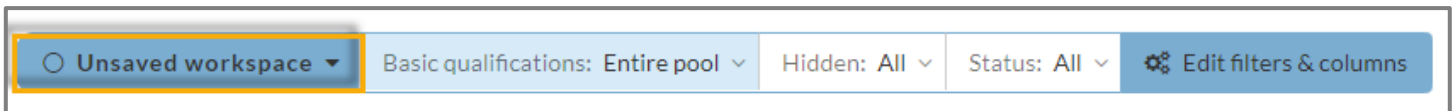
Columns that are not hidden and selected to sort are identified by their sort precedence.



## Workspace Endcap



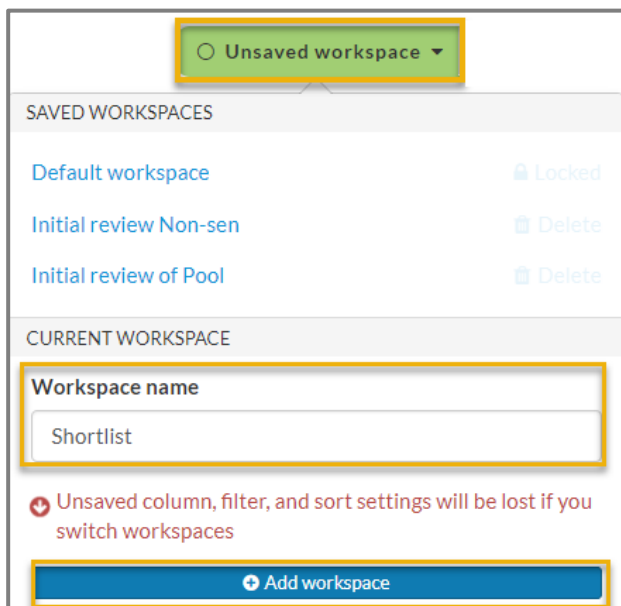
The Workspace Endcap is where you can access the system's Default Workspace or workspaces that you have created. When you update a page's filters, columns, and/or sorts in the workspace ribbon, you can save the workspace settings to use in the future. The title of the workspace that is being used, will display in the endcap. When you make changes to your workspace ribbon, Recruit will alert you that you have unsaved changes by displaying *Unsaved Workspace* in the endcap as demonstrated in the screenshot below.



You can add, revise, rename, and delete workspaces by completing the following steps.

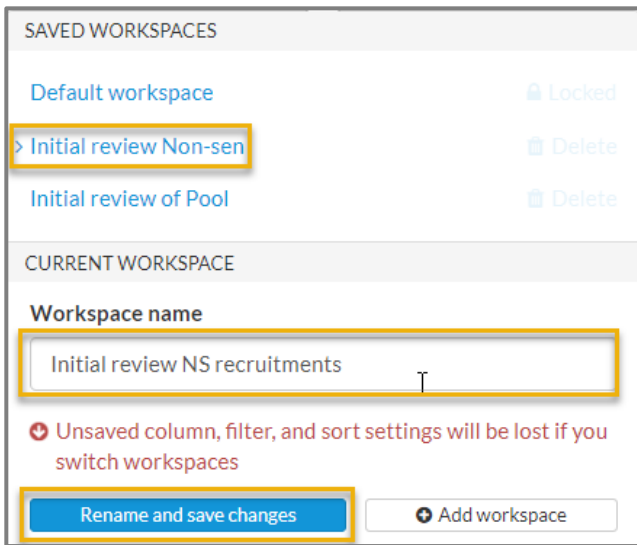
### Add a workspace

- ⇒ Update the workspace ribbon by selecting the filters/attributes, the columns, and the sorting options you want to include in the page's workspace (note that the Workspace Endcap will now be titled *Unsaved workspace* as a result of the changes that you have made to the filters, columns, and/or sorting options).
- ⇒ Hover over the Workspace Endcap until a popup screen appears (see screenshot below).



- ⇒ Enter a name for the workspace in the **Workspace name** field.
- ⇒ Click **Add Workspace**

## Rename a workspace



- ⇒ Hover over the Workspace Endcap until the drop-down menu appears
- ⇒ Click on the workspace you want to rename
- ⇒ Enter the new name in the **Workspace name** field
- ⇒ Click **Rename and save changes** and the endcap will then reflect the revised name

## Revise a workspace

- ⇒ Hover over the Workspace Endcap until the drop-down menu appears
- ⇒ Click on the workspace you want to revise
- ⇒ Click on the **Edit Filters & Columns Endcap**
- ⇒ Revise and save your filters, columns, and/or sorting selections in the workspace editor.
- ⇒ Hover over the Workspace Endcap until the drop-down menu appear
- ⇒ Click **Save change**

## Remove a saved workspace

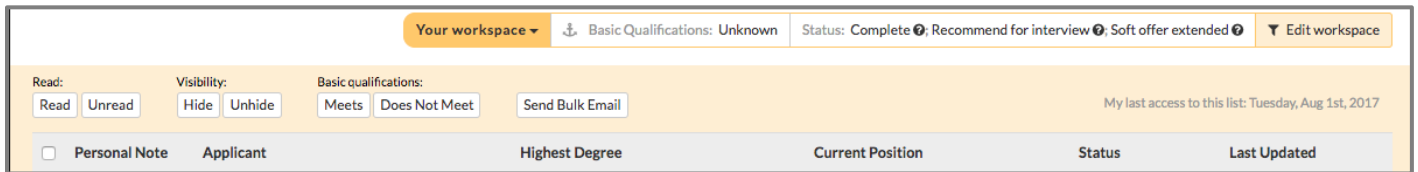
- ⇒ Hover over the Workspace Endcap and select the workspace you want to eliminate
- ⇒ Click the **Delete** button to the right of the selected workspace
- ⇒ Confirm that you want to delete it when prompted

**IMPORTANT NOTE:** The Default workspace is locked and cannot be renamed or removed.

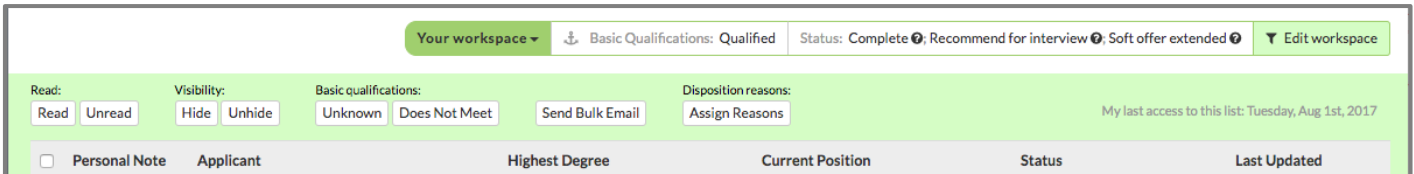
## Basic Qualifications Statuses and Color Coded Workspace Borders

Updating the Basic Qualifications filter in the workspace ribbon will update the color of the workspace's border to provide a visual cue of the category of applicants being displayed. The four filters to select from are Unknown, Qualified, Unqualified, and Entire Pool.

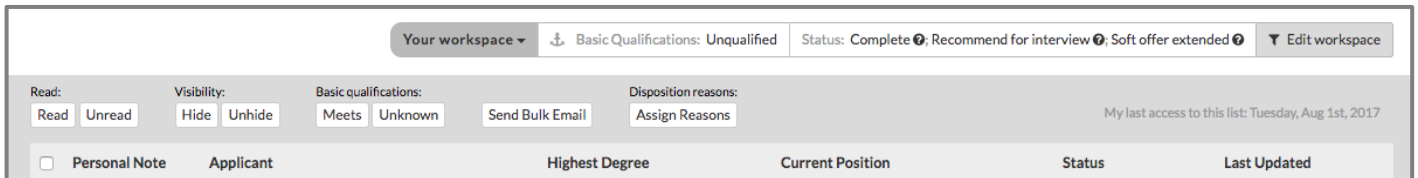
**Unknown:** Displays applicants whose basic qualifications status has not yet been updated to **Met** or **Unmet**. The workspace's border for this category of applicants is color-coded orange.



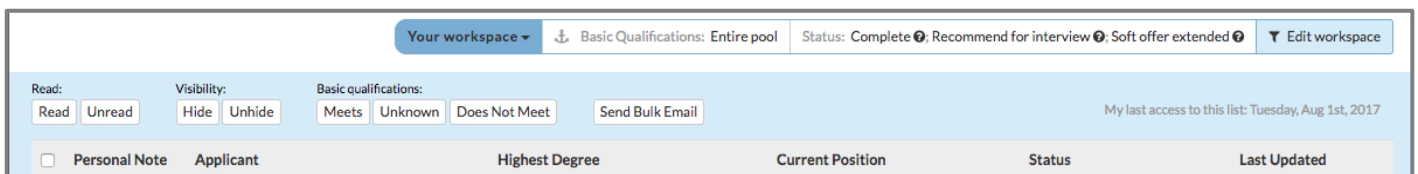
**Qualified:** Displays applicants whose basic qualifications status has been updated to **Met**. The workspace's border for this category of applicants is color-coded green.



**Unqualified:** Displays applicants whose basic qualifications status has been updated to **Unmet**. The workspace's border for this category of applicants is color-coded grey.



**Entire Pool:** Displays **all** applicants regardless of their basic qualification status. The workspace's border for this category of applicants is color-coded blue.



**What do Reviewers see?** Reviewers will be able to filter by the same color-coded categories. However, only analysts and committee chairs have the ability to update an applicant's Basic Qualification Status.

## NON-SENATE RECRUITMENTS: RESPONSIBILITIES OF THE COMMITTEE CHAIR AND ANALYST

When managing the recruitment in Recruit, the actions completed by the Analyst and Committee Chair will vary depending on the hiring unit's staffing levels. With Senate and Ongoing Pool recruitments, it is typically the unit's Analyst that completes the majority of actions in Recruit. With Non-senate recruitments, units will implement one of the following models based on the unit's staffing resources. If you are an Analyst or Committee Chair and you are unsure which model should be employed, consult with the head of your unit (e.g., Department Chair, College Provost, ORU Director, etc.).

### Model 1: Used by hiring units with available staffing resources.

- ⇒ The committee reviews the applications completed by the application deadline and assigns the applicable screening criteria codes to each of the applicants, conducts informal interviews, and identifies a selected candidate.
  
- ⇒ The Committee Chair provides the Analyst the following items:
  - The assigned Applicants Screening Criteria codes for each of the applicants
  - The post-interview narratives for all interviewees
  - Documentation of the committee's advertising and outreach efforts.
  
