UC Recruit
Applicant Management Workshop

Dec 14, 2017
UC Recruit applicant processing: Agenda

Applicant management

- Applicant processing – overview
- OFCCP applicant definition & protocols
- Initial sort: Qualified applicants, MBQ flowchart
- Substantive review evaluation flowchart
- Search Report ➔ Appointment Case ➔ Conclusion flowchart
UC Recruit applicant processing: Agenda (cont’d)

- Applicant statuses list
- Hidden applicants
- Pooled search applicant processing
- Disposition Reasons
- Tips for Shortlist and Search Reports
- Where to get help
- Training site demo
UC Recruit: Applicant processing

Application Completed on time + Applicant Meets Basic Qualifications MBQ = Qualified

...then, identify the top candidate

Simple!!

Or is it?
UC Recruit: **Who is an applicant?**

**OFCCP Internet Applicant Rule** - 4 criteria

an Applicant is an individual who:

1. submits interest via internet or other electronic means
2. is considered by the contractor
3. has Basic Qualifications for the position
4. does not withdraw

› **Who is not an OFCCP Internet Applicant?**

• those who submit incomplete applications  
• those who do not Meet Basic Qualifications  
• those who are not considered for the position

In event of audit, OFCCP compares Internet Applicant data against labor force data (availability data)
UC Recruit: Applicant review protocols

Protocols define who is considered an Applicant
Protocols must be consistent and uniformly applied

Applicants who do not provide a full set of requirements by a review date are not reviewed for Basic Qualifications, do not advance in candidacy (e.g. to shortlist status), and their diversity data is not included within applicant reports.

- UC Recruit tracks incomplete applicants as a review date approaches and sends an email notice alerting them to upcoming deadlines.

- Incomplete applicants remain in the "Unknown" category as opposed to "Qualified" or "Unqualified."
Initial sort of MBQ - which Complete applicants Meet and which Do Not Meet the recruitment's Basic Qualifications (objective, non-comparative, relevant, and verifiable criteria)

- NOT a qualitative assessment
- based on application materials alone, e.g. degree requirement
- essential for accurate diversity reporting (EEO memo)

The department analyst, search chair, or faculty editor all have access to mark applicants as either Meets or Does Not Meet.
Set filters and columns in workspace ribbon in Applicants list
Substantive review of applicants should not begin until after IRD e.g. Dec 6 IRD ➔ start review Dec 7

On or before IRD ≠ Substantive reviewing applicants

Why?

- Applicants may change out their materials on or before IRD
- New completed applications may come in up to the IRD
- Fair hiring practices
MEETS BASIC Qualifications (MBQ) FLOWCHART - the first review

START
UNKNOWN

Has REVIEW DATE passed?

- YES: COMPLETE
- NO: WAIT

COMPLETE

Not Complete "Unknown"

- NO: MBQ not assessed
- YES: "Meets" QUALIFIED

MBQ not assessed
Final status: Not Complete

UNQUALIFIED

- "Does Not Meet"
- Complete

QUALIFIED

Applicant Review

END

Set Columns Filters

Assign Disposition Reason (DR)
Question:

After the initial MBQ sort, the Search Committee should be reviewing applicants in which Applicants list filter:

a) Unknown
b) Entire Pool
c) Qualified
d) Unqualified
Question:

After the initial MBQ sort, the Search Committee should be reviewing applicants in which Applicants list filter:

a) Unknown
b) Entire Pool

c) Qualified ✓
d) Unqualified
Review of Qualified Applicants Flowchart - the substantive review

1. **Continue Applicant Review**
   - **Serious Consideration? (Long Shortlist)**
     - **YES**
       - **Assign DR**
         - **Final status: Serious Consideration**
     - **NO**
       - **Assign DR**
         - **Final status: Complete**

2. **Assign DR**
   - **Final status: Interviewed**
     - **ADVANCE?**
       - **NO**
         - **Search Report**
           - **Proposed Candidate**
             - **Final status: Declined Soft Offer**
           - **YES**
             - **Proposed Candidate**
               - **ACCEPT?**
                 - **YES**
                   - **Interviewed**
                 - **NO**
                   - **Soft Offer Extended**

3. **Recommend for Interview? (Shortlist)**
   - **YES**
     - **Assign DR**
       - **Final status: Interviewed**
   - **NO**
     - **Search Report**
       - **Proposed Candidate**
         - **Final status: Declined Soft Offer**

4. **INTERVIEWED**
   - **YES**
     - **Assign DR**
       - **Final status: Serious Consideration**
   - **NO**
     - **Search Report**
       - **Proposed Candidate**
         - **Final status: Declined Soft Offer**
A word about letters of reference requirements in Senate searches...

Junior searches generally require **Letters of Reference**, while senior searches are often best used with **Only Contact Information** (or None, if preferred).

