

SEARCH PLANS IN UC RECRUIT

BILLBOARD

April 27, 2021

AGENDA

- BILLBOARD PROJECT GOALS
- WHAT CHANGED AND WHEN?
 - DETAILS TAB CHANGES
 - NEW: POSITION & DESCRIPTION TABS
 - REQUIREMENTS TAB – REFERENCE PROCESS EXPLANATION
- NEW: DOWNLOAD ADVERTISEMENT PDF & APPLY PAGE TEXT
- UPDATED RESOURCES

Billboard Project Goals

The Description used to contain all details of a recruitment and was equivalent to the “ad.” Some information had to be re-entered into multiple fields.

“**Billboard**” functionality:

- Cuts down on repetitive entry & reduces errors
- Organizes the recruitment so that the applicant-facing apply page shows everything the applicant needs to know about the recruitment
- Produces a downloadable flyer or copyable apply page text for placing ads and outreach

What changed and when?

Billboard required an incremental approach

It wouldn't have been possible to stop all searches, implement the changes, and then start up again.

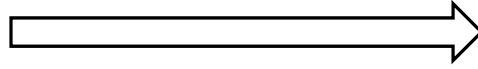
- On March 25th, UC Recruit added two “new” tabs under search info.
- Additionally, fields within existing tabs were rearranged or new fields were added.

To avoid confusion, recruitments created before March 25th were not affected by the March 25th changes

****Be careful about copying and pasting**

UC Recruit Training site: <http://recruit.ap.ucsb.edu/training>

OLD



NEW

SEARCH INFO

Details

Requirements

Qualifications

Diversity

Advertisements

Selection process

Committee

Documentation

Disposition reasons

Conclusion

TOOLS

Activity log

Delete recruitment

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Diversity

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Delete recruitment





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

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

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TOOLS

Activity log

Delete recruitment

Details

Applicants cannot apply to the recruitment because its dates have yet to be set.

[https://recruit.ap.ucsb.edu:48908/JPF00633\(Preview\)](https://recruit.ap.ucsb.edu:48908/JPF00633(Preview)) [Download Advertisement](#) Not submitted for approval

General information Edit

Name	TEST - Art	Format	Missing
Job number	JPF00633		
Home department	Art / College of Letters & Science - Humanities and Fine Arts		

Search tracking Edit

Search breadth	Missing
Initial search allocation	Missing

Contact information Edit

Address	Missing
Faculty/Staff contact	June Betancourt
Public contact	June Betancourt
Help contact	Help

Dates Edit

Internal analyst notes Add

Not yet provided

DETAILS Tab

OLD → NEW

Details

Applicants can apply to
<https://recruit.ap.ucsb.edu>

General information

Name

Job number

Home department

Salary control

Job location

Search breadth

Initial search allocation

Approved search area

Details

Applicants cannot apply for recruitment, as it is closed
<https://recruit.ap.ucsb.edu>

General information

Name

Job number

Home department

Search tracking

Salary control

Search breadth

Initial search allocation

Approved search area

Details separated into:

General Information

&

Search Tracking

DETAILS Tab

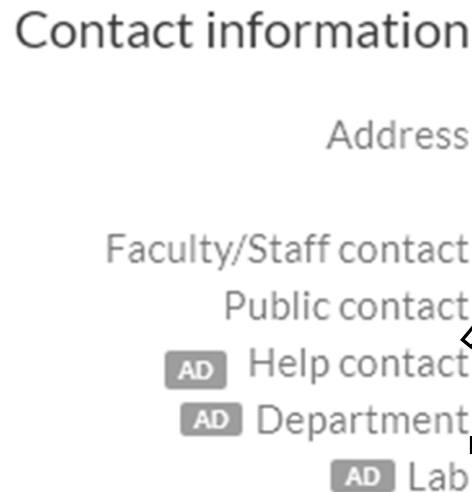
Contacts & Links (under the *Details* tab)

You may provide optional links to relevant websites as desired they will be shown on the apply page in the order shown; drag to reorder.