- ⇒ The Analyst completes the following actions in Recruit:
  - Updates the Basic Qualifications Statuses of the applicable applicants
  - Updates the Applicant Statuses of the applicable applicants
  - Enters in the Assign Disposition Reasons Page the applicants' assigned screening criteria and post-interview narratives
  - Enters the committee's advertising and outreach efforts in the Advertisements Page
  - Creates and submits the Search Report
  
- ⇒ The Committee Chair approves the Search Report.
  
- ⇒ The Analyst notifies the Committee Chair when the Dean has approved the Search Report.
  
- ⇒ The Committee Chair works with the Analyst to initiate the Appointment Review in DivData Review.

**IMPORTANT NOTE:** Hiring units typically follow Model 1 for Senate and Ongoing Pool recruitments.

## **Model 2: Used by hiring units with limited staffing resources.**

With this model, the Committee Chair performs the majority of actions completed by the Analyst detailed in Model 1.

- ⇒ The committee reviews the applications completed by the application deadline and assigns the applicable screening criteria codes to each of the applicants, conducts informal interviews, and identifies a selected candidate.
  
- ⇒ The Committee Chair completes the following actions in Recruit:
  - Updates the Basic Qualifications Statuses of the applicable applicants
  - Updates the Applicant Statuses of the applicable applicants
  - Enters in the Assign Disposition Reasons Page the applicants' assigned screening criteria and post-interview narratives
  
- ⇒ The Committee Chair provides the Analyst documentation of the committee's advertising and outreach efforts and requests that the Search Report be created and submitted for approval.
  
- ⇒ The Analyst completes the following actions in Recruit once the above action items have been completed by the Committee Chair:
  - Enters the committee's advertising and outreach efforts in the Advertisements Page
  - Creates and submits the Search Report
  
- ⇒ The Committee Chair approves the Search Report.
  
- ⇒ The Analyst notifies the Committee Chair when the Dean has approved the Search Report.
  
- ⇒ The Committee Chair works with the Analyst to initiate the Appointment Review in DivData Review.

## MANAGING A RECRUITMENT ONCE IT GOES LIVE

### Advertise and Announce Your Recruitment

The APO contracts with America's Job Exchange and Job Elephant who in turn advertise our recruitments with relevant outlets and help our campus meet our recruitment obligations as a Federal Contractor. At a minimum, each of our recruitment's will be posted with *America's Job Exchange*, *Higher Ed Jobs*, and *Northern California HERC*. However, the committee is expected to engage in a variety of outreach efforts to ensure a diverse and highly qualified applicant pool.

There a number of ways to conduct outreach, but the following methods are the most common:

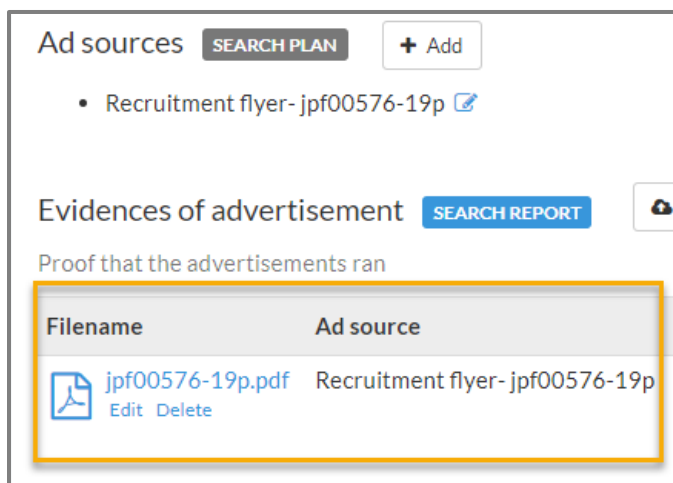
- Advertise in leading or relevant academic journals, when funding is available. With Senate searches, the hiring unit is expected to advertise the search in targeted, highly visible, and diverse outreach sources.
- Forward the flyer or the recruitment's public URL (a link to the recruitment's listing in UC Recruit) to colleagues, professional associations, professional listservs, women's caucuses, and ethnic minority caucuses, or individuals who may be interested in the position.

\*See [CAPM 100.500 Academic Recruitment Procedures](#) for policies and guidelines on advertising an academic search (including the parameters for abbreviated advertisements).

### The Recruitment Flyer

The recruitment flyer can be used by the hiring units as an outreach tool. The flyer's content is included in the recruitment's listing in the [UCSC Recruit Open Recruitments](#) webpage. To locate your recruitment's flyer, complete the following steps.

- ⇒ Click on the recruitment's **Search Info** tab
- ⇒ Click on **Advertisements** link to open the Advertisements page
- ⇒ Scroll down to the section titled, *Evidence of advertisements*
- ⇒ Click on the flyer's link to download a copy of the flyer



## The Recruitment's Public URL

The Public URL can be used to link directly to your recruitment's listing in the [UCSC Recruit Open Recruitments](#) webpage. You can use this URL in abbreviated job ads, postings, electronic mailings and links on other website. To locate your recruitment's Public URL, complete the following steps.

- ⇒ Click on the recruitment's **Search Info** tab to open the Search Info Details page.
- ⇒ The URL is located under the page's title *Details*
- ⇒ Click on the URL to access the recruitment's listing or copy the URL to include in a posting, email communication, etc.

**JPF00020** Biology: Lecturer Pool (Ongoing)  
Biology / Physical & Biological Sciences Division • Contact: [Department Manager Marple](#)

**OPEN** Applicants can now apply. [Review current applicants.](#)

[Search info](#)

**SEARCH INFO**

- Details**
- [Requirements](#)
- [Diversity](#)

**Details**

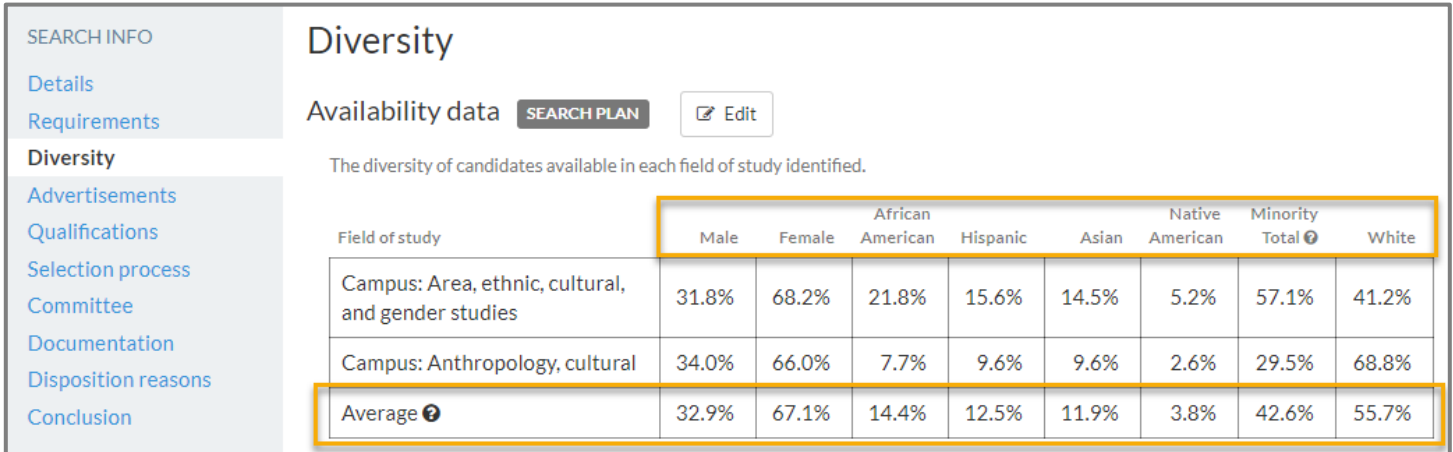
📍 Applicants can apply to the recruitment immediately.

<https://recruit.ucsc.edu:38878/JPF00020>



## Use Availability Data to Target Your Outreach Efforts and Ensure a Broad Pool of Applicants

To assist the committee with conducting targeted outreach, availability data for the recruitment is provided in the Search Info's **Diversity Page** (see screenshot below). The availability data details the number of men, women, and ethnic minority candidates who have earned doctoral degrees in the specialty fields associated with the recruitment. Furthermore, the availability data in Recruit is the same across all UC campuses



The screenshot shows the 'Diversity' section of the Recruit interface. It includes a navigation sidebar on the left with options like 'SEARCH INFO', 'Details', 'Requirements', 'Diversity', 'Advertisements', 'Qualifications', 'Selection process', 'Committee', 'Documentation', 'Disposition reasons', and 'Conclusion'. The main content area is titled 'Diversity' and 'Availability data'. Below this, there is a table showing the diversity of candidates available in each field of study. The table has columns for 'Field of study', 'Male', 'Female', 'African American', 'Hispanic', 'Asian', 'Native American', 'Minority Total', and 'White'. The 'Average' row is highlighted with a yellow border.

Field of study	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
Campus: Area, ethnic, cultural, and gender studies	31.8%	68.2%	21.8%	15.6%	14.5%	5.2%	57.1%	41.2%
Campus: Anthropology, cultural	34.0%	66.0%	7.7%	9.6%	9.6%	2.6%	29.5%	68.8%
Average	32.9%	67.1%	14.4%	12.5%	11.9%	3.8%	42.6%	55.7%

The availability data for Senate recruitments and Non-senate recruitments differ in the following ways:

- Data for Non-senate recruitments (including pool recruitments) is referred to as *non-tenured data* and it provides the number of candidates who have earned doctoral degrees in the relevant fields of study for the last five years.
- Data for Senate recruitments is referred to as *tenured data* and it provides the number of candidates who have earned doctoral degrees in the relevant fields of study for the last fifteen years.

The committee is expected to refer to the availability data when determining where to advertise and/or announce the recruitment to ensure that the applicant pool reflects the weighted averages of the demographic categories.

### Locate the Recruitment's Availability Data in Recruit

To locate your recruitment's Availability Data, complete the following steps.

- ⇒ Click on the recruitment's **Search Info** tab
- ⇒ Click on **Diversity** in the left navigation bar
- ⇒ Refer to the data listed in the section titled, *Availability data* (see screenshot above)

**IMPORTANT NOTE:** The committee must maintain a record of the outreach activities that were conducted. Before the recruitment's Search Report can be submitted, the committee must provide the documentation to the Analyst who will enter the information in the recruitment's Advertisements section in Recruit. Details of this process can be reviewed in the following section titled, *Enter Advertisements and Outreach Efforts*.

## Enter Advertisements and Outreach Efforts

The hiring unit is required to document its advertising and outreach efforts in the recruitment's Advertisements page. This information must be entered by the Analyst (the Committee Chair does not have the necessary system permissions to enter information in this page) before a Search Report can be submitted for approval (for Senate recruitments, this information must be entered in Recruit by the time the department is ready to submit its Search Report that identifies the candidates recommended for formal campus interviews).

