UC RECRUIT

BILLBOARD PROJECT

March/April 2021

AGENDA

- BILLBOARD PROJECT GOALS
- What's Changing and when?
 - DETAILS TAB CHANGES
 - NEW: Position & Description Tabs
 - REQUIREMENTS TAB REFERENCE PROCESS EXPLANATION
- NEW: Download Advertisement PDF
- WHERE TO GO FOR HELP

Billboard Project Goals

The Description has always contained all details of a recruitment and served as the "ad." But information needs to be re-entered into other fields, making extra work for the analyst and increasing the chance of errors

The "Billboard" project:

- Cuts down on repetition by allowing entry of critical recruitment information just once
- Organizes essential pieces of the recruitment so that the apply page contains everything the applicant needs to know about the recruitment
- Produces a downloadable flyer of the recruitment for advertising, publication, and distribution

What's changing and when?

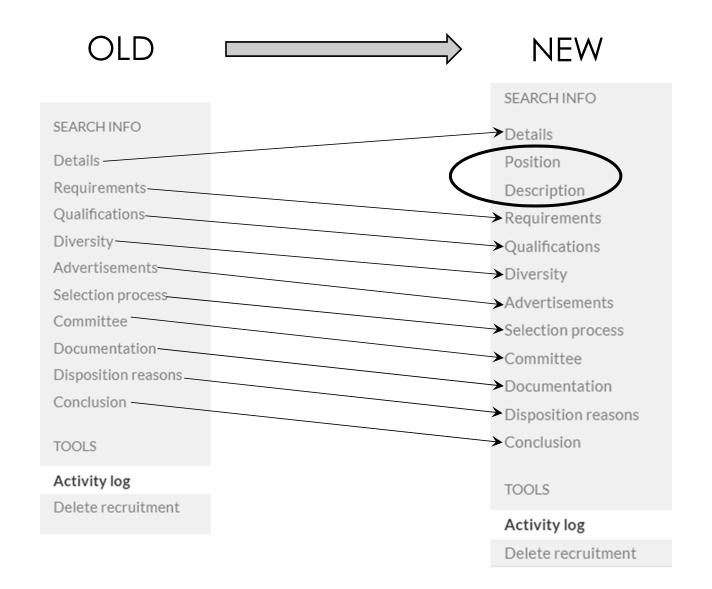
Not all changes will be happening at once

On March 25, the programmers will make a few incremental changes to the UC Recruit production site – these include two "new" tabs under search info and some new fields

Later in April (TBA) all of the changes will be implemented

However, to avoid confusion, recruitments created before March 25th will not be affected by the March 25th changes

The UC Recruit Training site has been programmed to reflect most changes http://recruit.ap.ucsb.edu/training





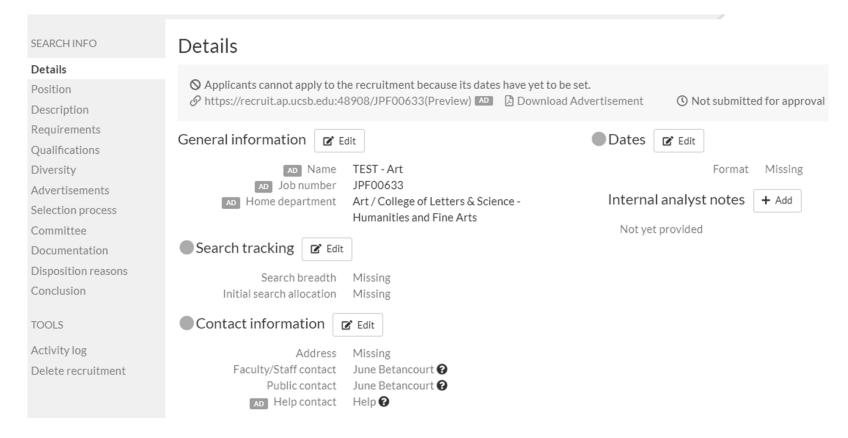
POSITION & DESCRIPTION tabs

The Details tab had gotten too cumbersome. The new Position and Description tabs pull out some of that information and organize it more intuitively.

Old Details subsections: General Information, Contact Information, Description, Dates, Title Information, Internal Analyst notes.

New Details subsections: General Information, Search Tracking, Contact Information, Dates, Internal Analyst Notes.

