Recent & Upcoming UC Recruit changes
1 message

June Betancourt <june.betancourt@ucsb.edu> Wed, Mar 22, 2017 at 4:35 PM
Reply-To: June Betancourt <june.betancourt@ucsb.edu>
To: SBRECRUIT-L@listserv.ucsb.edu

To: UC Recruit Users

From: UC Recruit Support Team

Re: Changes in UC Recruit – Applicant statuses, Letters of reference, and upcoming changes: Search Waivers and Search Conclusion

You may have noticed several recent changes in the UC Recruit system. Here are a few of the more notable changes, plus some that are scheduled for launch.
Recent changes include:

Applicant statuses:
In order to maintain a record of informal offers and offer declines, the system has added two new applicant short-list candidate statuses: **Soft offer extended** and **Declined soft offer**. A soft offer is a verbal or informal offer which has been made the applicant. These statuses appear between **Interviewed and Proposed Candidate**. Departments should use these statuses to track soft offers for short-listed candidates in senate searches only. Departments do not need to use these statuses for non-senate searches.

Applicant Profile page:
The programmers are gradually moving applicant functions and files to a unified page referred to as the Applicant Profile. These profile pages are accessible via direct link from each name in the Applicants List and now include general applicant information (contact information, degree, current position, etc), document submissions, and letters of reference management functions. The page also contains basic qualification information (meets/does not meet/unknown), current applicant status, and a “last updated” link which opens the activity log. You may also notice that the Visit/Seminar section has been moved here. Your department may choose to use this feature, but most departments schedule candidate visits outside of UC Recruit.

Letters of reference:

- System-generated letter request emails sent to references now include a link back to the specific UC Recruit job posting. This link provides the reference letter writer with context to assist in writing a letter of reference for the applicant.
- Department analysts may trigger the system to re-send a letter request to a reference letter writer within the applicant profile page. This feature has now been enabled for both the Letters of Reference or Contact Info Only configuration.

Other upcoming changes include:

Search Waiver processing in UC Recruit:
On April 3, 2017, users with department analyst access will be able to create search waiver requests for both senate and non-senate positions directly in the UC Recruit system. Please note that policies regarding search waivers, including defined categories and required request components as described in Red Binder VII-1, are not changing.

Printable training materials for department analysts and for request Approvers (e.g. Chairs and Directors) will be available on the Resources for Department Analysts page on the AP website. Training on this new tool will be held on **Tuesday, March 28th, 2:00-3:30pm ESB 1001**. Register on AP’s Training and Workshops page.

Search Conclusion to replace Search Outcome:
You should notice by the end of this week that the “Search Outcome” tab has been replaced by a “Conclusion” tab. Under the current system design, many recruitments trail off inconclusively with applicants remaining in unresolved statuses such as Proposed Candidate or Offered. For instance, a department may inactivate a search despite the fact...
that the candidate shown as *Offered* has started working on campus. The system does not prompt an update to *Hired* status.

**Conclusion** will provide a means by which departments may wrap-up the outcome of a search with information about whether the search resulted in hire(s), failed, was canceled, etc.

Within **Conclusion**, you’ll see Search Outcome, Proposed Candidates, and Recruitment Conclusion, and you can view a new Search Status column on the recruitment grid.

- **Search Outcome** – record whether the search resulted in Candidates hired, No candidates hired, No candidates proposed, or whether the entire search was Canceled or ended for some Other reason. With each radio button selection, a text field opens to record brief notes.
  - **Search Status column** – recruitments will show their outcome as a "badge" within the recruitment grid under the Search Status column, joining the Draft and Inactive badges
  - **Proposed Candidates panel** – this area, launched a few weeks ago, displays all candidates with Proposed or later status and helps track when further action is needed. Departments are guided so that Candidates within this section end up with an appropriate final status of *Hired*, Declined offer, Campus declined to make offer, or Withdrawn after proposed candidate. If *Hired*, appointment start date and employee ID are entered.
  - **Recruitment Conclusion** – concluding a recruitment indicates that the entire recruitment process is complete, and that all hires have been made. If a recruitment is concluded by mistake, it can be reverted by the department in order to reactivate it.

The practice of inactivating recruitments will eventually be phased out. Concluded searches will instead be archived with outcome details.

Questions about this message or about upcoming training may be directed to June Betancourt at x5728 or june.betancourt@ucsb.edu

General UC Recruit inquiries may be directed to help@aait.ucsb.edu

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