

July 22, 2024

To: AP Department Business Officers and Staff

From: Leesa Beck, Assistant Vice Chancellor for Academic Personnel

Re: Academic Recruitment training opportunities

In anticipation of the next recruitment cycle, the Offices of Academic Personnel and Academic Affairs Policy Compliance would like to encourage business officers and AP staff to attend the upcoming round of trainings related to managing academic recruitments in UC Recruit:

UC Recruit Search Plans Workshop

Tuesday, Aug 6, 2024, 1:30 – 3:30pm

Many of the issues that system users encounter in UC Recruit can be avoided with a carefully crafted Search Plan. Creating a Search Plan in UC Recruit is the first recruitment step and sets the parameters, qualifications, requirements, and expectations for the recruitment's entire life-cycle. Successful Search Plan configuration is therefore crucial to conducting a successful search.

Academic Recruitments AP Certificate Class

Wednesday, Sep 18, 2024, 9:00 – 11:00am

This class will cover all aspects of academic recruitment including how to conduct a search and how to use UC Recruit. This course is intended for those unfamiliar with academic recruitment procedures and policies or those pursuing the Academic Personnel certificate.

Applicant Management Workshop

Tuesday, Nov 12, 2024, 1:30 – 3:30pm

What does a department analyst managing a search in UC Recruit need to know to help avoid processing and approval delays for Shortlist and Search Reports? This presentation on applicant management allows attendees to discuss UC Recruit applicant processing issues and have the opportunity to ask questions of AP and EO/AA staff.

Academic Recruitments Workshop

Tuesday, Dec 3, 2024, 1:30 – 3:30pm

The Academic Recruitments workshop will provide an opportunity for discussion about academic recruitments including search plans, applicant management, reporting functionality, the UC Recruit system in general, or any other topics of interest to the attendees. The workshop is intended for individuals who manage recruitments for their departments.

To register for classes, please visit this link: <https://ap.ucsb.edu/~staff.training.registration/>

Questions regarding this announcement or Academic Personnel training may be directed to Helly Kwee at helly.kwee@ucsb.edu