There are two sections in the Advertisements Page that the Analyst must update and they are the **Ad Sources** and the **Evidence of Advertisement** sections.

The screenshot shows the 'Advertisements' page with a sidebar on the left containing navigation links like 'SEARCH INFO', 'TOOLS', and 'Activity log'. The main content area has tabs for 'Search info', 'Applicants (0)', and 'Reports'. The 'Search info' tab is active and contains several sections:

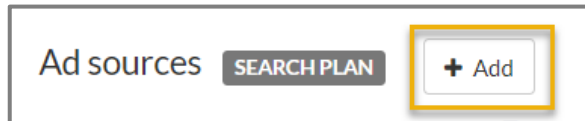
- Planned search & recruitment efforts**: Includes a 'SEARCH PLAN' button and an 'Edit' button. Below it, text reads 'Please see Ad sources and Evidence of advertisement'.
- Actual search & recruitment efforts**: Includes a 'SEARCH REPORT' button and an 'Edit' button. Below it, text reads 'Please see Ad sources and Evidence of advertisement'.
- Ad documents**: Includes a 'SEARCH PLAN' button and an 'Upload' button. Below it, text reads 'Copies of all advertisements that will be posted'. A table with columns 'Filename' and 'Origin' is shown, with a message: 'You haven't uploaded any ad documents yet – [upload one now](#)'.
- HERC category**: Includes a 'SEARCH PLAN' button and a '+ Add' button. Below it, text reads 'Category not yet specified'.
- Ad sources**: Includes a 'SEARCH PLAN' button and a '+ Add' button. Below it, a list contains one item: 'Recruitment flyer- jpf00576-19p' with an edit icon. This section is highlighted with a yellow box.
- Evidences of advertisement**: Includes a 'SEARCH REPORT' button and an 'Upload' button. Below it, text reads 'Proof that the advertisements ran'. A table with columns 'Filename', 'Ad source', and 'Origin' is shown, with one entry: 'jpf00576-19p.pdf' with 'Recruitment flyer- jpf00576-19p' as the ad source. Below the filename are 'Edit' and 'Delete' links.

**IMPORTANT NOTE:** Our campus does not use any of the other sections on this page besides Ad Sources and Evidence of Advertisements. Please do not enter information or upload documents to sections other than Ad Sources and Evidence of Advertisement.

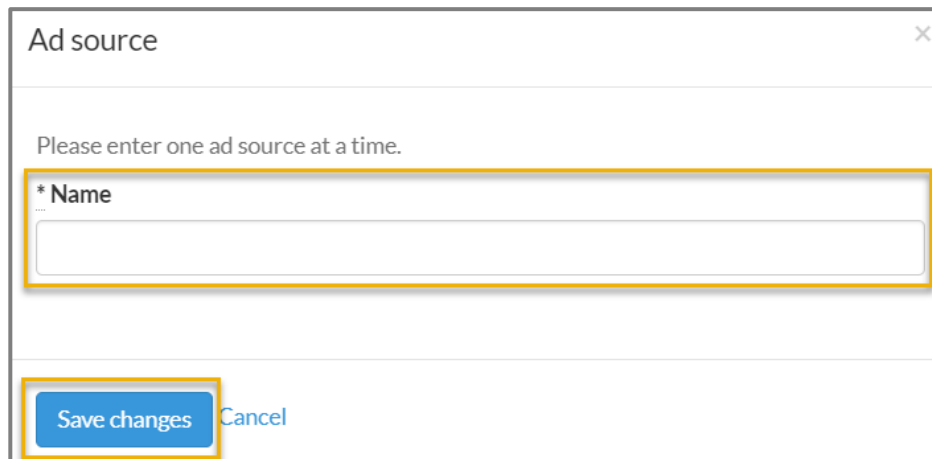
To enter the advertisement and outreach efforts for a recruitment, complete the following steps:

**(1) Create the Ad Source**

- ⇒ Navigate to the recruitment's **Advertisements** Page.
- ⇒ Under Ad sources, click the **+Add button**

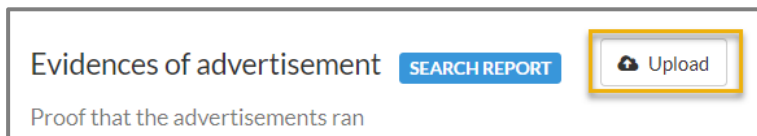


- ⇒ In the Ad Source pop-up screen, enter a title for the documentation that you will be uploading in the **\*Name** field (e.g., *Tear sheet for advertisement with the Chronicle of Higher Ed, List of Professional Colleagues who were provided the recruitment's Public URL or recruitment flyer, etc.*)
- ⇒ Click **Save Changes** to save your entry and return to the Advertisements Page



**(2) Upload evidence of the ad source**

- ⇒ Under Evidence of Advertisement, click the **Upload** button.



- ⇒ In the Upload Evidence of Advertisement pop-up screen, click on the **Ad Source** field and select from the drop-down menu the ad source that you just created
- ⇒ Click **Choose File** and select the document (format must be a pdf., txt., or image) on your computer for upload (once it has uploaded to Recruit, the file name will display in the pop-up window to the right of the Choose File button)
- ⇒ Click **Upload file** at the bottom of the pop-up screen to complete the process

Upload evidence of advertisement

\* Ad source  
Please make a selection

\* File (must be a .pdf, .txt, or image)  
Choose File No file chosen

Description of uploaded file

Comment

Upload file Cancel

**IMPORTANT NOTE:** All of UCSC’s academic recruitments are advertised in Americas Job Exchange, Higher Ed Jobs, and Northern California HERC and the APO completes the above process for these outlets on behalf of the hiring unit.

## Send Bulk Emails to Applicants

The Committee Chair and Analyst can email one or multiple applicants, by completing the following steps:

- ⇒ Navigate to the recruitment's Applicant List page
- ⇒ Select the applicants whom you wish to email using either the master checkbox in the workspace's header row or the checkbox in the applicant's row
- ⇒ Click the **Send Bulk Email** button in the workspace's Action Row to open the Email Applicants pop-up screen
- ⇒ Complete the subject line and body of the email
- ⇒ Click **Preview Email** button

**Email Applicants**

To:  
3 applicants

\* Reply-to address:  Reply-to name:

\* Subject:

Variables: Click on a variable to insert into the subject  
[Applicant first name](#) [Applicant last name](#) [Applicant full name](#) [Applicant completed date](#) [Recruitment name](#) [Username](#)

\* Body:

Variables: Click on a variable to insert into the body  
[Applicant first name](#) [Applicant last name](#) [Applicant full name](#) [Applicant completed date](#) [Address of contact page](#) [Address of applicant dashboard](#) [Address of recruitment details](#) [Recruitment name](#) [Username](#)

Footer:  
-----  
Sent by UCSC Academic Recruit at the University of California, Santa Cruz  
Log in to your dashboard at: <https://recruit.ucsc.edu:38878/apply/login>

- ⇒ If satisfied with the email, click on the **Send Email** button (the applicant's Log will document the details of the email sent to the applicant for future reference). If you want to make any revisions to the email, click on the **Go back and make changes** button.

**IMPORTANT NOTE:** When previewing the email, you may see some odd spacing in the body of the email (see screenshot below). However, these issues will not be present in the email that is delivered to the recipient.

\* Body:

```
Dear https://recruit.ucsc.edu/analyst/recruitments/JPF00670/applications/bulk_email/compose#,
Our committee will be reviewing applications on December 12, 2018. Your application does not yet include
the required number of confidential letters. Please log into your application and trigger the requests
for confidential letters for those references who have not yet submitted a letter on your behalf . I en
courage you to alert your references that their letters must be received by December 11, 2018 in order f
or the committee to consider your application.

This request is for {RecruitmentName} {ApplicantDashboardUrl}

Your user name for this recruitment is {UserName}

-----
Sent by UCSC Academic Recruit at the University of California, Santa Cruz
Log in to your dashboard at: https://recruit.ucsc.edu/apply/login
```

## Using Variables to Customize the Subject Line and Body of Your Email

Variables are available for the subject line and body of the email. When used, variables auto-populate the specified information at the selected insertion point when the email is sent to the recipient. The variables and their corresponding links for the subject line body of the email are listed under *Variables: Click on a variable to insert into the subject* and *Variables: Click on a variable to insert into the body* respectively (see screenshot below).

The screenshot displays the 'Email Applicants' configuration window. It includes fields for 'To' (3 applicants), 'Reply-to address' (ap-committee@ucsc.edu), and 'Reply-to name' (Search Committee Chair). The subject line is set to '{RecruitmentName}; Outstanding Confidential letters'. Below the subject line, a list of variables for insertion is provided: Applicant first name, Applicant last name, Applicant full name, Applicant completed date, Recruitment name, and Username. The body text starts with 'Dear {ApplicantName}.' and contains a paragraph about the review process and a reminder to submit confidential letters. It also includes two URLs for recruitment details. Below the body text, another list of variables for insertion is provided: Applicant first name, Applicant last name, Applicant full name, Applicant completed date, Address of contact page, Address of applicant dashboard, Address of recruitment details, Recruitment name, and Username. At the bottom, there is a 'Footer' section with a login link and a 'Preview Email' button.

To add or delete a selected variable, complete the following steps:

- ⇒ To add a variable, place your cursor where the variable is to be inserted and then click on the desired variable; once inserted the variable will display within brackets { }.
- ⇒ To remove a selected variable, highlight the variable where it has been inserted and click the delete or back key on your keyboard to remove it.

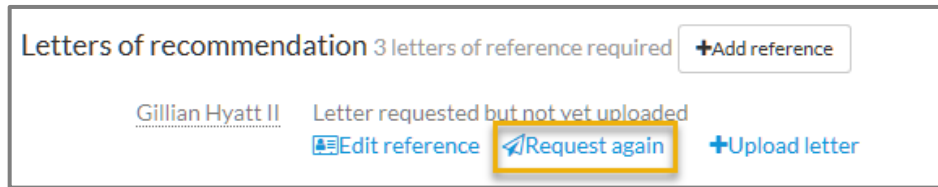
## Request Confidential Letters of Recommendation

In the applicant's Application Review Page, the Analyst or Committee Chair have the ability to trigger the system-generated email that requests a reference to submit a confidential letter of recommendation. The expectation that the Analyst/Committee Chair would take this action is based on how the recruitment is set up to receive confidential letters. There are two ways a recruitment can be configured to receive confidential letters and they are, *Letters of Recommendation* and *Contact Information Only*, which are described below.

(1) **Letter of recommendation.** This configuration requires the applicants to enter the required number of references and trigger the system-generated requests for confidential letters. To fulfill the application requirement for confidential letters, the applicant must only enter the required number of references and trigger the system-generated requests.

