

UC Recruit Search Integration

**August 20 & 26
September 2**

Agenda

- Background
- Definitions
- Approval Process
- Creating and Publishing a Recruitment
- Applicant Review
- Shortlist Report Approval
- Search Report Approval
- Final Steps

UC Recruit at UCSB

- Prior to 9/1/15
 - Job Board
 - Applicant Management System
- Starting 9/1/15
 - Full utilization
 - Document, review, approve search activities
 - New tool vs new process
- Benefits
 - Efficiency
 - Better record keeping
 - Consistency across campus
 - Federal compliance
- Challenges
 - Used by 10 UC campuses (maximum flexibility)

Federal Compliance

- UCSB as a Federal Contractor
 - Must comply with Federal laws prohibiting discrimination
 - Required to have an Affirmative Action Program
- OFCCP—Office of Federal Contracts Compliance Program
 - Protects the benefits of job seekers and wage earners
 - Ensures the promise of Affirmative Action and Equal Employment Opportunity
 - Recently audited several UC Campuses for recruitment practices
 - UC Recruit is an OFCCP compliant system

Definitions

Academic Recruitment Packet	UC Recruit
Part I- Recruitment Plan for Academic Vacancies	Search Plan, Recruitment Plan, Plan
Part II-Request to Interview *	Short List Report* (Diversity Report)
Part III-Equal Opportunity Hiring Proposal	Search Report
-----	Applicant Pool Report

*Senate Faculty Only

Approval Process

- Workflows
 - Pre-defined in UC Recruit
 - Alternate Approver for the Chair/Director Role
- Status of Approval
- Requests for Changes
 - Received from approvers by email or phone
 - Comments entered in UC Recruit by approvers and departments
- Approval Notification
 - “Next Steps” email

Search Plan Approval Process

- Create a Basic Recruitment
- Configure for Online Applicant Management
- Complete Search Info Tabs (new)
- Submit Search Plan for Approval
- Receive Notification of Approval+Next Steps email
- Publish recruitment (adjust open date if in the past)
- Relax!

Handouts: How-To Guide, Sample Search Plan

Next Steps Prompts

DRAFT When this recruitment plan is ready, [submit it for approval.](#)

PENDING APPROVAL Recruitment plan is under review. [View approval request \(0/1\)](#)

READY TO PUBLISH All approvers have approved. [Publish now](#)

PENDING Recruitment has not yet opened.

OPEN Applicants can now apply. [Review current applicants.](#)

CLOSED Applicants are making final edits. [Review current applicants.](#)

FINAL Applicants can no longer make changes. [Review applicants.](#)

INACTIVE This recruitment is inactive. [Make active](#)

🚫 Applicants cannot apply to the recruitment because it is inactive. If made active, applicants will not be able to apply to the recruitment, as it closed on Mar 11, 2015
🔗 <https://recruit.ap.uci.edu:31002/apply/JPF00767>

👍 [Approved \(1/1\)](#) on Apr 16, 2015
👤 Published on Apr 16, 2015 by Seth Roby

Next Steps—Permanent Positions

- Meet/Does not meet basic qualifications
- Invite committee to review applications after close/IRD date
- Update applicant status (“serious consideration”, “recommend for interview”)
- Assign disposition reasons to all applicants—new

RB VII-4

Next Steps—Temporary Positions

- Invite applicants for interview
- Interview applicants

RB VII-5

Short List Report Approval

- Update Advertisement Section in Search Info tab
 - Enter Actual Search and Recruitment Efforts
- Generate Short List Report
- Submit Short List Report for approval
- Receive notification of short list approval+next steps
- Invite applicants for interview
- If short list changes, submit Short List Report again

RB VII-4

Search Report Approval

- Update status to “selected candidate”
- Enter disposition reasons
- Update Search Report sections in Search Info tab
 - Advertisements (Ad Evidences)
 - Actual Search And Recruitment Efforts (if not done already)
 - Documentation (Interview Materials, Letters and Memos)
 - Search Outcome
- Receive notification of Search Report approval+next steps
- Submit appointment case to control point

Final Actions

- Courtesy notices
- Status update (accepted, declined, hired)
- Inactivate Recruitment

Campus Resources

Academic Personnel

Viktoriya Filippova	x5428	MLPS, Bren, College of Engineering
Karen Moreno	x5429	HFA, Social Sciences, CCS, GGSE
Joanna Kettmann	x5048	Temporary Research Titles
Billy Ko	x4441	Postdoc, Student Titles

OEOSH/Title IX Compliance

Lia Cabello **x3294** **lia.cabello@oeosh.ucsb.edu**

Academic Affairs Information Technology

Helpdesk **x2495** **help@aait.ucsb.edu**

Office of International Students and Scholars

Tanya Plant **x2354** **tanya.plant@sa.ucsb.edu**

Online Resources

Academic Personnel

<https://ap.ucsb.edu>

- Red Binder- campus Academic Personnel policies and procedures
 - Section VII specific to recruitment
- Salary Scales, Forms, toolkits (coming soon)

OEOSH/Title 9 Compliance

<https://oeosh.ucsb.edu>

- Policies, Laws and Regulations
- Equity Advisor Toolkit

Online Resources (cont'd)

Academic Affairs Information Technology

<https://aait.ucsb.edu/projects/recruit/training.resources>