Managing applicants in UC Recruit

Due to the Thomas Fire, attendance was reduced at the mid-December UC Recruit Applicant Management Workshop, so we are offering a second session.

Some departments with senate faculty searches are reviewing or preparing to review applicants in order to generate and submit Shortlist Reports. Approval of these reports is required in advance of candidate campus visits. Other departments are close to proposing a candidate for hire and are preparing to submit a Search Report. There will be suggestions on what you can do as the department analyst to help avoid delays in processing and approval time.

If you have ever managed a pooled recruitment for a non-senate search such as for temporary lecturers, you may be familiar with adding review dates to a recruitment. We will also demonstrate how to set up your view of the Applicants list in a way that allows you to see at a glance all of the Completed applicants who applied inside of a review window.

The format of the workshop will be a presentation and demonstration on the UC Recruit Training site. Attendees will explore UC Recruit applicant management issues and have the opportunity to ask questions of AP and AAIT staff.

Session two of this training is as follows:
**Thursday, January 11, 1:30-4:00pm in the HR Training Room, SAASB 3101D**

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](https://ap.ucsb.edu/~staff.training.registration)

Questions about this message may be directed to June Betancourt at x5728 or [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)

General UC Recruit inquiries may be directed to [help@aait.ucsb.edu](mailto:help@aait.ucsb.edu)