DATE:    October 7, 2008

TO:      Department Managers

FROM:  Senior Analyst, Leslie Marple, Academic Personnel Office

**RE:       Recruitments – CHANGES in applicant status for academic recruitments**


The Academic Personnel and EEO/AA Offices have recently seen an increase in requirements for reporting recruitment compliance. It is important that we consistently capture information regarding candidates as they proceed through the entire process. By making slight changes to the recruitment categories and how we indicate the status of the groups of individuals applying for academic positions, we will be able to capture the needed information.

Below is a summary of the changes – please refer to the CAPM policy 100.500 for further information about recruitments. In addition, there is a great resource to guide you through the recruitment process, it is titled "The Recruitment Toolkit" located on the APO website at:
http://apo.ucsc.edu/academic_recruitment_resources/faculty_recruitment_toolkit.html

**Applicant status for Senate academic searches (professor and lecturer with security of employment series):**

**Applicant** - everyone who applied for the position

**Candidate** - met minimum advertised requirements

**Interview -** individuals selected for a campus interview; <u>must</u> be offered an interview.

**Alternate** - individuals rated high enough to qualify for a campus interview, but who are not in the top rankings for interviews

The alternate list is used once the interview list has been exhausted (i.e., interviewees turn down offer of an interview). Categorizing individuals as alternate interviewees allows the recruitment to proceed without submitting revised Part B documentation for approval. Part B documentation should rank order of alternate interviewees. Please note that any other changes to the Part B require that revised documentation be sent forward for approval.

**Selected Candidate** - the individual you propose to hire

While it is only required that cv's for individuals with the status of interview and alternate be sent forward with Part B, this does not prohibit the dean from asking to see additional candidate cv's if they wish.

**<u>Applicant status for ongoing pool recruitments</u>:**

**Applicant** - everyone who applied for the position

**Candidate** - met minimum advertised requirements

**Pool qualified** - candidates that have satisfied the necessary advertised criteria to be added to the ongoing pool and may be considered for hire

**Selected Candidate** - the individual you propose to hire (if applicable)


**<u>Applicant status for non-Senate academic searches (e.g., specialists, project scientists)</u>:**

**Applicant** - everyone who applied for the position

**Candidate** - met minimum advertised requirements

**Interview -** individuals selected for a campus interview; must be offered an interview.

**Alternate** - individuals rated high enough to qualify for a campus interview, but who are not in the top rankings for interviews

**Selected Candidate** - the individual you propose to hire


**Recruitment Management in DivData**
There are tools in DivData that allow departments to manage multiple groupings of candidates. Should the search committee have special organizational needs, or if you have any questions, please contact me at extension 9-3849 or [lesliem@ucsc.edu](mailto:lesliem@ucsc.edu) .


cc:     Divisional Academic Personnel Coordinators
        Pamela Peterson, Assistant Vice Chancellor, Academic Personnel