Applicant Review Guidelines

For Unit 18 Temporary Lecturer and Research series applicant pools

Review all complete applications received by the Initial Review Date (IRD).

Additional review dates can be set after the IRD passes for these reasons:
- The pool of applicants did not result in viable candidates by the IRD
- Additional need to hire individuals will exist beyond the IRD

Additional review dates should be set as "public" rather than "private", so that applicants can see when the next upcoming review date will be.

Applicants who applied since the Open date should be considered in any of the subsequent "sub-pools" unless:
- They did not meet the Basic Qualifications
- They met Basic Qualifications but were permanently de-selected in the preceding "sub-pool"

Review each completed application for whether it meets (or does not meet) the Basic Qualifications based on the advertisement. **For pooled searches with several title codes, Basic Qualifications are set to the lowest common requirements.** Basic qualification assessment can be done periodically for new applications. Assign Disposition Reasons to individuals who do not meet Basic Qualifications. They will remain in the Unqualified category and will not be considered further in any review period. **Applicants who applied after the IRD (or any subsequent review date) should also remain in the "Unknown" bucket unless, and until, an additional review date is added.**

Review qualified applicants for a specific course (Lecturer) or position (Research series) need. When a need for a specific course or position arises, the department will review the CVs of the qualified applicants to see whether each has the required background and experience in the needed area. Only those applicants who meet the specific need will need to be considered fully. This can be determined at the time of review for Basic Qualifications. Analysts can set the flags in UC Recruit to indicate the particular areas of expertise (example: Developmental Psychology, Clarinet, Business Writing).

Qualified applicants outside the area of current need should be assigned the Disposition Reason of "Other" with a comment stating that the area of expertise was not a match for this review period/specific opening. These applicants *could* be considered at a future time during the recruitment.

Conduct a more careful review of the "sub-pool" of applicants and invite individuals for an interview (Skype or in-person). Update applicant status as appropriate. All those who were not interviewed should have a Disposition Reason assigned at this time. Second-choice candidates should be given the Disposition Reason "Alternate for position." The applicant(s) selected for appointment should have the status of "Proposed candidate" and should not be assigned a Disposition Reason. DO NOT update any applicant beyond the "Proposed candidate" status until a Search Report is generated, submitted for approval, and fully approved. Assign Disposition Reasons for individuals who were interviewed but not selected, and enter a brief comment, if appropriate. Submit the Search Report for approval.

At the time the Search Report is submitted, applicants will be grouped into these status categories:

1. Permanently deselected (was Qualified, reviewed, but was ultimately deselected). Will not be considered again within this recruitment.
2. Wrong specialization (Qualified, reviewed, wrong specialization, deselected for current specific need, may be reviewed at a later date).
3. Deselected for current need (Qualified, reviewed, correct specialization, not selected for an interview, may be reviewed at a later date).
4. Interviewed (Qualified, reviewed, Interviewed, not a Proposed candidate, may be reviewed again at a later date).
5. Proposed candidate (Qualified, reviewed, Interviewed, selected).

Example 1. Current need (Fall 2017): lecturer in Developmental Psychology

Candidate outcome for **current need**	Candidate Status in UC Recruit	Disposition Reason(s)	Disposition Comment
Permanent deselection, will not be hired. Candidate does not meet Qualifications (Basic, Additional, Preferred) or is otherwise unsuited.	Complete	Choose a reason, or choose "Other" and enter a custom reason for permanent de-selection	Fall 2017 (Developmental Psych). If disposition reason is "Other", state "will not be considered again"
Wrong area for current need, but is Qualified and may be considered in the future	Complete	Choose reason "Other", and enter a custom disposition reason	Fall 2017 (Developmental Psych). Wrong specialization, may consider again for future needs
Deselected for current need after substantive review: right area, but not selected	Serious consideration	Choose a reason, or choose "Other" and enter a custom disposition reason	Fall 2017 (Developmental Psych). Right specialization, may consider again for future needs
Considered and Interviewed, but not a selected candidate	Recommend for Interview, Interviewed	Select the disposition reason(s)	Fall 2017 (Developmental Psych). A couple of statements about why the person was not selected after an interview
Proposed Candidate	Proposed Candidate	NO DISPOSITION REASON	Fall 2017 (Developmental Psych). Selection Process Overview discusses why the person was selected for this particular need.

Example 2. Subsequent need (Winter 2018), Lecturer in Evolutionary Psychology

Candidate outcome for **current need**	Candidate Status in UC Recruit	Disposition Reason(s)	Disposition Comment
Permanent deselection, will not be hired. Candidate does not meet Qualifications (Basic, Additional, Preferred) or is otherwise unsuited.	Complete	Choose a reason, or choose "Other" and enter a custom reason for permanent de-selection	Only given to candidates who applied after the review dates for the last Search Report. Winter 2018: (Evolutionary Psych). If Disposition Reason is "Other", state "will not be considered again".

Wrong area for current need, but is Qualified and may be considered in the future	Complete	Disposition Reason for Fall 2017 remains (if applied for the Fall period). Disposition Reason for Winter 2018 is "Other", and enter a custom Disposition Reason	Fall 2018 (Developmental Psych). Wrong specialization, may consider again for future needs. Winter 2018. (Evolutionary Psych): Wrong specialization, may consider again for future needs.
Deselected for current need after substantive review: right area, but not selected	Serious Consideration	Disposition Reason for Fall 2017 remains (if applied for the Fall period): "Other", and a custom Disposition Reason Disposition Reason for Winter 2018: select a reason or choose "Other", and a custom Disposition Reason	Fall 2017 (Developmental Psych). Right specialization, may consider again for future needs Winter 2018 (Evolutionary Psych). Reason provided if selected "Other." Right area, will consider again for future needs.
Considered and Interviewed, but not a selected candidate	Recommend for Interview, Interviewed	Disposition Reason for Fall 2017 remains (if also applied for the Fall period). Select the Disposition Reason(s) for Winter 2018.	Fall 2017 (Developmental Psych). A couple of statements about why the person was not selected after an interview. Winter 2018 (Evolutionary Psych) A couple of statements about why the person was not selected after an interview.
Proposed Candidate	Proposed Candidate	NO DISPOSITION REASON	Fall 2017 (Developmental Psych). Selection Process Overview discusses why the person was selected for this particular need Spring 2018 (evolutionary psychology): Selection Process Overview discusses why the person was selected for this particular need.