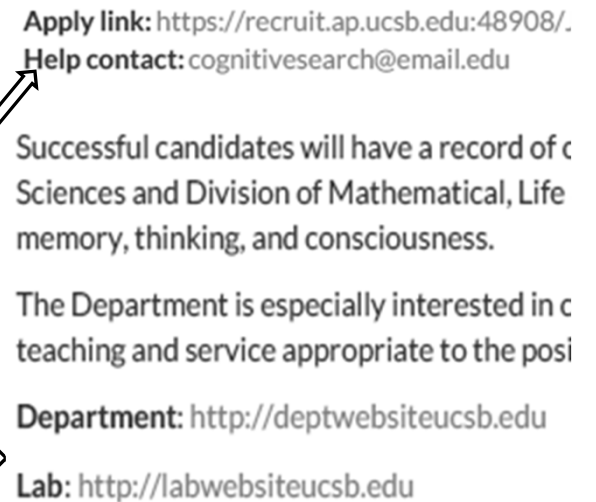
OLD



NEW



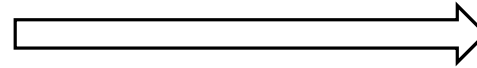
APPLY PAGE



DETAILS Tab

Dates
information
continues to
show up under
Details

OLD



NEW

Dates

Format
Academic year
 Open date
 Initial review date
 Add'l review dates
Recruitment period
 Final date

Title information

Title code
Senate level
Availability cohort

Internal analyst notes
Not yet provided

Dates

Format
Academic year
 Open date
 Initial review date
 Add'l review dates
Recruitment period
 Final date

Internal analyst notes
Not yet provided

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

POSITION Tab

SEARCH INFO

- Details
- Position**
- Description
- Requirements
- Qualifications
- Diversity
- Advertisements
- Selection process
- Committee
- Documentation
- Disposition reasons
- Conclusion

TOOLS

- Activity log

Position

● Position details [Edit](#)

- AD Job location |
- Salary range |
- AD Anticipated start | ←
- AD Position duration | ←
- AD Percent time |
- Rank/Step |

● Title information [SEARCH](#)

- Title codes |
- Senate level |
- Availability cohort |
- AD Position title | ←

POSITION Tab

- Position Details

Anticipated Start Date

required if senate search; optional for non-senate

All other fields are optional

Position details

Job location

The city and state where the hiree will work

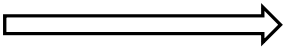
Salary range

Anticipated start

Position duration

Percent time

Rank/Step



- Job location
- Salary range
- Anticipated start
- Position duration
- Percent time
- Rank/Step

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

POSITION Tab

- Title Information

Position title

optional

SSOC SPECIALIST
SST SPEC
e ?
ademic Po
onal ?

Position title

The human readable name for the position. What will go on the business cards, free of UC Path jargon. "Manipulation and Sequencing Specialist" instead of "003310: ASSOC SPECIALIST"

Title information [SEARCH PLAN](#)

Title codes

× 003310: ASSOC SPECIALIST (Non-senate)

× 003320: ASST SPECIALIST (Non-senate) |

Position title

This is optional

Senate level: Non-Senate ?

Availabili

Save changes Cancel

DESCRIPTION Tab

SEARCH INFO

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Diversity

Advertisements

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TOOLS

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Delete recruitment

Description

✓ Position description [SEARCH PLAN](#) [Edit](#)

AD 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, aliquam et aliquam 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 scelerisque vulputate 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, 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"

EEO/AA diversity tagline text into is now automatically included under:

"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

Requirements 🔒 FIRST APPLICANT AD

✓ References ⚙️ Setup

Reference type	Contact information only 3 required; 2 optional (5 total)
Reference process explanation	Applicants who advance to the shortlist will have their references contacted by the department. Solicitations will be triggered at the time that applicants accept an invitation for interview. Applicants should provide 3-5 names with contact information.
Reference visibility	Visible to all reviewers

Departments must follow what they say they will do!