When references are set as **Only Contact Information**:

- Dept analyst sends letter solicitations through UC Recruit for **Shortlisted** candidates only

OR

- If approved in the Search Plan’s Selection Plan, sends solicitations for **Long-Shortlisted** candidates

Dept Analyst triggers targeted solicitations through UC Recruit (Only Contact Info)
What happens after Search Report approval?

- Campus either makes a formal offer or does not make a formal offer.
- The candidate either accepts or does not accept.
What happens after Search Report approval? (cont’d)

1) Does it matter if departments track search activity in UC Recruit?
   YES – annual campus hiring reports go to UCOP

2) How is this activity tracked in UC Recruit?
   Applicant status updates & recruitment conclusion

Process in UC Recruit via Recruitment Conclusion
Status updates & Recruitment Conclusion Flowchart in UC Recruit

Search Report
Proposed Candidate

<table>
<thead>
<tr>
<th>Search Report</th>
<th>Proposed Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENIED</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>

Appointent Case

<table>
<thead>
<tr>
<th>Appointment Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>DERNIED</td>
</tr>
</tbody>
</table>

Final status: Declined Offer

<table>
<thead>
<tr>
<th>Offered</th>
<th>Accepted Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT?</td>
<td>ENTERED in PAYROLL and ON CAMPUS?</td>
</tr>
<tr>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

Final status: Campus Declined to Make Offer

Conclude Recruitment

Final status: Hired
UC Recruit: Applicant statuses

**Not Complete:**
Required documentation not yet submitted

**Complete:**
Required documentation has been submitted (or applicant has been manually completed)

**Serious Consideration:**
Applicant should be considered for the shortlist (Long Shortlist)

Recommend for Interview:
Applicant recommended for interview (Shortlist Report)

**a final applicant status**
UC Recruit: Applicant statuses

**Interviewed:**
Applicant has been interviewed

**Soft Offer Extended:**
A verbal or informal offer has been made to the applicant, even if it lacked some offer details

**Declined Soft Offer:**
The applicant declined a verbal or informal offer based on the details they were given

**Proposed Candidate:**
Applicant recommended for appointment (Search Report)

**a final applicant status**
Offered:
Approvals have been obtained and a formal offer has been made to the applicant

Accepted Offer:
Approvals have been obtained and a formal offer has been accepted by the applicant

**Declined Offer:
Approvals have been obtained and a formal offer has been declined by the applicant

**Hired:
Applicant entered in payroll system in searched title

**a final applicant status
**Withdrawn:**

Applicant has withdrawn themselves from consideration.

Applicants may withdraw from consideration at any point. If withdrawn after **Recommended for Interview** status or later, applicant’s name will continue to show up on the Shortlist.

**Campus Declined to Make Offer:**

Campus has declined to make a formal offer of employment to proposed candidate.
Condensed version of MBQ & substantive review flowcharts, statuses at UC Recruit Resources https://ap.ucsb.edu/resources.for.department.analysts/content/applicant_statuses_workflow.pdf
UC Recruit: Applicant processing

Does it matter when applicant statuses are marked in the system?
- Yes, applicant review within system in approx. real time is recommended**

Why?
- Efficient workflow for department analysts
- Online system - overreliance on applicant downloads not recommended
- Fair hiring practices are documented
- OEO reports grab recruitment & applicant information

** Specializations, flags, personal notes, reviewer comments, mark as read (in addition to applicant statuses, disposition reasons)
UC Recruit: *Committee cannot see all applicants. Why?*

1) **User Roles**

- **Chair, Editor, Department Analyst** can:
  - See all applicants, Complete or Not Complete
  - Assess Basic Qualifications, change applicant statuses, assign disposition reasons, send bulk applicant emails, hide applicants, modify applicant materials
  - Department Analyst (only) can publish Search Plan, process and submit Reports, conclude recruitment

- **Reviewers** can see non-hidden, Completed applicants up to the latest *review date*, enter personal notes, public comments, and flags

2) **Hidden applicants...**
Beware of Hidden applicants!

Applicants may be hidden because they:
1) did not apply inside a review date
2) are incomplete
3) have been hidden by the Department Analyst, Chair or Editor

UC Recruit **WILL NOT** prevent marking of MBQ for applicants who did not apply inside of a review window

*Why and when might this really matter to you?*
Beware of Hidden applicants!

› You **are able to** mark MBQ, assign Recommend for Interview and even Proposed Candidate status for (hidden) applicants, even if they applied outside of a review window. It won’t **seem** to matter at the shortlist stage.

› Problem manifests at Search Report stage; if the Proposed Candidate did not apply inside of a review window, the candidate will not show up as Proposed Candidate on the Search Report PDF

› **Hidden applicants tell you an important piece of information.** If they are hidden, find out why!
Beware of Hidden applicants!

