To: UC Recruit Users
From: UC Recruit Support Team
Re: UC Recruit Applicant Management Training - UPDATE

Due to demand, training location has been changed to HSSB 6020
If you attempted to register and did not due to lack of capacity, please be aware that we have moved the training to a larger room.

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Managing Applicants in UC Recruit

Academic Personnel and Academic Affairs Information Technology would like to invite UC Recruit department analysts to attend a training focused on managing applicants in UC Recruit.

Departments conducting Senate faculty searches will soon be reviewing applicants for Shortlist Reports. These must be approved by your College or Division Dean before candidates may be invited for campus visits. Once a finalist is selected as Proposed Candidate, a Search Report must be prepared and submitted before an appointment case can be processed. Mistakes often occur during these steps which prevent quick turnarounds. This training will help clarify how to reduce errors and help avoid delays in processing and approval times.

Additionally, if you have ever conducted a pooled recruitment for temporary lecturers or research titles, you know that these can be challenging to manage. This training will review the best practices and recommended protocols for applicant processing over a pooled recruitment life-cycle.

Attendees will explore UC Recruit applicant management issues and have the opportunity to ask questions of AP and AAIT staff.

Training will be held as follows:
Thursday, November 1, 9:00am-12:00pm in McCune Conference Room, Humanities and Social Sciences, room 6020

Please note that this room does not have tables set up, so please bring a writing surface if you wish to take notes.

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 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