Requirements Tab > **Reference Process Explanation:**

How and/or when are references to be contacted? Text will display publicly to applicants.

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 requirements ×

Reference type

None	Contact information only	Letters of recommendation
------	--------------------------	---------------------------

Applicants will be asked to name references, and the applicant must request letters to complete their application

Reference process explanation

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.

Details for applicants about reference collection and usage

* Required references <input type="text" value="3"/>	* Optional references <input type="text" value="2"/>
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*** Reference visibility:**

Reference Process Explanation – examples:

Contact Information Only (these are just 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. The department will conduct a reference check for the finalist before extending an offer.

Not one-size-fits-all

QUALIFICATIONS Tab

It is now important **NOT** to put “N/A” in the Add'l or Preferred fields if there are none

If these Qualifications are not being used, leave them blank!

The screenshot shows a recruitment system interface with a sidebar on the left and a main content area on the right. The sidebar contains a menu with the following items: SEARCH INFO, Details, Position, Description, Requirements, **Qualifications** (highlighted), Diversity, Advertisements, Selection process, Committee, Documentation, Disposition reasons, Conclusion, TOOLS, Activity log, and Delete recruitment. The main content area is titled 'Qualifications' and contains three sections: 'Basic qualifications (required at time of application)' with a 'SEARCH PLAN' button and an 'Edit' button; 'Additional qualifications (required at time of start)' with a 'SEARCH PLAN' button, an 'Add' button, and a note 'AD Not yet provided'; and 'Preferred qualifications' with a 'SEARCH PLAN' button and an 'Edit' button, followed by a note 'AD PhD in Psychology or a closely related field'.

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

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Delete recruitment

Qualifications

✓ Basic qualifications (required at time of application) **SEARCH PLAN**

[Edit](#)

AD 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.

Additional qualifications (required at time of start) **SEARCH PLAN** [+ Add](#)

AD Not yet provided

Preferred qualifications **SEARCH PLAN** [Edit](#)

AD PhD in Psychology or a closely related field

Download Advertisement link

The screenshot shows a user interface for a recruitment system. At the top, there is a status bar with the word "DRAFT" and a green checkmark icon, followed by the text "Checklist complete. When the search plan is ready, submit it for approval". Below this, there is a sidebar on the left with the heading "SEARCH INFO" and a sub-section "Details" containing links for "Position", "Description", "Requirements", and "Qualifications". The main content area is titled "Details" and contains a message: "Applicants cannot apply to the recruitment because it is not yet published. When it is, applicants" followed by a URL: "https://recruit.ap.ucsb.edu:31030/JPF00137(Preview)". To the right of the URL is a "Download Advertisement" button, which is circled in black. Below the message and URL, there is a "General information" section with an "Edit" button.

- 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.

Or, use preview link to copy and paste Apply page text...

DRAFT ✓ Checklist complete. When the search plan is ready, submit it for approval

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Details

🔒 Applicants cannot apply to the recruitment because it is not yet published. When it is, applicants can apply.

[https://recruit.ap.ucsb.edu/31030/JPF00137\(Preview\) AD](https://recruit.ap.ucsb.edu/31030/JPF00137(Preview) AD) 📄 Download Advertisement

General information

....into a Word document:

POSITION OVERVIEW

Position title: Assistant Professor in Cognitive Psychology

Anticipated start: Applications received on or before May 31, 2021 will ensure the position will remain open until filled.

APPLICATION WINDOW

Open date: April 24th, 2021

Next review date: Monday, May 31, 2021 at 11:59pm (Pacific)
Apply by this date to ensure full consideration by the committee.

