To: UC Recruit Users
From: UC Recruit Support Team
Re: Search Report and Applicant Status Clarification; Navigation changes

Search Reports and Applicant Status
The purpose of a Search Report is to obtain approval to proceed with an appointment case. The Proposed Candidate status signals to approvers which candidate(s) are officially being put forward as potential hires.

A soft offer is a verbal or informal offer which has been made to an applicant. With the recent introduction of Soft Offer applicant statuses in UC Recruit, departments have inquired about whether Search Reports submitted for approval may use the applicant status of Soft Offer Extended rather than Proposed Candidate.

Note that Search Reports technically, as of this writing, persist in including any applicants with a Soft Offer status or later within the Proposed Candidates section. Therefore, suggested best practices include:
- Entitling Search Reports with the Proposed Candidate name(s)
- Using the applicant status of Proposed Candidate to reflect the candidate being recommended for appointment

For further information, please see the revised UC Recruit Applicant Workflow guide:
https://aait.ucsb.edu/projects/recruit/content/applicant_statuses_workflow.pdf

Departments are advised to use Soft Offer statuses (Soft Offer Extended or Declined Soft Offer) to record soft offers for short-listed candidates in Senate searches only. Departments do not need to use these statuses for non-Senate searches.

Navigation changes
As part of the evolving user interface, you may have noticed that the navigation tabs – Search Info, Applicants, Reports – have moved to the far right of the screen. This frees up vertical space on the page and is more mobile device-friendly. On the other hand, it may mean an increase in horizontal mouse scrolling as users move across from navigation in the left-hand panel to the tabs on the right.

In a few weeks, the completion of the unified Applicant Page will eliminate the Manage link underneath each applicant name on the Applicants list pages. In order to access an applicant’s information, files, reference letters, etc., users will click on the name of the applicant from the Applicants list.

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