To: UC Recruit Users

From: UC Recruit Support Team

Re: Multi-Level searches, Portfolio and other UC Recruit changes

**Multi-level (open rank) searches**
In the past, open rank Senate searches where authorization was granted to search at more than one rank (e.g. Assistant and Associate Professor) required the use of the same document and reference requirements at all levels. This created problems for departments who wanted to set requirements differently according to level. Starting this week, this functionality will be introduced in UC Recruit. Read more about multi-level searches here: https://ap.ucsb.edu/resources.for.department.analysts/content/multi-level.search.instructions.pdf

**Change in visibility of Not Complete and Late Applicants**
Associated with the introduction of multi-level searches and other upcoming changes, the system will be modified so that only UC Recruit Administrators and Analysts will be able to see Not Complete and Late applicants. This means that Committee Chairs and Faculty Editors will only see applicants with completed, on-time applications.

**Portfolio**
One of the most requested enhancements for the UC Recruit system has been to enable applicants to use the same account at each campus in order to apply for multiple jobs. We are pleased to announce that this feature is finally rolling out and is expected to go live by early next week. Additional related features will be introduced incrementally. Read details at the UC Recruit Resources for Department Analysts page or link directly here.

More resources and updates to support these changes will be made available in the coming weeks at https://ap.ucsb.edu/resources.for.department.analysts/recruit/

Questions about this message may be directed to June Betancourt, x5728 or june.betancourt@ucsb.edu

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