MULTI-LEVEL RECRUITMENTS

A multi-level recruitment is one in which an FTE is allocated at more than one rank, for example Assistant or Associate. Department Analysts can assign different document and reference requirements for each rank, and applicants select one of the predetermined ranks/levels during the application process.

Search committees review candidates by the level at which they applied. The ultimate appointment level of the Proposed Candidate is determined by the qualifications of the candidate and the review and approval by the appropriate control points.

What is a level?

A level includes a title code or set of title codes, reference requirements, and document requirements that are configured by the department running the recruitment. It does not allow for different Basic Qualifications to be assigned to each level.

Applicants are provided instructions by the department directly within the recruitment to clarify at which level to apply. Each level is assigned availability cohorts based on the title codes assigned to the level.

When is a multi-level recruitment appropriate to use?

Multi-level recruitments will allow an analyst to assign different document and reference requirements for applicants within the same recruitment. It is typically used for open rank Senate recruitments. A department wishing to use it for a Non-Senate search should consult with AP.

How do reports change with multi-level recruitments?

Search Plans, Applicant Pool Reports, Shortlist Reports, and Search Reports are subdivided (within the reports themselves) by level, with level-specific information displayed accordingly.

HOW TO CREATE A MULTI-LEVEL RECRUITMENT

Creating a multi-level recruitment is similar to creating a normal recruitment, with only a few extra steps.

1. Create a recruitment that accepts online applicants.

Create New Recruitment Plan
2. Click the Edit button in the Title Information section.

3. Click the button, **Make this recruitment multi-level**

4. Enter:
   - Level name
   - Applicant instructions (define purpose of instructions)
   - Title codes for this level
   - Add another level
   - Reorder the levels (if desired)

5. Click **Save changes**.

Qualifications

The Basic Qualifications identify the OFCCP applicant pool and **must be the same for all levels**; set the lowest common requirement.

MULTI-LEVEL RECRUITMENT CHANGES

Changing the recruitment back to single-level may be done only up until the Search Plan has been approved. Once the Search Plan is completely approved, the recruitment cannot be switched back to a single-level recruitment.

1. Click the Edit button in the Title Information section.
2. Click the “Remove level” link.
3. Update other areas of the recruitment as appropriate (Description, alternate ad versions, Selection Criteria, etc).

Can an applicant switch their level?

Yes, as long as their application is still editable, they will see a link that permits them to switch their level. UC Recruit displays an alert message before they confirm the change.

1. The applicant logs into their application.
2. At the top of every page of their application, the level is displayed. When clicked, a confirmation box appears.
3. Un-needed documents for the new level will be removed.
4. **All references (contacts or letters) will be removed regardless of whether they will be needed in the new level. This cannot be undone.**
Can the department switch an applicant’s level?

It is always better for the applicant to select the correct level from the start, or to switch their own level if they realize they applied incorrectly. Whenever possible, coordinate the switch with the applicant and instruct them to make the switch themselves.

If the review date has passed and the department and applicant agree it is appropriate, a request to switch levels must be sent to system administrators:

- Send an email to help@aait.ucsb.edu with JPF#, applicant’s name, and the level to which they should be moved, along with a brief justification.
- The applicant Log will record the date of the change. AP recommends that departments set a deadline of no more than 7 calendar days for the applicant to provide all materials that are required for the new level to the analyst. If all materials are not received by the deadline, the applicant’s file should be noted as “incomplete” with an explanation under Reviewer comments. The file should not be reviewed further.

**Important!** Level changes can delete applicant materials. Things to keep in mind:

- The applicant’s status will not change. They will remain in Complete status once marked Complete by the system, even if required materials for the new level are missing.
- Documents not needed for the new level will be removed. To help ensure fair hiring practices, Recruit will only show documents for the applicant’s new level.
- *All references (contacts or letters) will be removed regardless of whether they will be needed in the new level.*

**Reviewing applicants**

- Search committees should update their workspace to include the “Level” column in the Applicants grid. They can then sort the pool by level and review accordingly.