June 19, 2017

To: UC Recruit Users
From: UC Recruit Support Team
Re: Delete Recruitment functionality

“Delete recruitment” function

Since its introduction, UC Recruit users have been advised that once a recruitment was created and the system generated a JPF number, the recruitment could not be deleted, only Inactivated or (more recently) Concluded. Now, departments have the ability to delete recruitments before they submit the Search Plan for approval.

This "Delete recruitment" feature is under a new area called “Tools” in the Recruitments module. This option may be used to delete recruitments created in error and replaces the recently discontinued Make Inactive functionality.

Once a recruitment has passed the Search Plan approval stage, UC Recruit system administrators may be able to delete a recruitment under certain limited circumstances. However, there are significant fair hiring compliance issues that may prevent deleting a recruitment once it has gone live or has applicants. Please be prepared to provide further details if your department wishes to request this option. Not all requests can be granted.

Further, please note that:
- Deleted JPF numbers are destroyed. If a department makes a mistake while a recruitment is in Draft stage but still needs to conduct the search, the recruitment can often be “rehabilitated” with appropriate editing. Please consult with the AP office or help@aait.ucsb.edu as needed.
- Departments should not create and delete recruitments in the UC Recruit production site for testing purposes. If your department wishes to test system functionality or try out a recruitment, you should do so on the training site: https://recruit.ap.ucsb.edu/training

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