November 1, 2018

UC Recruit Applicant Management

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UC Recruit applicant processing: Agenda

Applicant management

- Applicant processing – overview
- OFCCP applicant definition & protocols
- Initial sort: Qualified applicants, MBQ flowchart
- Substantive review evaluation flowchart
- Search Report ➔ Appointment Case ➔ Conclusion flowchart
UC Recruit applicant processing: Agenda (cont’d)

- Applicant statuses list
- Hidden applicants
- Pooled search applicant processing
- Disposition Reasons
- Tips for Shortlist and Search Reports
- Where to get help
UC Recruit: Applicant processing

Application Completed on time + Applicant Meets Basic Qualifications MBQ = Qualified

...then, review applicants and identify the top candidate

Simple!!

Or is it?
UC Recruit: **Who is an applicant?**

**OFCCP Internet Applicant Rule** - 4 criteria

An Applicant is an individual who:

1. submits interest via internet or other electronic means
2. is considered by the contractor
3. has Basic Qualifications for the position
4. does not withdraw

Who is **not** an OFCCP Internet Applicant?

- those who submit incomplete applications
- those who do not Meet Basic Qualifications
- those who are not considered for the position

In event of audit, OFCCP compares Internet Applicant data against labor force data (availability data)
UC Recruit: Applicant review protocols

Protocols define who is considered an Applicant
Protocols must be consistent and uniformly applied

Applicants who do not provide a full set of requirements by a review date are not reviewed for Basic Qualifications, do not advance in candidacy (e.g. to shortlist status), and their diversity data is not included within applicant reports.

- UC Recruit tracks incomplete applicants as a review date approaches and sends an email notice alerting them to upcoming deadlines.

- Incomplete applicants remain in the "Unknown" category as opposed to "Qualified" or "Unqualified."
**UC Recruit: Applicant processing**

**Initial sort of MBQ** - which Complete applicants Meet and which Do Not Meet the recruitment's Basic Qualifications (objective, non-comparative, relevant, and verifiable criteria)

- NOT a qualitative assessment
- based on application materials alone, e.g. degree requirement
- essential for accurate diversity reporting (EODP memo)

The department analyst, search chair, or faculty editor all have access to mark applicants as either **Meets** or **Does Not Meet**.
**UC Recruit: Applicant processing**

Set filters and columns in workspace ribbon in Applicants list

<table>
<thead>
<tr>
<th>Filters</th>
<th>Basic qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Showing for a filter</td>
</tr>
<tr>
<td></td>
<td>This filter is always visible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columns</th>
<th>Hidden</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic qualifications</td>
<td>First name</td>
</tr>
<tr>
<td>Review window</td>
<td>Last name</td>
</tr>
<tr>
<td>Status</td>
<td>Last name</td>
</tr>
<tr>
<td>Highest degree</td>
<td>Last emailed by</td>
</tr>
</tbody>
</table>
Substantive review of applicants should not begin until after IRD e.g. Dec 6 IRD ➢ start review Dec 7

On or before IRD  ≠  Substantive reviewing applicants

WHY?

➢ Applicants may change out their materials on or before IRD
➢ New completed applications may come in up to the IRD
➢ Fair hiring practices
➢ Sorting for Qualified vs. Unqualified not yet completed
MEETS BASIC Qualifications (MBQ) FLOWCHART - the first review

START
UNKNOWN

Has REVIEW DATE passed?

Not Complete “Unknown”

MBQ not assessed
Final status: Not Complete

MEETS BASIC?

“Meets” QUALIFIED

UNQUALIFIED

Complete

Assign Disposition Reason (DR)

END

Set Columns Filters

COMPLETE?

YES

YES

“Does Not Meet”

Wait

Applicant Review

YES

NO

NO

YES

NO

YES

Complete

Not Complete

FINAL STATUS:

Complete
Review of Applicants - the substantive review

Question:

After the initial MBQ sort, the Search Committee should be reviewing applicants in which Applicants list filter:

a) Unknown
b) Entire Pool
c) Qualified
d) Unqualified
Question:

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a) Unknown
b) Entire Pool
 c) Qualified ✓
d) Unqualified
Review of Qualified Applicants Flowchart - the substantive review

- Continue Applicant Review
- Assign DR
  - Final status: Serious Consideration
  - NO
  - Assign DR
    - Final status: Complete
    - NO
  - Assign DR
    - Final status: Interviewed
    - Interviewed
    - NO
      - ADVANCE?
      - YES
      - YES
      - Proposed Candidate
      - YES
      - Soft Offer Extended
      - ACCEPT?
      - NO
      - Final status: Declined Soft Offer
- YES
  - Recommend for Interview?
    - (Shortlist)
    - YES
    - Assign DR
      - Final status: Interviewed
      - Final status: Serious Consideration
    - NO
      - (Long Shortlist)
      - YES
      - Search Report
        - Proposed Candidate
  - NO

Note: The flowchart outlines the process of reviewing qualified applicants, including decisions on whether to recommend for an interview, assign a decision-maker (DR), and determine the final status of the applicant based on the outcomes of the interview and other assessments.
A word about letters of reference requirements in Senate searches...

