To: UC Recruit Users
From: UC Recruit Support Team
Re: “Inactivate” discontinued; early pool closures; new UC Recruit resource materials

“Inactivate” to be discontinued
As our March 22nd memo indicated, the ability to inactivate recruitments has been phased out with last week’s latest UC Recruit update. As part of the continuing migration to the UC Recruit Conclusion module, this change will prevent recruitments from remaining unresolved with unrecorded outcomes and out-of-date applicant statuses.

Early pool closures
What should you do if a recruitment is open-until-filled, the IRD passes, and the department fills the position before the recruitment’s Final (close) date? In the past, many departments chose to inactivate such recruitments so that the recruitment would not show up on the jobs board. However, applicants with a direct link could still view and apply to the position. If any Search Reports were in process, reviewers were unable to view and approve them unless the search was temporarily reactivated. The latest update offers the department a way to request that a UC Recruit administrator close the applicant pool early.

Within the Conclusion section, a new function allows the department or college analyst to request that the recruitment close early:

- Recruitment closing
  The applicant pool will close on Aug 15, 2017 at 11:59pm when the close date passes • Close pool now

Clicking “Close pool now” generates a customizable message to a UC Recruit administrator through which you may explain your reason for closing the pool early.

New UC Recruit resources
On the UC Recruit Training Resources page, you will notice a few new items as part of our continuing efforts to provide users information about each stage of the recruitment process. Under Preparing Search Reports and Concluding Recruitments, you will find a “Search Report Checklist” as well as a document created by the Office of Equal Opportunity to help guide you in filling out the Search Report (“EEO/AA Search Report Guidelines”). Under Preparing for/Creating Recruitments, OEO has created an updated list of advertising venues to assist departments in their advertising and outreach efforts.

Questions about this message 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