Downloaded Advertisement PDF

This is the PDF “flyer” in draft form (clicking on the preview link will open to the same info but without the watermark)

No redundancy – for example, Basic Qualifications is shown under QUALIFICATIONS It does not *also* appear in the Description text

The right way to use Billboard

Job #APF00638

• Psychological and Brain Sciences / College of Letters & Science - Mathematical, Life, and Physical Sciences / UC Santa Barbara

We are not yet accepting applications for this recruitment. Browse open recruitments

POSITION OVERVIEW

Position title: Assistant Professor in Cognitive Psychology

Anticipated start: Applications received on or before May 31, 2021 will be given priority consideration, but the position will remain open until filled.

APPLICATION WINDOW

Open date: April 28th, 2021

Next review date: Monday, May 31, 2021 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Wednesday, Jun 30, 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 filled.

POSITION DESCRIPTION

The Department of Psychological and Brain Sciences at the University of California, Santa Barbara invites applications for a tenure-track faculty position at level of Assistant Professor. The Department is looking for exceptional individuals with particular emphasis in the area of Cognitive Psychology.

Responsibilities of faculty members generally include teaching at undergraduate and graduate levels, recruitment, supervision, and mentorship of graduate students, participation in university service and professional activities, and the development of an actively funded research program of the highest quality.

Successful candidates will have a record of collaborative research, and will be able to leverage synergies within the Department of Psychological and Brain Sciences and Division of Mathematical, Life & Physical Sciences. Examples of research areas include, but are not limited to, perception, attention, language, memory, thinking, and consciousness.

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

Department: <http://deptwebsites.ucsb.edu>

Lab: <http://labwebsites.ucsb.edu>

QUALIFICATIONS

Basic qualifications (required at time of application)

Applicants must have completed all requirements for a PhD (or equivalent) in psychology or a related area, except the dissertation, at the time of application.

Preferred qualifications

A demonstrated record of excellence in research, and a record of (or potential for) outstanding teaching are desired. Preferred candidates will have a outstanding record or promise of research accomplishment commensurate to the stage of their career, and a commitment to excellence in teaching and mentoring at the undergraduate and graduate levels.

APPLICATION REQUIREMENTS

Document requirements

• Cover Letter

Downloaded Advertisement PDF

Redundancy –
Basic Qualifications is shown
in the Description text and...

The wrong way to use Billboard

Job #JPF00636

• Psychological and Brain Sciences / College of Letters & Science - Mathematical, Life, and Physical Sciences / UC Santa Barbara

We are not yet accepting applications for this recruitment. Browse open recruitments

POSITION OVERVIEW

Position title: Assistant Professor in Cognitive Psychology

Anticipated start: July 1, 2022

APPLICATION WINDOW

Open date: April 28th, 2021

Next review date: Monday, May 31, 2021 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Wednesday, Jun 30, 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 filled.

POSITION DESCRIPTION

The Department of Psychological and Brain Sciences at the University of California, Santa Barbara invites applications for a tenure-track faculty position at the level of Assistant Professor, with an anticipated start date of July 1, 2022. The Department is looking for exceptional individuals with particular emphasis in the area of Cognitive Psychology.

Responsibilities of faculty members generally include teaching at undergraduate and graduate levels, recruitment, supervision, and mentorship of graduate students, participation in university service and professional activities, and the development of an actively funded research program of the highest quality.

Applicants must have completed all requirements for a PhD (or equivalent) in psychology or a related area, except the dissertation, at the time of application. Successful candidates will have a record of collaborative research, and will be able to leverage synergies within the Department of Psychological and Brain Sciences and Division of Mathematical, Life & Physical Sciences. Examples of research areas include, but are not limited to, perception, attention, language, memory, thinking, and consciousness.

A demonstrated record of excellence in research, and a record of (or potential for) outstanding teaching are desired. Preferred candidates will have an outstanding record or promise of research accomplishment commensurate to the stage of their career, and a commitment to excellence in teaching and mentoring at the undergraduate and graduate levels.