When an applicant has triggered a request for the letter, but the reference has not yet submitted one, the Analyst or Committee Chair can opt to re-send the request by completing the following steps:

- ⇒ Navigate to the applicant's Application Review page
- ⇒ Under the Letters of recommendation section, click on the **Request again** link for the applicable reference.



- ⇒ In the Send Email Request pop-up screen, you can modify the subject line or content in the body of the email (e.g., provide a deadline for submitting the letter).
- ⇒ Once satisfied with the email message, click on the **Send request** button at the bottom of the screen. The applicant's Log will document that the email was re-sent to the reference.

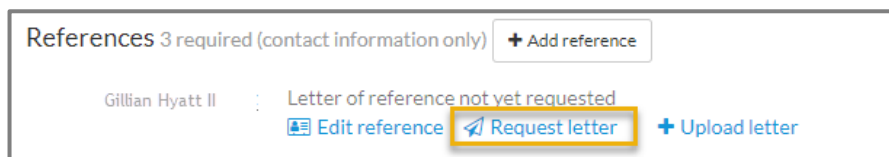
**IMPORTANT NOTE:** With this method for acquiring confidential letters, the hiring unit must never trigger a request for a confidential letter if the applicant has not yet triggered the initial request for the confidential letter. Additionally, the hiring unit must treat all of the applicants equitably. In other words, if they send follow-up requests to references for one applicant, then they must send follow-up requests for all applicants who are missing the required number of confidential letters.

(2) **Contact Information Only.** The configuration requires the applicants to enter the required number of references and their contact information, but they do not trigger the request for confidential letters. It is the Analyst or Chair who triggers the system-generated request for confidential letters. To fulfill the application requirement for confidential letters, the applicant must only enter the required number of references.

This configuration is used when the committee only wants to require letters for a subset of qualified applicants. The timing of when the requests for confidential letters will be triggered is detailed in the recruitment's *Approved Applicants Screening Criteria* document.

To trigger the requests for confidential letters for the subset of applicants who meet the required criteria, the Analyst or Committee Chair completes the following steps **once the recruitment's initial review date has passed:**

- ⇒ Navigate to the applicant's Application Review page
- ⇒ Under the References section, click on the **Request letter** link for the applicable reference.



- ⇒ In the Send Email Request pop-up screen, you can modify the subject line or content in the body of the email (e.g., provide a deadline for submitting the letter).
- ⇒ Once satisfied with the email message, click on the **Send request** button at the bottom of the screen. The applicant's Log will document that the email was re-sent to the reference.



## Withdraw Duplicate Applications

When an individual has submitted multiple applications to a recruitment or it appears the applicant has erroneously applied to the recruitment, the Analyst or Committee Chair should contact the applicant using the Send Bulk email functionality to confirm that the application can be withdrawn from consideration.

The email to the applicant should indicate the issue with his/her application and provide a deadline to respond. It is also recommended that you use the following variables in the body of the email.

- Recruitment name
- Address of the applicant dashboard
- User name

The above variables are especially useful because Recruit requires applicants to create a unique User Name for each recruitment that they initiate an application and it is not unusual for an individual to apply to multiple recruitments in the system.

You can update the applicant status to **Withdrawn** once the applicant has approved your withdrawing his/her application. You may also update the applicant status to Withdrawn if you emailed the inquiry to the applicant twice but the applicant failed to respond (provided the applicant was afforded a reasonable period of time to respond and the emails informed the applicant that his/her application would be withdrawn from consideration if the he or she did not respond to the emails).

When you update an applicant status to Withdrawn, please be sure to insert a brief justification in the Public Comment field (in the Application Review Page) that explains why you withdrew the application.

## REVIEWING THE RECRUITMENT'S APPLICATIONS

### When the committee can officially review the recruitment's applications

#### Senate and Non-senate Recruitments

With these types of recruitments, the committee can complete its formal review of the applications after the Initial Review Date (IRD). The IRD is the application deadline and applicants have until midnight to complete their applications. Furthermore, the complete applications are permanently locked once the IRD is reached, which prevents the applicants from making further changes to their applications. Once an application is complete, it becomes visible to the Committee Chair and Reviewers even if the IRD has not been reached. However, the committee cannot begin its official review of the applications until the IRD has passed and the applications are locked.

If the committee determines that an insufficient number of applicants were received by the IRD, the Committee Chair can request a new application deadline to allow for the receipt of additional applications or to release to the committee applications completed after the last application deadline. Once midnight of the new application deadline is reached, the new set of complete applications are permanently locked and can be viewed by the committee.

It is important to note that once an application is locked it remains locked, regardless of any application deadlines that are subsequent to the recruitment's IRD.

#### Ongoing Pool Recruitments

Ongoing Pool recruitments are configured with open, close, and final dates and do not have an IRD. As a result, the hiring unit must allow for a thirty-day application period after the pool has gone live before it completes its first formal review of the applications. The hiring unit determines when it will review applications, since there is no prescribed frequency for reviewing the recruitment's applications. The only requirement is that when the unit does review the recruitment's applications, it reviews all of the complete applications that include the required number of confidential letters (if letters are an application requirement).

## How to Use the Applicants' Screening Criteria

Each recruitment has its own unique set of applicants' screening criteria, which are based on the recruitment's advertised qualifications. This ensures the committee's evaluation of the applications adheres to fair hiring practices and regulations administered by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).

The committee assigns the applicable screening criteria to an applicant based on the application materials submitted. Once the committee completes its review of the applications, the Analyst or Committee Chair enter the applicants' assigned screening criteria (the criteria, not the criteria's codes) in the Assign Disposition Reasons screen in Recruit (which committee members cannot access). This last step is necessary so the information is included in the recruitment's Search Report.

**IMPORTANT NOTE:** When a committee includes a Committee Chair and Reviewers, it is essential that the committee reach consensus on its evaluation of each applicant. In other words, the applicants' assigned screening criteria included in the Search Report must represent the committee's unified assessment of the applicants.

When the committee reviews applications prior to a search committee meeting (or evaluation of the applications has been divided among the committee members), the Analyst or Committee Chair must first provide the committee instructions on where to record their evaluation of the applicants. The Analyst or Committee Chair selects one of the following methods for gathering the committee's assessment of the applicants.

### Method 1: Committee enters the applicants assigned screening criteria in a spreadsheet downloaded from Recruit (The APO strongly encourages units to use this method)

The Analyst or Chair generates a spreadsheet in Recruit that lists the recruitment's applicants by completing the following steps.

- ⇒ Navigate to the recruitment's Applicants List Page
- ⇒ Update the workspace ribbon to select the following filters and columns

#### Selected Filters

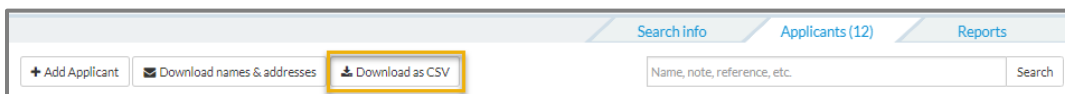
- ⇒ **Basic Qualifications**, select **Entire Pool**
- ⇒ **Hidden**, select **Hidden** and **Not Hidden**
- ⇒ **Status**, select **Complete** (Analysts must ensure that the attribute Not complete is deselected)

#### Selected Columns

Drag the following fields into the **Shown** column:

- ⇒ Applicant
- ⇒ Basic Qualifications
- ⇒ Flags (if you use this functionality)
- ⇒ Status
- ⇒ Highest Degree
- ⇒ Completed Date
- ⇒ References (if confidential letters are required)

- ⇒ Click the **Download as CSV** button and a spreadsheet of the applicants will download to your computer desktop.

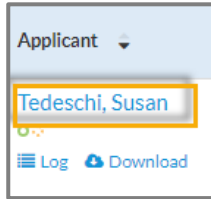


The CSV file will include the information that is displayed in the page's workspace. You may want to consider modifying the spreadsheet to include additional instructions. For example, you could insert a column with the header "Enter the applicant's screening criteria codes in this column."

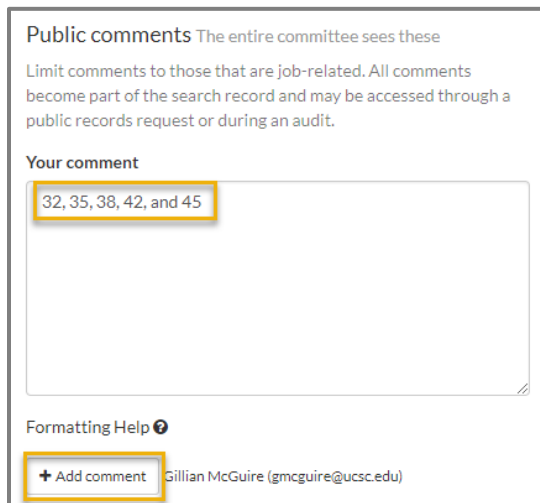
## Method 2: Committee enters the applicants assigned screening criteria in the Applicant Review Page in Recruit

The committee's Reviewers enter the screening criteria codes in the **Applicant Review Page**, by completing the following steps from the recruitment's Applicant List Page.

⇒ Click on an applicant's name to open his/her Applicant Review Page



⇒ Enter the applicable screening criteria codes in the **Your Comment** field (under *Public Comments*) and click **Add comment** to save your entry.

A screenshot of the 'Public comments' section. It includes a heading 'Public comments' with a sub-heading 'The entire committee sees these'. Below this is a warning: 'Limit comments to those that are job-related. All comments become part of the search record and may be accessed through a public records request or during an audit.' The 'Your comment' field is a large text area containing the text '32, 35, 38, 42, and 45'. Below the text area is a 'Formatting Help' link. At the bottom, there is a '+ Add comment' button and the user's name 'Gillian McGuire (gmcguire@ucsc.edu)'.

Note that the issue with Method 2 is that users often enter information that does not relate to the advertised position. When this is discovered, the individual must manually remove the comments since they are part of the recruitment record and therefore discoverable in federal audits. If you elect to use Method 2, ensure that the committee members only enter the applicants' screening criteria **codes** and nothing more.

## Categories of Applicants

Applicants fall into one of the following categories when the committee evaluates them using the recruitment's *Approved Applicants' Screening Criteria*.

### Unqualified

Applicants are assigned Section 1 Screening Criteria because their applications do not meet the advertised basic qualifications. These applicants are removed from further consideration.

### Qualified, but not sufficiently qualified

Applicants are assigned Section 2 Screening Criteria because their applications meet the advertised basic qualifications, but the committee determines they are not sufficiently qualified for the position. These applicants are removed from further consideration.

