July 10, 2017

To: UC Recruit Users
From: UC Recruit Support Team
Re: New Search Plan worksheet & UC Recruit Hands-on workshop on July 27th

Preparing and Submitting Search Plans in UC Recruit

Do you struggle with configuring Search Plans in UC Recruit for your department’s academic recruitments? Are you concerned about using the system optimally during the upcoming faculty recruitment season? Or, are you mostly comfortable in using the system but still have some lingering questions? Many of the issues that system users encounter in UC Recruit can be avoided with a carefully crafted Search Plan. Creating a Search Plan in UC Recruit is the first recruitment step and sets the parameters, qualifications, requirements, and expectations for the recruitment’s entire life-cycle. Successful Search Plan configuration is therefore crucial to conducting a successful search.

We would like to invite UC Recruit department analysts to attend a new workshop later this month for a hands-on lab course focused on using UC Recruit to prepare and submit Search Plans. Attendees will have the opportunity to work in the UC Recruit System Training site and get their questions answered in a computer lab setting. Seating is limited so sign up early.

In our continuing efforts to provide analysts information about each stage of the recruitment process, we have added or updated several items on the UC Recruit Training Resources page. Under Preparing for/Creating Recruitments, you will find a “Search Plan - Worksheet” in two versions: one is a fillable “form”, and the other is a paper version or “non-form” checklist. You may choose to use either worksheet version, although we recommend the fillable version. Note: these worksheets are intended to be used as a tool to collect and prepare data for input into the UC Recruit system.

**The worksheet form itself is not to be submitted in UC Recruit.**

Due to the emphasis on preparing for and successfully entering a Search Plan in the UC Recruit system, **it is critical that attendees prepare in advance for the workshop.** Attendees should download, fill out and print a copy of their own Search Plan worksheet to bring to the workshop. If your department needs to input a Search Plan in the near future, this is an opportunity to get it prepared now and get help with fine-tuning it in a hands-on setting.

Training will be held as follows:
Preparation Search Plans in UC Recruit:
Thursday, July 27th, 9:30-11:00am  SSMS 1303

Search Plan worksheet (two versions) available at:
https://aait.ucsb.edu/projects/recruit/training.resources/

Registration for the training is via the Academic Personnel web site under Training and Workshops > Other Training. Link directly at: https://ap.ucsb.edu/~staff.training.registration

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