DETAILS Tab



OLD -

NEW

Details

General information

AD Name

AD Job number
AD Home department

Salary control

AD Job location

Search breadth

Initial search allocation

Approved search area

Details

General information

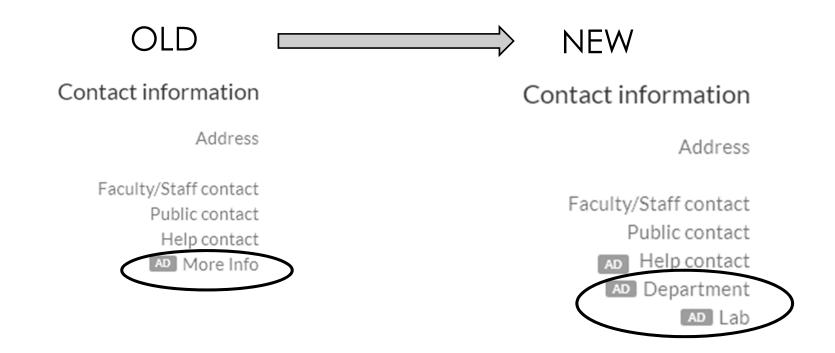
AD Name
AD Job number
AD Home department

Salary control Search breadth Initial search allocation Approved search area Details separated into:

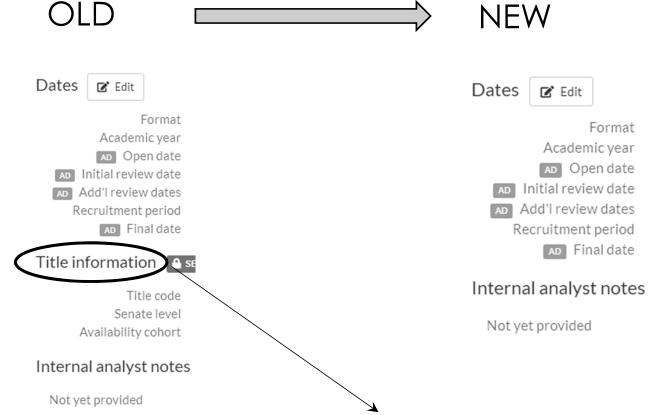
General Information

&

Search Tracking

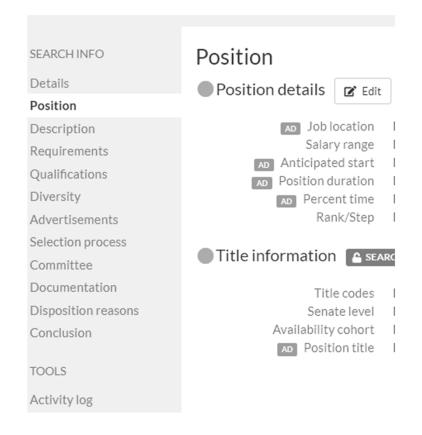


Links (under the *Details* tab; optional as always)
You may provide links to relevant websites as desired –
they will be shown on the apply page in the order shown;
you may drag to reorder.



Title Information no longer under *Details* – now on the *Position* tab

POSITION Tab



Position Tab

Position Details

Anticipated Start Date

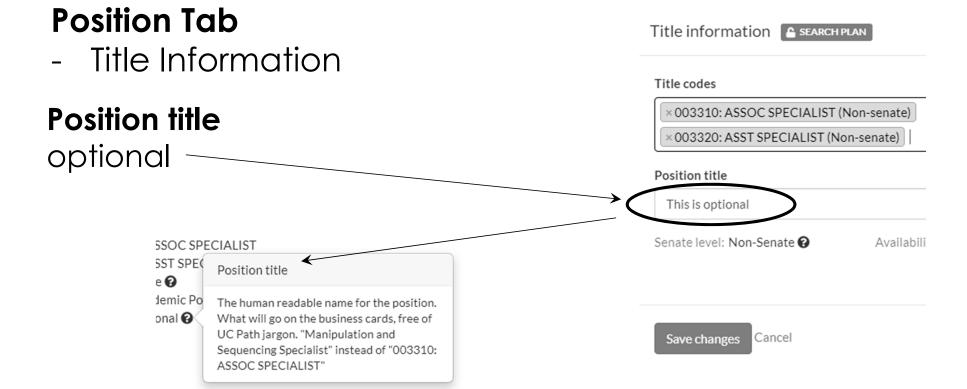
required if senate search; optional for non-senate

All other fields are optional

| Job location | | |
|------------------|-------------------------------|--|
| City, State | | |
| The city and sta | ate where the hiree will work | |
| Salary range | | |
| | | |
| Anticipated sta | art | |
| | | |
| Position durati | ion | |
| Position durati | IOII | |
| | | |
| Percent time | | |
| | | |
| Rank/Step | | |
| | | |
| | | |
| | | |



Even if you enter salary range or rank/step, it will not appear in the ad



DESCRIPTION Tab

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Diversity

Advertisements

Selection process

Committee

Documentation

Disposition reasons

Conclusion

TOOLS

Activity log

Delete recruitment

Description

🕜 Edit

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The University is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service as appropriate to the position.