**Note:** If a recruitment's screening criteria includes Section 2.5 (when additional information is requested from a sub-set of applicants), applicants assigned criteria from Section 2.5 **a.** and Section 2.5 **b.** fall into this category, since they are removed from consideration based on what the committee learned from the additional information provided.

### Qualified

With Non-senate and Senate recruitments, applicants are assigned Section 3 Screening Criteria because their applications meet the advertised basic qualifications and the committee determines that they are sufficiently qualified to warrant further consideration.

With Pool recruitments, applicants are assigned Section 3 criteria when they are identified as Pool-qualified Candidates.

Once the committee has assigned the screening criteria to its applicants, the next steps of the recruitment process differ based on the type of recruitment that is being conducted.

### Senate Recruitments

The qualified applicants assigned Section 3 screening criteria are the applicants the committee recommends for interview (or recommends as alternate interviewees). Before the department can invite candidates to the campus for formal interviews, it must first submit a Search Report that identifies its proposed interviewees and alternate interviewees (if applicable). In creating the Search Report, the Analyst enters in Recruit the assigned screening criteria for all eligible applicants as well as the committee's advertising and outreach efforts. Once the Dean approves the Search Report, the hiring unit can move forward with the interview process.

After the interviews have been conducted and a proposed candidate has been identified, the department creates a second Search Report that includes the interviewees' post-interview narratives, which provide justification of the department's evaluation and selections. Once the Dean approves the Search Report, recruitment compliance has been met and the hiring unit can move forward with the appointment review process in DivData Review.

### Non-senate Recruitments

The qualified applicants assigned Section 3 screening criteria are the applicants the committee decided to interview (or identified as alternate interviewees). With Non-senate recruitments, the hiring unit does seek advance approval to interview its seriously considered applicants. Nor does the committee have to conduct formal campus interviews as they

would with a Senate recruitment; candidate interviews with non-senate recruitments can be much more informal (e.g., interviews conducted via phone, Skype, Zoom, etc.). The only requirement is that the committee treats the interviewees equitably and provides them the same opportunities to discuss their qualifications and interest in the position.

Once the interview process has been conducted and a proposed candidate(s) (and alternate proposed candidate(s), when applicable) have been identified, the Search Report is submitted for approval. In creating the Search Report, the Analyst or Committee Chair enters in Recruit the assigned screening criteria for all eligible applicants, the interviewees' post-interview narratives, and the committee advertising and outreach efforts. Once the Dean approves the Search Report, recruitment compliance has been met and the Committee Chair works with Analyst to initiate the appointment review in DivData Review.

### **Pool Recruitments**

The qualified applicants assigned Section 3 screening criteria are the applicants the committee determines are pool-qualified (e.g., applicants are sufficiently qualified for the position). In creating the Search Report, the Analyst enters in Recruit the assigned screening criteria for all eligible applicants and the committee's advertising and outreach efforts completed up to that point in time. Once the Dean approves the Search Report, recruitment compliance has been met and the Committee Chair works with Analyst to initiate an appointment review in DivData Review for any of the pool-qualified candidates they need to hire.

## Enter the Committee's Evaluation of the Applicants

As a reminder, only Analysts and Committee Chairs have the ability to update the applicants' various statuses and enter the applicants screening criteria in the Assign Disposition Reasons screen in Recruit.

When you are ready to enter the information in Recruit, it is recommended that you have the following documents open on your computer desktop.

- A spreadsheet that lists the applicants with applications completed by the application deadline, their assigned screening criteria, and their post-interview narratives (when applicable). \*Remember to use the Download as CSV functionality in the Applicants List page to create the spreadsheet if the committee entered the screening criteria codes in the Application Review Pages.
- A copy of the recruitment's Approved Applicants' Screening Criteria.

## Update the Applicants' Basic Qualification Statuses

The first step of entering the committee's evaluation of the applicant pool is to update the Basic Qualifications Status for each of the applicants. The basic qualifications statuses that can be assigned to an applicant are the following.

### Unknown

This is the default status that is assigned to all applicants once they have completed all of the application requirements.

### Does Not Meet

Assign this status to applicants who do not meet the advertised Basic Qualifications (i.e., they are assigned Section 1 Screening Criteria). These applicants are the *Unqualified* applicants.

### Meets

Assign this status to applicants who meet the advertised Basic Qualifications (i.e., they are assigned screening criteria from Sections 2, 2.5, or 3). These applicants are the *Qualified* applicants.

To update the applicants' basic qualifications statuses, complete the following steps:

- ⇒ Navigate to the recruitment's Applicants List Page
- ⇒ Update the workspace ribbon to select the following filters and columns

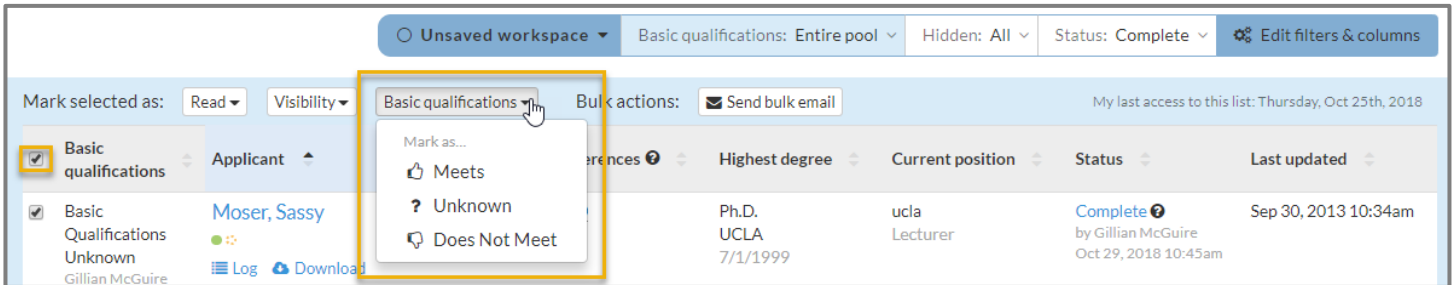
#### Selected Filters

- ⇒ **Basic Qualifications**, select **Entire Pool**
- ⇒ **Hidden**, select **Hidden** and **Not Hidden**
- ⇒ **Status**, select all available statuses (except *Not Complete* and *Withdrawn*)

#### Selected Columns -Drag the following fields into the **Shown** column:

- ⇒ 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

- ⇒ Select the applicants who were assigned Section 1 Screening Criteria
- ⇒ Click **Basic Qualifications** in the workspace's action row and select **Does Not Meet** from the drop-down menu.



- ⇒ Select the applicants who were assigned Screening Criteria from Sections 2, 2.5, and 3.
- ⇒ Click **Basic Qualifications** in the workspace's action row and select **Meets** from the drop-down menu.

Remember that if you update the Basic Qualifications active filter to **Qualified** the workspace border will switch to green and all of the applicants whom you assigned the status of **Meets** will display in the page's workspace. Alternatively, if you update the Basic Qualifications active filter to **Unqualified** the workspace border will switch to grey and all of the applicants whom you assigned the status of **Does Not Meet** will display in the page's workspace. Additionally, the Workspace Action Row will only display the **Assign disposition reasons** button when the Basic Qualifications filter is set to Qualified or Unqualified.

**IMPORTANT NOTE:** It is recommend that you always begin your initial review of the applicant pool by updating the Basic Qualifications filter to Entire Pool. This will allow you review the applicant list to ensure that 1) you have not inadvertently hidden applications, 2) you can account for the all of the recruitment's applications (complete and not complete), and 3) you can see if any applications have been updated since you last reviewed the recruitment's applicant pool (provided that you marked the applications as Read at the conclusion of your last review of the applications).

## Additional Instructions for Pool Recruitments

### Applications with Missing Letters

Applications with the *Complete by applicant* status that do not have the required number of confidential letters cannot be reviewed. In this instance, the applicant's Basic Qualification status is not updated and it remains as *Unknown*. Once the required number of letters has been received, the application can be reviewed and evaluated by the committee.

The hiring unit is not obligated to remind the applicants' references to submit their confidential letters, however, if the Chair or Analyst triggers the system-generated email for one applicant's, then this must be done for all of the applicants with complete applications who are missing the required number of confidential letters.

Some Analysts use the Flag functionality to indicate to the committee which applications cannot be reviewed due to missing letters. Flags can be very useful provided that the Analyst and the committee members have updated their workspace ribbons so the Flags column is selected for display.

### Monitoring changes made to applications

Unlike other types of recruitments (e.g., Senate or Non-senate), with pool recruitments the applicant can update and revise their applications throughout the life of the pool. As a result, it is recommended that you use the Mark the Selected Applicants as Read functionality in the Applicants List Page (with the Entire Pool selected in the Basic Qualifications filter) to help you monitor changes made to the applications.



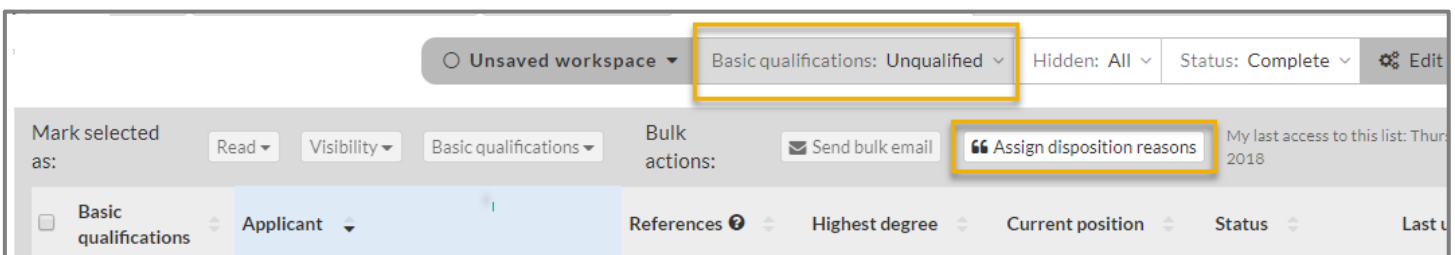
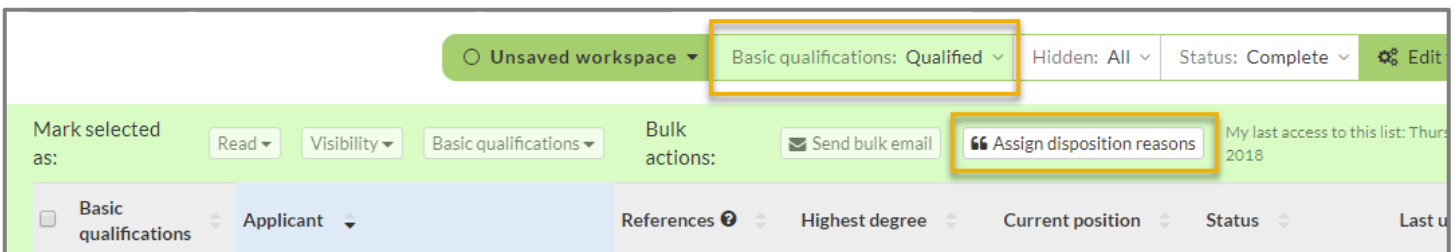
## Enter the Applicants' Assigned Screening Criteria

Once the applicants' Basic Qualification statuses have been updated, the Analyst or Chair can enter the applicants' assigned screening criteria and post-interview narratives (when applicable) in the **Assign Disposition Reasons Page**. Entering the committee's evaluation of the applicants in this page ensures the information will be included in the Search Report.

