

MULTI-LEVEL RECRUITMENTS

A **multi-level recruitment** is one in which an FTE is allocated at more than one rank, for example Assistant, Associate or Full Professor. 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 should be provided instructions by the department **directly within the recruitment for each level** 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 to separate non-tenured from tenured titles and their application requirements.

For example:

Level 1: Assistant Professor

Level 2: Associate or Full Professor

A department wishing to use the multi-level feature for a Non-Senate search should consult with AP.

What are examples of applicant instructions for a search with two levels?

Level 1: Assistant Professor

Individuals should submit their application at this level if they meet one of the following conditions: Current or recent PhD candidate or graduate; current or recent postdoc; current assistant professor (including those who are "senior" assistant professors near tenure). Please note that this level determination is only for application review purposes, not the ultimate appointment level of the finalist.

Level 2: Associate or Full Professor

Applicant instructions: Individuals should submit their application at this level if they meet one of the following conditions: Current tenured professor; position equivalent to tenured professor or position

(e.g. at an international university). Please note that this level determination is only for application review purposes, not the ultimate appointment level of the finalist.

Document and reference requirements to apply to each level should be listed within the search plan Description section as per *Basic Elements of an Advertisement*, Red Binder VII-7.

What Reference Requirements are recommended for different levels?

Generally, applicants for non-tenured levels are set to **Letters of Recommendation**. This setting asks applicants to provide names, contact information, and to trigger a solicitation to be sent out to each reference. Departments may also wish to set **Only Contact Information** if letters are not needed early during applicant evaluation.

Reference requirements for tenured levels are generally set up with **Only Contact Information** (or occasionally, with **None**). This approach may produce a more robust and diversified applicant pool since it preserves the confidentiality of the applicant's job search until the later stages of the recruitment process. Please check with EODP for further guidance.

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.

Title information

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 ribbon to include the "Level" column in the Applicants grid. They can then sort the pool by level and review accordingly.
 - See the ***UC Recruit Saving Workspaces*** guide on the UC Recruit Resources for Department Analysts page at <https://ap.ucsb.edu/resources.for.department.analysts/recruit/>