Standard text

Standard text is set by your campus admin and will appear in the ad

AD The University of California Santa Barbara is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

Description Tab

What needs to go in the Description?

- Anything you want applicants to see that doesn't already have the green "AD" badge
- The campus diversity statement (RB VII-7):
 "The University is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service as appropriate to the position"

You do not need to enter the **EEO/AA tagline** text into the Description – it is now automatically included as

"Campus standard text"

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

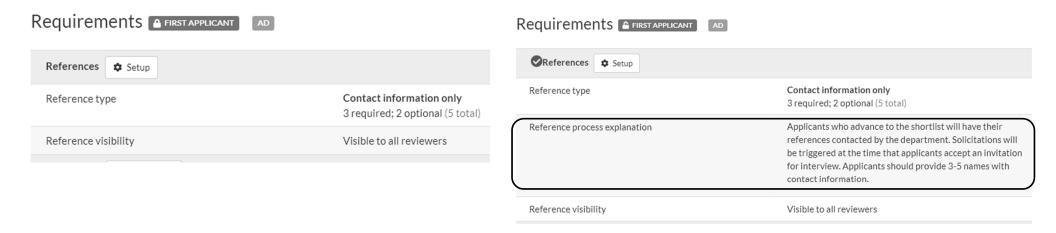
IMPORTANT!! all outreach, e.g. social media, emails, etc, must still include some form of EEO/AA diversity tagline

Requirements Tab – Reference Process Explanation

Enter applicant-facing information about reference requirements through the **Reference Process Explanation** field

- Explains how references will be used and/or contacted
- Text entered will display publicly to applicants
- Required for Contact Information Only and Letters of Recommendation
- Should cut down on the incoming support questions from prospective applicants





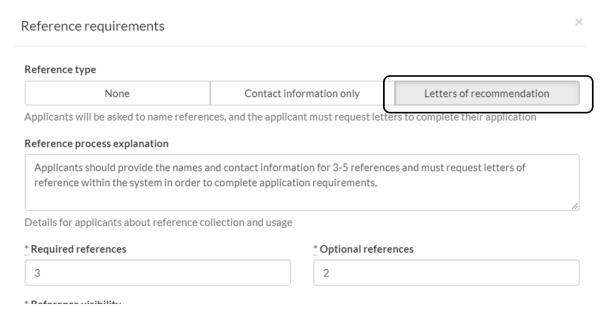
Requirements Tab > Reference Process Explanation: How and/or when are references to be contacted? Text will display publicly to applicants.

Departments must take care to abide by what they say they will do!

Reference Process Explanation – examples:

Letters of Recommendation (example):

a) Applicants should provide the names and contact information for 3-5 references and must request letters of reference within the system in order to complete application requirements.



Reference Process Explanation – examples:

Contact Information Only (examples):

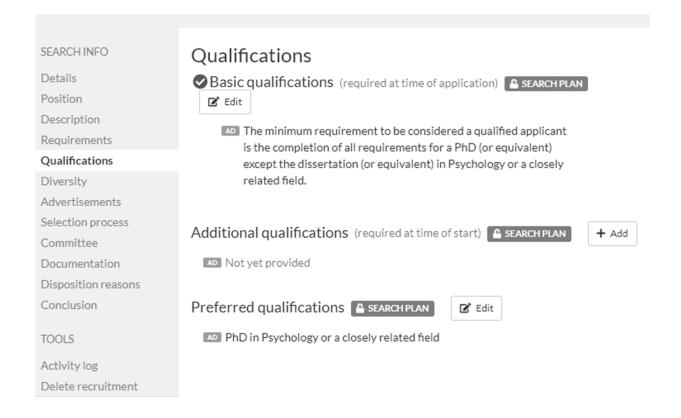
- **b)** Applicants who advance to the shortlist will have their references contacted by the department. Solicitations will be sent out at the time that shortlisted applicants accept an invitation for interview. Applicants should provide 3-5 names with contact information.
- **c)** Applicants are required to provide the names and contact information for a minimum of 2 references and may submit up to 2 additional optional references. Applicants should inform their references that they may be contacted by the department at any time during this recruitment.
- **d)** Please provide the names and complete contact information for 3 references. In the event that an applicant is selected as the finalist, the department will conduct a reference check before extending an offer.