Junior searches generally require **Letters of Reference**, while senior searches are often best used with **Only Contact Information** (or None, if preferred)

When references are set as **Only Contact Information**:

Dept analyst sends letter solicitations through UC Recruit for **Shortlisted** candidates only

OR

If approved in the Search Plan’s Selection Plan, sends solicitations for **Long-Shortlisted** candidates
What happens after Search Report approval?

Campus either makes a formal offer or does not make a formal offer.

The candidate either accepts or does not accept. Either way, should be documented.

Notice that recruitment occurs in UC Recruit, while appointment occurs in AP Folio.
What happens after Search Report approval? (cont’d)

1) Does it matter if departments track search activity in UC Recruit?
   YES – annual campus hiring reports go to UCOP

2) How is this activity tracked in UC Recruit?
   Applicant status updates & recruitment conclusion

   Process in UC Recruit via Recruitment Conclusion
Status updates & Recruitment Conclusion Flowchart in UC Recruit

**Search Report**
- Proposed Candidate
  - **Denied**
  - **Approved**

**Appointment Case**
- **Denied**
- **Approved**

**Offered**
- **Accept?**
  - **Yes**
  - **Declined Offer**
  - **No**

**Accepted Offer**
- **Entered in Payroll and On Campus?**
  - **Yes**
  - **Hired**
  - **No**
    - **Wait**

**Final status:**
- **Declined Offer**
- **Campus Declined to Make Offer**
- **Hired**
- **Conclude Recruitment**
UC Recruit: Applicant statuses

**Not Complete:**
Required documentation not yet submitted

**Complete:**
Required documentation has been submitted (or applicant has been manually completed)

**Serious Consideration:**
Applicant should be considered for the shortlist (Long Shortlist)

Recommend for Interview:
Applicant recommended for interview (Shortlist Report)

**a final applicant status
**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 (Search Report)

**Final Applicant Status**
UC Recruit: Applicant statuses, cont’d

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

**a final applicant status**
**Withdrawn:**

Applicant has withdrawn themselves from consideration.

Applicants may withdraw from consideration at any point. If withdrawn after **Recommended for Interview** status or later, applicant’s name will continue to show up on the Shortlist.

**Campus Declined to Make Offer:**

Campus has declined to make a formal offer of employment to proposed candidate.

**a final applicant status**
UC Recruit: Applicant statuses, cont’d

Condensed version of MBQ & substantive review, statuses at UC Recruit Resources page
https://ap.ucsb.edu/resources/for/departmentanalysts/content/applicant_statuses_workflow.pdf
UC Recruit: Applicant processing

Does it matter when applicant statuses are marked in the system?
– Yes, applicant review within system in approx. real time is recommended**

Why?
– Efficient workflow for department analysts
– Online system - over-reliance on applicant downloads not recommended
– Fair hiring practices are documented
– OEO reports grab recruitment & applicant information

** Specializations, flags, personal notes, reviewer comments, mark as read, in addition to applicant statuses, disposition reasons.
UC Recruit: Committee cannot see all applicants. Why?

1) User Roles

› **Chair, Editor, Department Analyst** can:
  › See all applicants, Complete or Not Complete
  › Assess Basic Qualifications, change applicant statuses, assign disposition reasons, send bulk applicant emails, hide applicants, modify applicant materials
  › Department Analyst (only) can publish Search Plan, process and submit Reports, conclude recruitment

› **Reviewers** can see non-hidden, Completed applicants up to the latest review date, enter personal notes, public comments, and flags

2) Hidden applicants...
Beware of Hidden applicants!

Applicants may be hidden because they:
1) did not apply inside a review date
2) are incomplete
3) have been hidden by the Department Analyst, Chair or Editor

UC Recruit **WILL NOT** prevent marking of MBQ for applicants who did not apply inside of a review window

*Why and when might this really matter to you?*
Beware of Hidden applicants!

› You **are able to** mark MBQ, assign Recommend for Interview and even Proposed Candidate status for (hidden) applicants, even if they applied outside of a review window. It won’t **seem** to matter at the shortlist stage.

› Problem shows up at Search Report stage; if Proposed Candidate did not apply inside of a review window, they will not show up as Proposed Candidate on the Search Report PDF

› **Hidden applicants tell you an important piece of information. If they are hidden, find out why!**
Beware of Hidden applicants!

“Solution” – set another public or private review date to “catch” the late applicant in a review window

This solution is not a best practice:
- All applicants, up to the new review date, need to be reviewed
- Does not demonstrate good faith fair hiring practices
- Reports, including EEO Recommendation memo, may need to be reprocessed since # applicants who MBQ changes
Adding Review Dates after IRD

- No viable candidates in pool of applicants OR additional hiring need after IRD
  - Set as public rather than private, so applicants see next review date

Complete applicants since Open date are considered and reassessed in subsequent review pools unless:

- Did not MBQ
- Marked MBQ, but permanently de-selected

https://ap.ucsb.edu/resources.for.department.analysts/content/review_guidelines_for_lecturer_research_title_pools.pdf
UC Recruit: IRD or Pooled applicant review windows

