Search Plan Worksheets

The UC Recruit system has continued to evolve over the last several months to offer new features. Users need to populate only a few fields in order to initiate and save a new draft recruitment. Once created, a unique JPF identifier number holds the draft plan in the system as the department assembles complete search information. New visual indicators, displayed as orange dots, make it easier to identify missing and required information. Once required fields are complete, the department submits the plan for approval.

The system is designed flexibly to accommodate the business practices of all ten UC campuses, so departments are also encouraged to use local resources such as Search Plan worksheets to help with planning and to expedite approvals. These worksheets, tailored to our campus’s requirements, cover policy and technical issues.

We have updated both the fillable form and the write-in Search Plan worksheets found under Creating a Recruitment at https://ap.ucsb.edu/resources.for.department.analysts/recruit/

Drop-in UC Recruit Help

Academic Personnel wants to make it easier for departments to obtain in-person UC Recruit help. UC Recruit users may seek assistance with ongoing or future searches, applicant processing questions, Shortlist or Search Report issues, or general system inquiries.

Department users—both faculty and staff—are welcome to come by the Academic Personnel office, Cheadle Hall 1311, during the following Winter quarter days and times:

- **Fridays** from 8:30am-10:00am starting Jan 18, 2019 (no lab on 2/15; last date 3/22)
- **Mondays** from 1:30pm-3:00pm starting Jan 28, 2019 (no lab on 1/21 & 2/18; last date 3/25)

Drop-in hours are first-come-first-served and are being introduced on a trial basis for Winter quarter with the last session on 3/25/19. Time limitations for each visitor will be used to ensure availability. Questions or problems requiring more than 15 minutes may require a separate appointment.

**Job applicants seeking assistance must work with the recruiting department directly.

Questions about this message, or about drop-in help availability, may be directed to June Betancourt, x5728 or june.betancourt@ucsb.edu

General UC Recruit inquiries may be directed to help@aait.ucsb.edu