Not one-size-fits-all

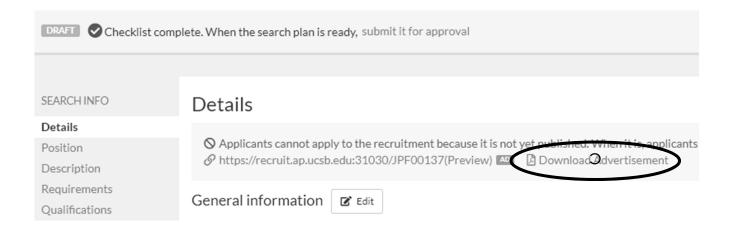
QUALIFICATIONS Tab

It will now become important **NOT** to put "N/A" in the Add'l or Preferred fields

If they are not being used, leave them blank!



Download Advertisement



- You may download the advertisement anytime during the draft stage and submit to JobElephant or other advertising outlets for quotes on advertising.
- If all looks okay, finalize your Planned Search and Recruitment Efforts.
- Once your checklist (including advertising plan) is complete, you will see the checkmark in the green circle. Submit for approval.

Download Advertisement

This is roughly what the "flyer" looks like when downloaded.

Also note: an Apply Link and a Help Contact (replacing the Contact Us form) will now appear

Test - Asst Prof - Department of Psychology

POSITION OVERVIEW

Percent time: 100%

Position duration: position duration goes here

RECRUITMENT PERIOD

Open date: March 20th, 2021

Next review date: Wednesday, Mar 24, 2021 at 11:59pm (Pacific Time

Apply by this date to ensure full consideration by the c Final date: Wednesday, Mar 31, 2021 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been fille

POSITION DESCRIPTION

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam quis magna ut ante aliquet mollis non id diam. Quisque quis libero ultricies, egestas nisi sollicitudin, accumsan sapien. Vestibulum diam orci, aliquum et aliquum a, aliquam id sem. Sed eu imperdiet arcu, a gravida nisi. Nullam pharetra maximus consequat. Nunc consectetur, sem sit amet venenatis consectetur, tellus dui pulvinar leo, quis lobortis mi lorem non felis. Donec ullamcorper tincidunt mollis $Suspendisse\ ut\ elit\ lorem.\ Duis\ sceleris que\ vul putate\ est, fringilla\ pretium\ nisi\ egestas\ vitae.\ Suspendisse\ potenti.$

The University is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teach and service as appropriate to the position.

QUALIFICATIONS

Basic qualifications (required at time of application)

The minimum requirement to be considered a qualified applicant is the completion of all requirements for a PhD (or equivalent) except the dissertation (or equivalent) in Psychology or a closely related field.

PhD in Psychology or a closely related field

APPLICATION REQUIREMENTS

Document requirements

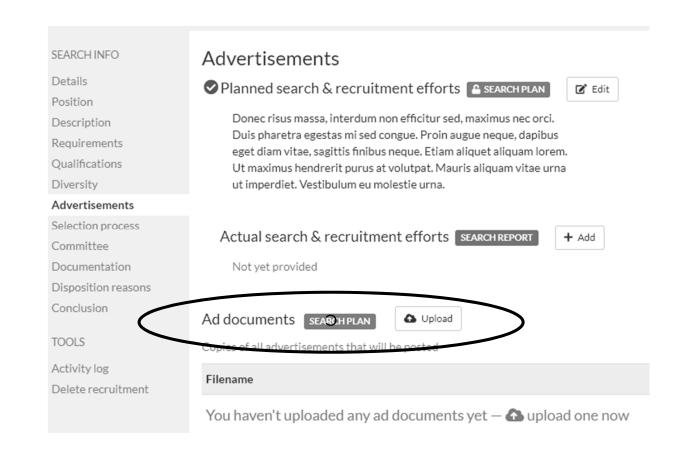
Apply link: https://recruit.ap.ucsb.edu:31030/JPF00137 Help contact: june.betancourt@ucsb.edu

Description no longer serves as *The Ad*

What if we like our old way of using the Description?

You can still upload alternate versions to the Ad Documents section, including a version based on the "old" way.

However, it becomes another item for approvers to check, defeats the purpose of the Billboard project, and could cause delays



Wait, what's changing again?

If you create a new recruitment on or after March 25th but before all functionality is enabled sometime in April

- You'll be able to see and use the new Position and Description tabs
- You'll see new fields, e.g. position title which will be set to optional
- You'll be able to download a PDF of the advertisement

However, you should not see a big change from the current search plan creation experience.

Wait, what's changing again? (cont'd)

Once all functionality is enabled

- Search plan submission will require:
 - Anticipated start date for senate searches
 - Reference process explanation for both senate and non-senate searches that collect references as part of the application
- The campus standard text (EEO diversity tagline) will be automatically included in the PDF download

Where to go for help?

Academic Affairs Information Technology:

help@aait.ucsb.edu (805) 893-2495

June Betancourt:

AP Associate Director june.betancourt@ucsb.edu