Example: Open 9/15/18 – IRD 10/15/18 – Final 1/31/19

Initial Review Date 10/15/18

- Primary Consideration (IRD) Review completed applications from 9/15/18 up to and including 10/15/18

Add’l Review Date 11/15/18

- Primary Consideration (IRD) applicants
- AND complete applicants on or before 11/15/18

Add’l Review Date 12/15/18

- Primary Consideration (IRD) applicants
- AND complete applicants on or before 11/15/18
- AND complete applicants on or before 12/15/18

Discussion:
What about applications between 12/16/18 and 1/31/19?
UC Recruit: Disposition Reasons

› Department analyst, search committee chair, or faculty editor assigns to **Qualified** and **Unqualified** applicants

› Can assign any time after a review date or final date has passed & at Shortlist Report or Search Report, or both

› Before submitting a Search Report, Disposition Reasons (and related comments) should be assigned to **Qualified** and **Unqualified** applicants **not moving forward**

› Second choice candidates should be marked as "Alternate for position"

› Proposed Candidate **is not assigned** a Disposition Reason
UC Recruit: **Pooled recruitment Search Reports**

Each Search Report must be processed serially (one at a time); if multiple candidates are being proposed, then the position (and PI for research titles) must be exactly the same.

Live updating - avoid making ANY changes to the recruitment unless asked by an approver.

  e.g. do not add additional review dates or review new applications until current Report is approved.
UC Recruit: **Shortlist Reports** – Senate only

When do you need to run a Shortlist Report?

Search Plan | Search Plan | Search Plan | Search Plan
Non-Senate Recruitment | Senate Recruitment | Senate Recruitment | Senate Recruitment

How urgently does the dept need the Shortlist Report approved?
UC Recruit: **Shortlist Reports** – Senate only (cont’d)

**What is minimally required in a Shortlist Report?**

- Completed applicants inside of the review date must have been marked Qualified/Unqualified
- Shortlisted names identified with status of Recommend for Interview
- Actual Search & Recruitment Efforts must be completed
UC Recruit: **Shortlist Reports** – Senate only (cont’d)

**Tips to help ensure quicker Shortlist Report approval…**

1. **Do not mark** MBQ for hidden applicants outside review window

2. Do not download or otherwise “encourage” committee review of hidden applicants (work in Qualified filter)

3. Mark shortlisted applicants “Recommend for Interview”

4. Unqualified applicants may get Disposition Reasons. Applicants marked Serious Consideration may be considered in later shortlist
5. Respond to approver questions promptly & be aware that Shortlists do not live update (instructions below)

6. Upload the EEO recommendation memo

7. If there is a problem, or if changes are needed after approval submission, check with EODP, help@aaite.ucsb.edu, AP office
UC Recruit: **Shortlist Reports** (Senate only)

**Updating “in-flight” Shortlist Reports (no Live Update function)...**

If changes to the Shortlist Report involve candidates, if the EEO diversity report/memo has already been processed, or if a Shortlist Report has already been approved, please contact help@aait.ucsb.edu or your AP analyst first for guidance

**Do not submit new report for approval**

1. After consulting as appropriate, login to UC Recruit, navigate to Shortlist page of Reports tab
2. Make any necessary changes, then click the **Create Report** button
3. The new report is added to the list, with date/time it was generated. Replace the already-submitted report with the corrected report, click the link “Update approval” BESIDE THE ORIGINAL REPORT.

4. Select your replacement report from the drop-down menu, identified by the date/time it was generated.

5. Note a reason for the update in the box provided.
Tips to help ensure quicker Search Report approval…

1. Use the Search Report checklist

2. **Do not mark** MBQ for hidden applicants who completed outside review window

3. Qualified & Unqualified applicants get Disposition Reasons, but not Proposed Candidate(s)
UC Recruit: **Search Reports**

**Tips to help ensure quicker Search Report approval...**

4. Be prepared with Actual Search Efforts*, Ad Evidences, Interview Materials and Selection Process Overview documentation for upload to Documentation section

5. Process Search Report for the correct review date

6. Respond to change requests promptly and let reviewers know via email (comments to the system are not sent out)

* If not already provided
Need Help? AP & AAIT Resources & Contacts

› **Helly Kwee** – Math, Life, & Physical Sciences; Engineering; ORUs; Bren
  x5428  helly.kwee@ucsb.edu

› **Lia Cabello** – Social Sciences; Academic Programs; Creative Studies; Educ; HFA
  x5979  lia.cabello@ucsb.edu

› **Joanna Kettmann** – Research Series; Project Scientists; Specialists
  x5048  joanna.kettmann@ucsb.edu

› **Billy Ko** – Post Docs; GSRs; academic student titles
  x4441  billy.ko@ucsb.edu

› **June Betancourt** – Academic recruitment; AP training; general AP policy
  x5728  june.betancourt@ucsb.edu
Need Help? AP & AAIT Resources & Contacts (cont’d)

See the UC Recruit Resources pages for help guides, tools, templates, FAQs at https://ap.ucsb.edu/resources.for.department.analysts/recruit/

help@aa.it.ucsb.edu

(805) 893-2495
Questions?