To: UC Recruit Users  
From: UC Recruit Support Team  
Re: Search Plans Training Sessions

Preventing and Submitting Search Plans in UC Recruit

We would like to invite UC Recruit department analysts to attend one of two training sessions in August which focus on Search Plan preparation and submission. Attendees will be presented with information to help them configure Search Plans for quicker approval turnarounds and will have the opportunity to ask questions of the system’s technical and functional experts.

Creating a Search Plan in UC Recruit is one of the first steps in recruiting for an open academic position. A well-crafted Search Plan helps departments comply with federal fair hiring regulations by setting clear qualifications and applicant submission requirements; it outlines advertising and outreach efforts, establishes a selection process, and frames evaluation protocols. Configured optimally, a Search Plan can guide the recruitment lifecycle through to one or more successful hires.

Last year, the UC Recruit Support Team offered a hands-on UC Recruit training, but due to recent and continuing system-wide changes in the user interface, this course will be a more traditional presentation and discussion. The two sessions are the same so attendees should sign up for only one timeslot. Seating is limited so sign up early.

For information about each stage of the recruitment process, please refer to the UC Recruit Training Resources page. Under Creating a Recruitment, you will find a “Search Plan - Worksheet” in two versions: one is a Word fill-able “form”, and the other is a paper version or “non-form” checklist. We recommend using the fill-able Word version. Since the emphasis for this training is on preparing a Search Plan for entry in the UC Recruit system, attendees may choose to download, fill out and print a copy of their own Search Plan worksheet to bring along to ask specific questions about an upcoming search and/or to make notes.

UC Recruit Search Plans Training sessions:
   Wednesday, August 8, 9:00-11:30am ESB 2001
   Tuesday, August 14, 9:00-11:30am ESB 2001

Search Plan worksheet (two versions) available at: https://ap.ucsb.edu/resources.for.department.analysts/recruit/
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