“Solution” – set another public or private review date to “catch” the late applicant in a review window

This solution is not a best practice:
- All applicants, up to the new review date, need to be reviewed
- Does not demonstrate good faith fair hiring practices
- Reports, including EEO Recommendation memo, may need to be reprocessed since # applicants who MBQ changes
Adding Review Dates after IRD

- No viable candidates in pool of applicants OR add’l hiring need after IRD
  - Set as public rather than private, so applicants see next review date

Complete applicants since Open date are considered and reassessed in subsequent review pools unless:
- Did not MBQ
- Marked MBQ, but permanently de-selected

https://ap.ucsb.edu/resources.for.department.analysts/content/review_guidelines_for_lecturer_research_title_pools.pdf
Initial Review Date 10/15/17

Primary Consideration (IRD)
Review completed applications from 9/15/17 up to and including 10/15/17

Add’l Review Date 11/15/17

Primary Consideration (IRD) applicants
AND complete applicants on or before 11/15/17

Add’l Review Date 12/15/17

Primary Consideration (IRD) applicants
AND 11/15/17 complete applicants
AND complete applicants on or before 12/15/17

Discussion:
What about applications between 12/16/17 and 1/31/18?
UC Recruit: Disposition Reasons

- Department analyst, search committee chair, or faculty editor assigns to **Qualified** and **Unqualified** applicants.

- Can assign any time after a review date or final date has passed & at Shortlist Report or Search Report or both.

- Before submitting a Search Report, Disposition Reasons (and related comments) should be assigned to **Qualified** and **Unqualified** applicants **not moving forward**.

- Second choice candidates should be marked as "Alternate for position".

- Proposed Candidate does not get Disposition Reason.
UC Recruit: Pooled recruitment Search Reports

Each Search Report must be processed serially (one at a time); if multiple candidates are being proposed, then the position (and PI for research titles) must be exactly the same.

Live updating - avoid making ANY changes to the recruitment unless asked by an approver.

e.g. do not add additional review dates or review new applications until current Report is approved.
UC Recruit: Shortlist Reports (Senate only)

Tips to help ensure quicker Shortlist Report approval...

1. Set up Applicants list columns (add Review Window, Completed date, Basic Qualifications, etc)
2. **Do not mark** MBQ for hidden applicants
3. Do not download or otherwise “encourage” committee review of hidden applicants (work in Qualified filter)
4. Mark shortlisted applicants “Recommend for Interview”
5. Unqualified applicants may get Disposition Reasons. 2nd string applicants can be marked Serious Consideration
6. Respond to reviewer questions promptly & be aware that Shortlists do not live update (instructions below).
7. If changes are needed after approval submission, check with help@aa-it.ucsb.edu, AP office and/or College
UC Recruit: **Shortlist Reports** (Senate only)

**Updating “in-flight” Shortlist Reports (no Live Update function)...**

If modifications to the Shortlist Report involve a change in shortlisted candidates, if the EEO diversity report/memo has already been processed, or if a Shortlist Report has already been approved, please contact help@aait.ucsb.edu or your AP analyst first for guidance.

1. After consulting as appropriate, login to UC Recruit, navigate to Shortlist page of Reports tab.

2. Make any necessary changes **but do not submit a new report for approval**
   › choose a Diversity data set, if default is not already correct
   › review the Applicant Pool Statistics area for accuracy
   › click the **Create Report** button
3. The new report is added to the list, distinguished by the date/time it was generated. To replace the already-submitted report with the corrected report, click the link “Update approval” BESIDE THE ORIGINAL REPORT.

4. Select your replacement report from the drop-down menu, identified by the date/time it was generated.

5. Note a reason for the update in the box provided.
UC Recruit: Search Reports

Tips to help ensure quicker Search Report approval...

1. Set up Applicants list columns (add Review Window, Completed date, Basic Qualifications, etc)
2. Use the Search Report checklist
3. Do not mark MBQ for hidden applicants
4. Qualified & Unqualified applicants get Disposition Reasons, but not Proposed Candidate(s)
5. Be prepared with Actual Search Efforts, Ad Evidences, Interview Materials and Selection Process Overview documentation for upload to Documentation section
6. Process Search Report for the correct review date
7. Respond to change requests promptly and let reviewers know when done
Need Help? AP & AAIT Resources & Contacts

› **Helly Kwee** – Math, Life, & Physical Sciences; Engineering; ORUs; Bren  
  x5428  helly.kwee@ucsb.edu

› **Karen Moreno** – Social Sciences; Academic Programs; Creative Studies; Educ; HFA  
  x5429  karen.moreno@ucsb.edu

› **Joanna Kettmann** – Research Series; Project Scientists; Specialists; UCPath  
  x5048  joanna.kettmann@ucsb.edu

› **Billy Ko** – Post Docs; GSRs; academic student titles; Jr. & Asst. Specialists  
  x4441  billy.ko@ucsb.edu

› **June Betancourt** – Academic recruitment; AP training; general AP policy  
  x5728  june.betancourt@ucsb.edu
Need Help? AP & AAIT Resources & Contacts (cont’d)

See the UC Recruit Resources pages for help guides, tools, templates, FAQs at https://ap.ucsb.edu/resources.for.department.analysts/recruit/

help@aait.ucsb.edu

(805) 893-2495
Questions?