To: UC Recruit Users
From: UC Recruit Support Team
Re: Recent System Updates & General Recruitment Reminders

Recruitment Creation and Search Plan Checklist

The recruitment creation wizard has been discontinued making it easier to start a search plan.

- In order to initiate a new recruitment, click the “Create new recruitment plan” button to bring up a form that requires you to enter just the home department and the recruitment name.
- Save by clicking “Create recruitment plan.” This creates a unique JPF# identifier.
- Other fields that were part of the wizard have moved to the Details page. Visual indicators (orange dots) function as a checklist to indicate missing information. Once the items are completed, the orange dots change to a green circle with a check mark.

In the coming months you can expect to see the checklist incorporate other required fields that are found in the Search Info menu on the left hand side of the screen. In the meantime, continue to work your way through the Search Info sections, filling in the appropriate fields for Diversity, Advertisements, Qualifications, Selection process, Committee, etc.

**Please use the UC Recruit training site at http://recruit.ap.ucsb.edu/training rather than the production site for practice purposes.**

Specializations

While drafting your Search Plan Selection Process, you may opt to create a custom list for applicants to select their area(s) of expertise. Search committees can sort applicants based on these specializations. Recent changes enable departments to choose from two types of lists:

- **List (optional for applicants):** Applicants will *optionally* be able to pick as many specializations from the list as they desire. Or they can choose to pick none.
- **Ranked list (required for applicants):** Applicants *must* pick a primary specialization and may also pick a secondary and tertiary specialization from the list.
  - *Note: Although this feature is available for all searches, it was designed for use in math disciplines. The Ranked List option forces applicants to select at least one specialization and may not be appropriate for most searches.*

Additional notes:

- You can copy and paste whole lists from many other programs. Just put each specialization on its own line before you copy/paste.
- Specializations lock down once the first applicant applies.
- As always, use of Specializations is optional.

General Recruitment Reminders

- **Search Plans (as well as Search Reports) are live-updating:** This means that if your Search Plan is pending review, please do not make significant changes to it unless asked to do so by an approver. We are seeing departments making unrequested changes in between approval steps and causing delays as a result.
• **Shortlist reports **do not** live update:** If changes are required while under review, new Shortlist reports should not be generated and then submitted. Instead the “in-flight” report must be replaced. See instructions on the Reports FAQs page: https://ap.ucsb.edu/resources.for.department.analysts/recruit/reports/faq/index.cfm

• **Ad Evidences:** While all searches require ad evidence, departments conducting Senate searches are additionally encouraged to:
  o Capture online screenshot ad evidences (tearsheets) in the event that the finalist is a non-US citizen.
    ▪ On the first day the ad is live, print a screen-shot of the webpage showing the ad content, the name of the online journal and that day’s date. On the 30th day the ad has been posted, print another screen-shot of the web page showing the ad content, the name of the online journal and that day’s date.
  o Contact the Office of International Students and Scholars for additional information about labor certification requirements.

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