As it was recommended in the previous section that described the process for updating the applicants' Basic Qualifications statuses, you should have the following documents open on your computer desktop before you begin.

- A spreadsheet that lists the applicants with applications completed by the application deadline, their assigned screening criteria, and their post-interview narratives (when applicable). \*Remember to use the Download as CSV functionality in the Applicants List page to create the spreadsheet if the committee entered the screening criteria codes in the Application Review Pages.
- A copy of the recruitment's Approved Applicants' Screening Criteria.

To access the Assign Disposition Reasons Page, the workspace ribbon's Basic Qualifications filter must be set to **Qualified** (workspace has a green border) or **Unqualified** (workspace has a grey border). If you do not take this preliminary step, the **Assign disposition reasons** button does not appear in the workspace's action bar.



To access the **Assign Disposition Reasons Page**, complete the following steps:

- ⇒ Navigate to the recruitment's Applicants List Page
- ⇒ Update the Basic Qualifications active filter by selecting **Unqualified** or **Qualified**
- ⇒ Select the applicants for whom you will be entering assigned screening criteria and/or post-interview narratives
- ⇒ Click the **Assign disposition reasons** button in workspace's Action Bar to open the Assign Disposition Reasons Page

In the Assign Disposition Reasons Page, screening criteria from Sections 1 and 2 are entered in the **Disposition Reason(s)** column. Screening criteria from Sections 2.5 and 3 and the post-interview narratives are entered in the **Comment** column.

- The Disposition Reason(s) column has a drop-down menu that is populated with the screening criteria from Sections 1 or 2 (see Important Note below).
- The Comment column does not include a drop-down menu populated with screening criteria from Sections 2.5 or 3. Criteria from these sections as well as the post-interview narratives must be manually entered by the Analyst or Committee Chair.

**IMPORTANT NOTE:** The Disposition Reason(s) drop-down menu will only display Section 1 Screening Criteria if , back in the Applicants List Page, you updated the Basic Qualifications active filter to Unqualified. Likewise, the Disposition Reason(s) drop-down menu will only display Section 2 Screening Criteria if you updated the Basic Qualifications active filter to Qualified.

### Enter Section 1 or Section 2 Criteria

To enter Section 1 or Section 2 screening criteria for one or multiple applicants, complete the following steps:

- ⇒ In the Applicants List Page, update the Basic Qualifications active filter by selecting **Unqualified** (for applicants assigned Section 1 screening criteria) or **Qualified** (for applicants assigned Section 2 screening criteria)
- ⇒ Select the applicable applicant(s) and click the **Assign disposition reasons** button in the workspace’s Action Bar to open the Assign Disposition Reasons screen
- ⇒ For each applicant displayed in the screen, click the **Disposition Reason(s)** field in the applicant’s row and select the applicable screening criteria from the drop-down menu
- ⇒ Click **Done** to save your entries and return to the Applicants’ List Page

### Enter Section 2.5 Criteria, Section 3 Criteria, and Post-interview Narrative

To enter Section 2.5 criteria, Section 3 criteria, and/or the post-interview narratives for one or multiple applicants, complete the following steps:

- ⇒ In the Applicants List Page, update the Basic Qualifications active filter by selecting the attribute **Qualified**
- ⇒ Select the applicable applicant(s) and click the **Assign disposition reasons** button in the workspace’s Action Bar to open the Assign Disposition Reasons screen

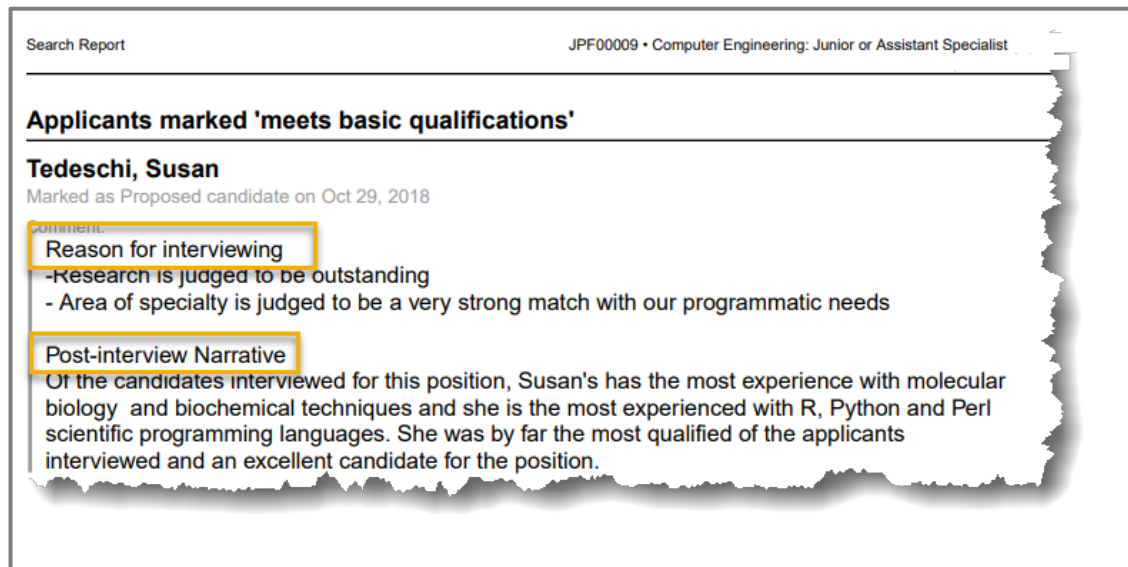
- ⇒ For each applicant displayed in the screen, copy the applicable Sections 2.5 and/or Section 3 screening criteria from the recruitment's *Approved Applicants' Screening Criteria* document and paste it into the applicant's **Comment** field
- ⇒ When applicable, enter the applicant's post-interview narrative in his or her corresponding **Comment** field
- ⇒ Click **Done** to save your entries and return to the Applicants List Page

### Additional Instructions for Pool Recruitments

Enter in the **Comment** field for all applicants reviewed, the applicable batch #

### Additional Instructions for Non-senate Recruitments

Enter the post-interview narrative after the applicant's assigned Section 3 screening criteria. It is also useful for the Search Report's Approvers, if you enter headers before the Screening Criteria and Post-interview narratives to help distinguish between the different levels of evaluation as demonstrated in the screenshot below.



### Additional Instructions for Senate Recruitments

After the formal campus interviews have been conducted and the department has identified a Proposed Candidate, a second Search Report must be created. However, the Analyst must first remove the interviewees' Sections 2.5 and/or Section 3 screening criteria before he or she enters the post-interview narratives. Additionally, if there are Alternate Interviewees, please be sure their label, *Alternate Interviewee*, remains in the Comment field and indicate if the Alternate Interviewee was interviewed.

## Enter the Same Screening Criteria or Comment for Multiple Applicants

The Assign Disposition Reason(s) page includes the **Edit Disposition Reasons for Selected Applicants** and the **Edit Comments for Selected Applicants** functionalities, which allow you to enter the same criteria or comments for multiple applicants simultaneously.

Applicant	Status	Disposition Reason(s)	Comment
Smith, Sara	Complete	Type the disposition reason to get started	

For example, if you have several applicants who were assigned the Section 1 screening criterion *Application was incomplete, materials submitted were not the required materials*, you would use the **Edit Disposition Reasons for Selected Applicants** functionality. Alternatively, if wanted to enter the specific batch # for the applicants who were reviewed in a lecturer pool, you would use the **Edit Comments for Selected Applicants** functionality.

To enter the same screening criterion/criteria or comment for multiple applicants, complete the following steps:

- ⇒ In the Applicants List Page, update the Basic Qualifications active filter by selecting **Unqualified** or **Qualified** depending on the applicants and the screening criteria you will be entering
- ⇒ Select the relevant applicants and click the **Assign disposition reasons** button from the workspace's Action Bar to open the Assign disposition reasons screen.

For Section 1 or Section 2 Screening Criteria

- ⇒ Click on the **Edit disposition reasons for selected applicants** to open the drop-down menu

- Application was incomplete, materials submitted were not the required materials
- Degree was not in the advertised field(s) if specific field(s) were required
- Did not meet stated basic research requirements  
+ Will be added to 2 applicants. undo
- Did not possess basic degree requirements stated in advertisement

Apply Cancel

- ⇒ Select the applicable screening criteria from the drop-down menu
- ⇒ Click **Apply** to save your selections.

For Section 2.5 criteria, Section 3 criteria or a specific comment

- ⇒ Click on the **Edit comments for selected applicants** to open the New Comment pop-up window
- ⇒ Enter the applicable Section 2.5 criteria, Section 3 criteria, or comment in the **New comment** field
- ⇒ Select the applicable radio button (Keep existing comments and append the new comment or Delete existing comments and replace with new comment)

Edit comments for selected applicants ▾

**New comment**

Batch #1

**What should happen to existing comments?**

Keep existing comments and append the new comment

Delete existing comments and replace with new comment

**Append** Cancel

- ⇒ Click **Append** once you are done and to save your entry

## Update the Applicant Statuses

One of the most important ways to categorize applicants in terms of reporting is by assigning the correct applicant statuses to a recruitment's applicants. Applicant statuses are essential for providing accurate diversity reporting and for providing the UC Office of the President the required recruitment and retention reporting data.

Before the Search Report can be forwarded for approval to APO and the Division, the applicant statuses must be updated. Only the Analyst and Committee Chair have the necessary system permissions to update the applicant statuses.

The timing of when the applicant statuses are updated will vary according to the recruitment type.

**Non-senate recruitments:** The applicant statuses do not have to be updated until the committee has identified a proposed candidate and it is ready to submit the Search Report for approval. The Analyst or Committee Chair may update the applicable statuses throughout the recruitment if they find it useful in tracking the review of the applicant pool, but it is not necessary.

**Pool recruitments:** Similar to Non-senate recruitments, the applicant statuses only have to be updated when pool-qualified applicants have been identified and the hiring unit is ready to submit the Search Report for approval.