Applications should be submitted electronically, and must include:

- Curriculum Vitae
- Cover Letter
- Statement of Past and Future Research Interests
- Statement of Teaching
- At least 1 and no more than 3 publications
- Applicants should arrange for 3-5 references to submit letters of recommendation on their behalf via the recruitment website

Applications received on or before May 31, 2021 will be given priority consideration, but the position will remain open until filled. To apply please visit <https://recruit.lap.ucsb.edu/apply/JPF00636>

Questions can be directed to cognit@research@ucsb.edu

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

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.

Department: <http://deptwebsites.ucsb.edu>

Lab: <http://labwebsites.ucsb.edu>

Downloaded Advertisement PDF

...Basic Qualifications also shows up under the QUALIFICATIONS heading.

This is unnecessary and redundant.

POSITION DESCRIPTION

The Department of Psychological and Brain Sciences at the University of California, Santa Barbara invites applications for a tenure-track faculty position at the level of Assistant Professor, with an anticipated start date of July 1, 2022. The Department is looking for exceptional individuals with particular emphasis in the area of Cognitive Psychology.

Responsibilities of faculty members generally include teaching at undergraduate and graduate levels, recruitment, supervision, and mentorship of graduate students, participation in university service and professional activities, and the development of an actively funded research program of the highest quality.

Applicants must have completed all requirements for a PhD (or equivalent) in psychology or a related area, except the dissertation, at the time of application.

Successful candidates will have a record of collaborative research and will be able to bring new projects to the Department of Psychological and Brain Sciences and Division of Mathematical, Life & Physical Sciences. Examples of research areas include, but are not limited to, perception, attention, language, memory, thinking, and consciousness.

A demonstrated record of excellence in research, and a record of (or potential for) outstanding teaching are desired. Preferred candidates will have an outstanding record or promise of research accomplishment commensurate to the stage of their career, and a commitment to excellence in teaching and mentoring at the undergraduate and graduate levels.

Applications should be submitted electronically, and must include:

• Curriculum Vitae

QUALIFICATIONS

Basic qualifications (required at time of application)

Applicants must have completed all requirements for a PhD (or equivalent) in psychology or a related area, except the dissertation, at the time of application.

Additional qualifications (required at time of start)

N/A

Preferred qualifications

A demonstrated record of excellence in research, and a record of (or potential for) outstanding teaching are desired. Preferred candidates will have an outstanding record or promise of research accomplishment commensurate to the stage of their career, and a commitment to excellence in teaching and mentoring at the undergraduate and graduate levels.

APPLICATION REQUIREMENTS

Document requirements

- Cover Letter
- Curriculum Vitae - Your most recently updated C.V.
- Statement of Past and Future Research Interests

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

The screenshot displays a web interface for managing recruitment efforts. On the left is a sidebar menu with categories: SEARCH INFO (Details, Position, Description, Requirements, Qualifications, Diversity), Advertisements (Selection process, Committee, Documentation, Disposition reasons, Conclusion), and TOOLS (Activity log, Delete recruitment). The main content area is titled 'Advertisements' and contains three sections: 1. 'Planned search & recruitment efforts' with a 'SEARCH PLAN' button and an 'Edit' button. 2. 'Actual search & recruitment efforts' with a 'SEARCH REPORT' button and an '+ Add' button. 3. 'Ad documents' with a 'SEARCH PLAN' button and an 'Upload' button. A red circle highlights the 'Ad documents' section. Below this section, there is a 'Filename' header and a message: 'You haven't uploaded any ad documents yet – upload one now'.

What are the main differences with Billboard?

- Search plan submission now requires:
 - 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
- The Description does not serve as the “kitchen sink” for all recruitment details.

Are there new resources?

- Search plan worksheets updated
- Lecturer Pool and Temp Research Pool advertising templates updated
- See **Creating a Recruitment** section under <https://ap.ucsb.edu/resources.for.department.analysts/recruit/>

Questions?

Academic Affairs Information Technology:

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