

With the recent changes in the Conclusion section (formerly “Search Outcome”), departments preparing a Search Report for approval to proceed with an appointment case should:

- Ensure that applicant statuses are assigned as appropriate, e.g. *Proposed Candidate* status for the finalist(s) – found in the Applicants tab
- Enter *Actual Search & Recruitment Efforts* – found in the Advertisements section
- Upload *Evidences of Advertisement* – found in the Advertisements section
- Upload *Letters and Memos* and *Interview Materials* as appropriate – found in the Documentation section
- Assign missing disposition reasons to any Completed applicants who fall within the review window(s) – found in the Disposition section

A Search Report is ready for submission once an applicant or applicants are marked as Proposed Candidate and the above steps are completed. A Search Report is not submitted if no candidates are Proposed for hire.

Conclusion and Search Outcome are not filled out until after the search is completed and candidates are hired and working on campus.

Training Site Do not use for production purposes (such as live recruitment)

UC SANTA BARBARA Recruitment

Home · Recruitments · TEST for Filters · Conclusion

JPF00438 TEST for Filters

History / College of Letters & Science - Humanities and Fine Arts

OPEN Applicants can now apply. Review current applicants

SEARCH INFO

- Details
- Diversity
- Advertisements
- Qualifications
- Selection process
- Committee
- Documentation
- Disposition reasons
- Conclusion**

TOOLS

- Delete recruitment

Conclusion

- Search outcome
- Proposed candidates
- Recruitment closing
- Recruitment conclusion

When the search is completed, the search outcome must be provided. Not yet provided.

These applicants are currently in the pool. Hired, Declined, or Proposed candidates are not included.

Applicant	Status	Appointment Start Date
● Margaret Mead	Proposed candidate	
✓ Cedrick Kohler	Hired	Mar 1, 2017

● Recruitment closing

The applicant pool will close on Aug 15, 2017 at 11:59pm when the close date passes • [Close pool now](#)

● Recruitment conclusion

[Conclude recruitment](#)

Not yet concluded. Before concluding the recruitment:

- Search outcome must be provided • [Add now](#)

Search outcome

What was the outcome of this search?

Candidates hired: One or more applicants were appointed

If candidate(s) were hired, this section is filled out after the appointment is processed, the candidate has accepted the offer and is on campus and entered into payroll.

[If candidates were not hired or some other outcome occurred, select one of the options below]

No candidates hired: The search proposed one or more candidates but none were hired

No candidates proposed: The search did not result in any proposed candidates

Canceled: The entire search is canceled (e.g., due to lack of funding)

Other: The search ended for some other reason

[Save changes](#) [Cancel](#)