**Senate recruitments:** With Senate recruitments, there are a minimum of two Search Reports that must be submitted for approval during the recruitment process and as a result the applicant statuses for a subset of applicants must be updated multiple times. For example, the first Search Report for a Senate recruitment identifies the applicants the committee would like to invite for a formal campus interview as well as the applicants identified as Alternate Interviewees. The proposed interviewees are assigned the Applicant Status of *Recommend for interview*, whereas the Alternate Interviewees are assigned the Applicant Status of *Serious Consideration*. After the interviews have been conducted, the applicant statuses will be updated to either *Interviewed* or *Proposed Candidate* prior to the next search report's submission.

Based on the recruitment type, the applicant statuses can hold different meanings or they may not be used at all. The following table explains how the statuses are applied with each of the recruitment types.

## Applicant Statuses Defined

APPLICANT STATUS	DEFINITION
Not complete	<p><b>All recruitment types:</b> Default status for applicants who have not completed the application requirements.</p> <p><b>IMPORTANT NOTE:</b> Status is only available to Analysts, since they are the only users who can see incomplete applications.</p>
Complete by applicant	<p><b>All recruitment types:</b> Default status for applicants who have completed the application requirements. Status remains in place for applicants assigned screening criteria from Sections 1 or 2.</p>
Seriously Considered	<p><b>Non-senate recruitments:</b> Status assigned to applicants identified as Alternate Interviewees or Alternate Proposed Candidates.</p> <p><b>Pool recruitments:</b> Status assigned to applicants identified as pool-qualified candidates.</p> <p><b>Senate recruitments:</b> Status assigned to applicants who are being recommended as Alternate Interviewees <b>OR</b> to applicants whom committee will request additional information (e.g., conduct preliminary screenings at professional conferences) before it determines who to recommend for formal campus interviews.</p>
Recommend for interview	<p><b>Non-senate and Pool recruitments:</b> For use of this status, see <i>Important Note-Non-senate and Pool Recruitments</i> provided below for the Applicant Status <i>Withdrawn</i>.</p> <p><b>Senate recruitments:</b> Status assigned to applicants whom the committee is recommending to the Dean for formal campus interviews.</p>
Interviewed	<p><b>All recruitment types:</b> Status assigned to applicants who were interviewed but were not identified as the selected/proposed candidate.</p> <p><b>IMPORTANT NOTE- POOL RECRUITMENTS:</b> Pool recruitment's can only use this status when their Approved Applicants Screening Criteria includes a Section 2.5.</p>
Soft offer extended	<p><b>All recruitment types:</b> Not applicable</p>
Declined soft offer	<p><b>Non-senate recruitments:</b> For use of this status, see <i>Important Note-Non-senate and Pool Recruitments</i> provided below for the Applicant Status <i>Withdrawn</i>.</p> <p><b>Pool and Senate recruitments:</b> Not applicable</p>
Proposed Candidate	<p><b>Non-senate and Senate recruitments:</b> Status assigned to the recruitment's selected candidate(s)</p> <p><b>Pool recruitments:</b> APO recommends that hiring units refrain from using this status with Pool recruitments.</p>
Offered	<p><b>All recruitment types:</b> Status is applicable once the <b>formal offer of employment (from the Dean, CP/EVC, or Chancellor)</b> has been extended to the selected candidate. Rather than assign this status the hiring unit can wait and update the Applicant Status to <i>Hired</i> or <i>Withdrawn</i> based on the applicant's response to the formal offer of employment.</p>
Accepted offer	<p><b>All recruitment types:</b> Not applicable</p>


Declined offer	<p><b>All recruitment types:</b> Status is assigned <b>after the formal offer of employment (from the Dean, CP/EVC, or Chancellor)</b> has been declined by the selected candidate.</p> <p><b>IMPORTANT NOTE –POOL RECRUITMENTS:</b> If a pool-qualified candidate declines the position after the formal offer of employment, the hiring unit must ask the candidate if he/she still wishes to remain in the pool. If the applicant wants to remain in the pool, then the Analyst does not make any updates to the Applicant Status (i.e., status remains as <i>Serious Consideration</i>). If the applicant does not want to remain in the pool, <u>update and save</u> the Applicant Status to <i>Decline offer</i>.</p>
Hired	<p><b>All recruitment types:</b> Status assigned to the selected candidate once he/she has been officially hired (i.e., appointment has been entered into the payroll system).</p>
Withdrawn	<p><b>All recruitment types:</b> The Analyst or Committee Chair can assign this applicant status to an applicant in the following instances:</p> <ol style="list-style-type: none"> <li>1. The applicant requests or confirms that his or her application should be removed from consideration (e.g., the applicant is no longer interested in the position or the applicant has submitted multiple applications to the recruitment and has confirmed which one can be removed from consideration).</li> <li>2. The applicant does not respond to two emails sent by the Analyst or Committee Chair, provided the applicant was afforded a reasonable period of time to respond <u>and</u> the emails informed the applicant that his/her application would be withdrawn from consideration if the he or she did not respond to the emails.</li> </ol> <p><b>IMPORTANT NOTE- ALL RECRUITMENT TYPES:</b> When an application is updated to Withdrawn, the Analyst provides a brief justification in the <i>Public Comment</i> field (located in the applicant’s Application Review Page).</p> <p><b>IMPORTANT NOTE – NON- SENATE AND POOL RECRUITMENTS:</b> There are various system-generated annotations that display alongside the status <i>Withdrawn</i> in the Applicants List Page and the Search Report. The annotations are based on the assigned Applicant Status before it was updated to <i>Withdrawn</i>. With Non-Senate and Pool recruitments the hiring unit does not update the Applicant Statuses until the end of the recruitment (i.e., the committee has identified the selected candidate). As a result, the Analyst or Committee Chair must take additional steps (described below) when updating the Applicant Status to <i>Withdrawn</i> to ensure the appropriate annotation is included in the Search Report.</p> <ul style="list-style-type: none"> <li>▪ <b>When the applicant requests to be withdrawn from consideration <u>before</u> the committee reviews his or her application, <u>update and save</u> the Applicant Status to <i>Withdrawn</i>.</b></li> <li>▪ <b>When the applicant requests to be withdrawn from consideration when hiring unit requests an interview, first <u>update and save</u> the Applicant Status to <i>Recommend for interview</i> and then <u>update and save</u> the Applicant Status to <i>Withdrawn</i>. <b>Pool recruitments can only use this status if their Approved Applicants Screening Criteria includes a Section 2.5.</b></b></li> <li>▪ <b>When the applicant requests to be withdrawn from consideration in response to a soft-offer, first <u>update and save</u> the Applicant Status to <i>Soft Offer Extended</i> and then <u>update and save</u> the Applicant Status to <i>Withdrawn</i>.</b></li> <li>▪ <b>When the applicant requests to be withdrawn from consideration in response to the official offer of employment (e.g., appointment letter from the Dean), first <u>update and save</u> the Applicant Status to <i>Offered</i> and then <u>update and save</u> the Applicant Status to <i>Withdrawn</i>.</b></li> </ul>



You can update the applicant's Applicant Status in the Applicant List Page and the Applicant Review Page. Instructions on how to update the status in either page are provided below.

## Update the Applicant Status in the Applicants List Page

- ⇒ Navigate to the Applicants List page (making sure that the Status column is selected to display).
- ⇒ In the applicant's row, locate the current status that is displayed in the Status column

Flags	Basic Qualifications	Applicant	Completed Date	Highest Degree	Status
<input type="checkbox"/>	Meets Basic Qualifications Kim Gerrard Aug 16, 2017 12:01pm	Fadel, Mike ●●●● <a href="#">Log</a> <a href="#">Download</a>	Aug 16, 2017 12:01pm	PhD Buddyfort School 2016-08-15 14:32:46 -0700	Complete  by applicant

- ⇒ Click directly on the applicant's status, which will open a pop-up screen.
- ⇒ Select the radio button for the desired status.
- ⇒ Click **Update status** to save your selection and return to the Applicants List Page.

Update status for Mike Fadel • Testing a Pool Recruitment (JPF00044)

- Complete (current):** Required documentation has been submitted (or analyst has manually completed the applicant)
- Serious consideration:** Applicant should be considered for the shortlist
- Recommend for interview:** Applicant recommended for interview
- Interviewed:** Applicant has been interviewed
- Soft offer extended:** A verbal or informal offer has been made to the applicant, even if it lacked some offer details
- Declined soft offer:** The applicant declined a verbal or informal offer based on the details they were given
- Proposed candidate:** Applicant recommended for appointment
- Offered:** Approvals have been obtained and a formal offer has been made to the applicant
- Accepted offer:** Approvals have been obtained and a formal offer has been accepted by the applicant
- Declined offer:** Approvals have been obtained and a formal offer has been declined by the applicant
- Hired:** Applicant entered in payroll system in searched title
- Withdrawn:** Applicant has withdrawn themselves from consideration

## Update the Applicant Status in the Applicant Review Page

⇒ Navigate to the Applicant Review Page.

⇒ Locate the **Applicant Status** indicator



⇒ Click directly on the status link that is displayed, which will open a pop-up screen.

⇒ Select the radio button for the desired status.

⇒ Click **Update status** to save your selection.

## THE RECRUITMENT RECORD AND THE SEARCH REPORT

A record of every academic recruitment must be prepared in order for the campus to capture all of the elements of the recruitment process and be able to respond to questions, complaints, or audits. For Pool recruitments, Recruit's system-generated **Search Report** serves as the recruitment record. For Non-senate and Senate recruitments, Recruit's system-generated **Shortlist Report** and **Search Report(s)** serve as the recruitment record.

The recruitment record includes the following information:

- Name of the hiring unit
- Search number (JPF#) and the title of the position
- Description of the position
- Academic Title Series and applicable title code(s) of the position
- Recruitment period and application deadline(s)
- Advertised qualifications
- Committee Chair and members
- Documentation that pertains to the hiring unit's advertising and outreach efforts
- Availability data for the applicant pool, Shortlist (candidates who are under serious consideration), and selected candidate(s)
- Applications completed by the recruitment's application deadline(s)
- The applicants' assigned Basic Qualification statuses, Applicant Statuses, applicants screening criteria, and post-interview narratives (when applicable)
- Copies of the Proposed Candidates' C.V.s

As previously discussed, the type of recruitment that is being conducted determines when the Search and/or Shortlist Reports are submitted as well as the number of Search Reports that are required.

### Pool Recruitments

The hiring unit determines when and if it will review and evaluate the applications submitted to the pool recruitment. When the committee evaluates applications, it reviews all of applications completed at the time of its review and submits a Search Report to recommend the pool-qualified candidates and document its evaluation of the applicants. Once the Dean approves the Search Report, the selected candidates are approved as pool-qualified, recruitment compliance has been met, and the hiring unit can initiate appointment reviews for any of the pool-qualified candidates. Hiring units with ongoing pool recruitments typically submit multiple search reports throughout the pool's application period.

