



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

July 21, 2015

To: Academic Business Officers and Analysts (Via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Academic Recruitment training

Beginning September 1, 2015, new functionality in UC Recruit will replace the campus paper Academic Recruitment Packet. This transition will achieve the following:

- The full recruitment process will be managed in one system allowing better data management and reporting, as well as less duplication of effort.
- All campuses will be consistent in their application of policies and procedures
- Recruitment efforts will be compliant with Federal requirements and required documentation and data will be easier to produce.

To prepare for the transition to the on-line process, training sessions will be held for departmental staff. While attendance is not mandatory, it is strongly encouraged. Paper Academic Recruitment Packets will not be accepted after September 1, 2015.

Training will be held as follows (both sessions will cover the same material):

Using UC Recruit to Document Search Activities and Approvals

Thursday, August 20, 1:30-3:00 Phelps 2536

Wednesday, August 26, 9-10:30 Phelps 2536

Registration for the training is via the Academic Personnel web site under the “training and workshops” tab, or directly at: <https://ap.ucsb.edu/~staff.training.registration>.

Questions may be directed to Viktoriya Filippova at x5428 or viktoriya.filippova@ucsb.edu