To: UC Recruit Users
From: UC Recruit Support Team
Re: Introducing New Resource Pages for UC Recruit Users

UC Recruit User Resources

The UC Recruit resources pages have had several changes and additions to assist departmental users who manage and/or participate in academic recruitment and hiring. Staff, faculty search committees, and any other employees seeking information on academic recruitments and search waivers will find new and/or revised resources pertaining to policies, procedures, equal opportunity/affirmative action policies and best practices, as well as technical advice about system usage.

You will find the new resources on the Academic Personnel website under Resources for Department Analysts – UC Recruit: https://ap.ucsb.edu/resources.for.department.analysts/recruit/. If you have bookmarked the AAIT Training Resources page, you will find the new information reflected there as well.

How to use the UC Recruit Resources pages

At the top of the main UC Recruit page, https://ap.ucsb.edu/resources.for.department.analysts/recruit/, you will find a link to the UC Santa Barbara UC Recruit academic job board and online application system, as well as links to the UC Recruit Training Site and the UC Irvine-hosted system-wide UC Recruit User’s Guide. Below these links, resources and Frequently Asked Questions (FAQs) are organized by topic and source:

1) Before Creating a Recruitment – what does the department need to consider when preparing to recruit for an academic position?
2) Creating a Recruitment – what information does the department analyst need to collect and incorporate into a Search Plan in order to assure that it is complete, addresses diversity, reflects outreach and advertising goals, and informs and attracts potential applicants?
3) Managing a Recruitment – how to review applications according to stated Search Plan Qualifications, how to manage applicant pools, and how to best address the challenges of managing pooled recruitments?
4) Reports – which recruitments require formal approval for a Shortlist Report? How should a department analyst complete a Search Report to ensure that it can be approved quickly so that the next step, the appointment process, may proceed?
5) Concluding a Recruitment – what does it mean to conclude a recruitment, and when should this step occur?
6) Search Waivers – what are the categories of search waivers per policy and how does a department prepare a request for a search waiver in UC Recruit?

System users are encouraged to review these resources as they progress through the stages of recruiting for and filling academic positions. As always, we encourage users to check back regularly for updated information as the system changes frequently. The UC Recruit Support Team also welcomes feedback and suggestions on these new pages in order to best meet the needs of system users.

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