### Non-senate Recruitments

The hiring unit reviews all of the complete applications, interviews the candidates under serious consideration, identifies a selected candidate(s) and then it submits the Search Report to recommend the Proposed Candidate(s) and document its evaluation of the applicants.

Once the APO System Administrator approves the Search Report, she creates the Shortlist report for the Dean's Analyst and Dean, which they review along with the Search Report. Recruitment compliance has been met and the hiring unit can initiate the appointment review once the Dean has approved the Shortlist and Search Reports.

### Senate Recruitments

The department submits a minimum of two Search Reports. The first report is submitted after the committee has reviewed all of the complete applications and identified the candidates it recommends for formal campus interviews. Once the APO System Administrator approves the Search Report, she creates the Shortlist report for the Dean's Analyst

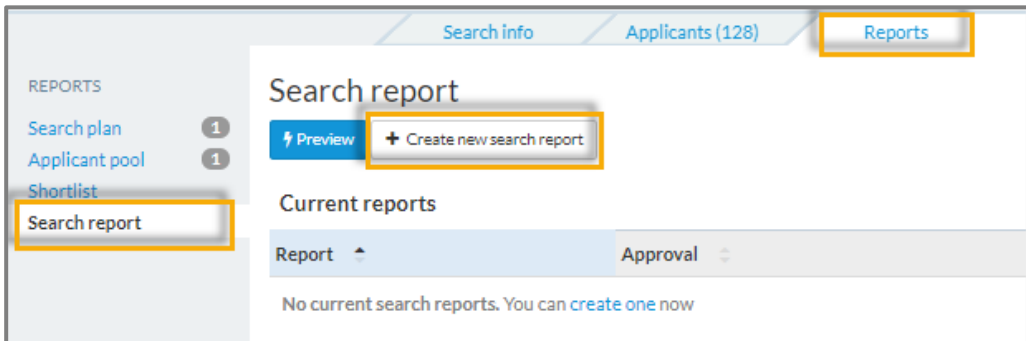
and Dean, which they review along with the Search Report. Once the Dean has approved the Shortlist and Search Reports, the committee may invite the candidates for campus interviews.

The second Search Report is submitted after the interviews have been conducted and a proposed candidate has been identified. Once the Dean approves the second Search Report, recruitment compliance has been met and the hiring unit can initiate the appointment review.

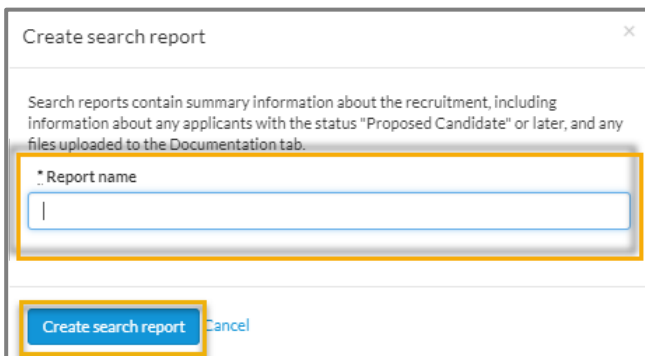
## Create the Search Report

To create the Search Report, the Analyst completes the following steps:

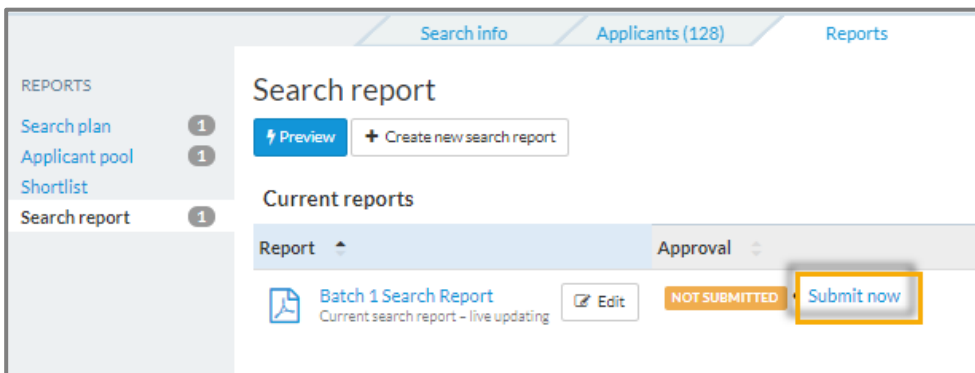
- ⇒ Navigate to the recruitment in Recruit
- ⇒ Click on the **Reports** tab
- ⇒ Click on the **Search Report** link (located on the left-hand side of the page)
- ⇒ Click on the **Create new search report** button to open the Create Search Report pop-up screen



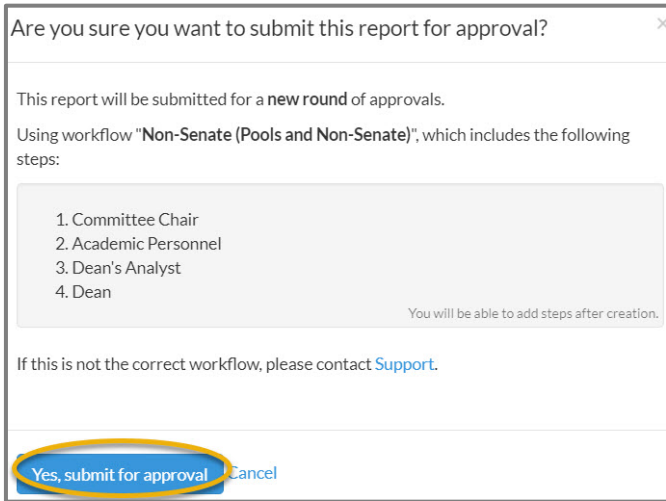
- ⇒ Enter a brief title for the report in the **Report name** field. (For Senate recruitments, the report's title should indicate if the report is the *Proposed Interviewees Search Report* or the *Proposed Candidates Search Report*)
- ⇒ Click **Create search report** to save your entry and return to the Search Report page



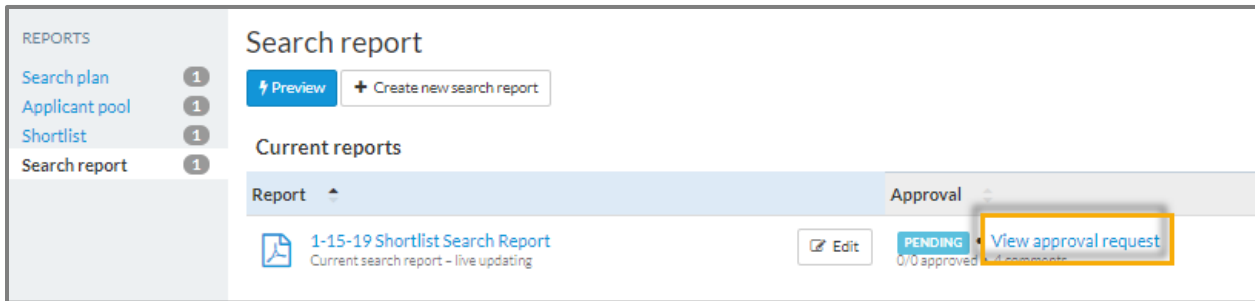
- ⇒ Click on the report's **Submit now** link



⇒ When prompted, click **Yes, submit for approval** to return to the Search Report page



⇒ Click on the report's **View Approval Request** link to open the Approval Request screen and review the list of approvers for accuracy



To change the Approver or add an alternate approver, complete the following steps in the report's Approval Request screen:

⇒ Click on the **Add alternate approver** link in the relevant approver's row

Academic Personnel <a href="#">Remove</a>	Required	Gillian McGuire < <a href="mailto:gmcguire@ucsc.edu">gmcguire@ucsc.edu</a> > Crown College: Ongoing Lecturer Pool (JPF00538) <a href="#">Remove</a> <a href="#">Proxy</a>	<a href="#">Add alternate approver</a>
--	----------	--	--

⇒ Enter the name of the individual who will serve as the new or alternate approver and click on the **Add** button

Academic Personnel <a href="#">Remove</a>	Required	Gillian McGuire < <a href="mailto:gmcguire@ucsc.edu">gmcguire@ucsc.edu</a> > Crown College: Ongoing Lecturer Pool (JPF00538) <a href="#">Remove</a> <a href="#">Proxy</a>	<input type="text" value="Leslie Marple"/> <a href="#">Add</a> <a href="#">Cancel</a>
--	----------	--	---

⇒ Click on the **Remove** link below the individual's name to remove him/her as an approver

Academic Personnel <a href="#">Remove</a>	Required	Gillian McGuire < <a href="mailto:gmcguire@ucsc.edu">gmcguire@ucsc.edu</a> > Crown College: Ongoing Lecturer Pool (JPF00538) <a href="#">Remove</a> <a href="#">Proxy</a>	
		Leslie Marple < <a href="mailto:lesliem@ucsc.edu">lesliem@ucsc.edu</a> > Crown College: Ongoing Lecturer Pool (JPF00538) <a href="#">Remove</a> <a href="#">Proxy</a>	<a href="#">Add alternate approver</a>

⇒ Click on the **Done** button (lower left-hand corner of the Approval Request screen) to save your changes and return to the Reports Page.

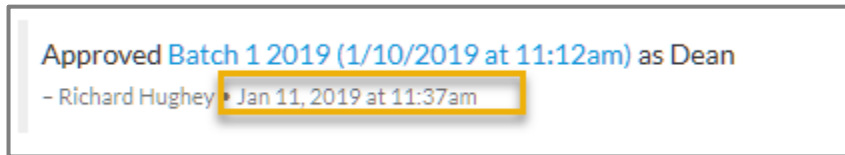
As the creator of the report, you will receive a system-generated email once the Dean has approved the Search Report.

## Recruitment Compliance

As previously mentioned, once the Dean approves the search report that identifies the Proposed Candidate(s), recruitment compliance is met and the hiring unit can initiate the appointment review in DivData Review.

When completing the appointment review, the Analyst will be required to enter the recruitment compliance information.

When prompted to provide the **Recruitment compliance**, the Analyst will enter the recruitment's search number (e.g., the JPF #). When prompted to enter the **Compliance Begin Date** the Analyst will enter the date the Dean approved the Search Report. This information can be found in the Search Report's **Approval Request screen**. Note that date the Dean approved the Search Report is located in the small grey font is displayed below the titles of the report and approver (see screenshot below).



**IMPORTANT NOTE:** Only waivers and exemptions to open recruitments have recruitment compliance end dates.