August 16, 2019

To: UC Recruit Users

From: UC Recruit Support Team

Re: 2018-19 Recruitment Close Outs Due by August 30, 2019

The Office of the President requires all UC Recruit activity to be appropriately dispositioned at the end of each academic year so that accurate system-wide reports may be generated. The main focus is on Senate faculty recruitments (Professor series and LPSOE/LSOE/Sr. LSOE), however, if you have Non-Senate recruitments that have not yet been closed out, those should also be updated.

UCOP has asked us to update UC Recruit to reflect all recent faculty hiring for 2018-19 and any hiring that was not concluded from 2017-18. Please make these updates by August 30.

The close out process includes at a minimum two steps: 1) updating the status of applicants and 2) concluding the recruitment.

1. If candidates were Recommended for Interview but none were advanced as Proposed Candidates, please update applicant statuses as needed (e.g. Interviewed), set Search Outcome accordingly, and Conclude the recruitment.

2. If the recruitment is now complete with an applicant hired who is now working on campus, please sign in to UC Recruit and close out the recruitment by changing the final applicant’s status to Hired (if needed), entering the appropriate information in the Search Outcome field within the Conclusion section, and completing the Recruitment Conclusion section.

3. If the recruitment is complete with an applicant who has accepted an offer but who has not yet started working on campus, then please update applicant status to Accepted Offer, but do not conclude the recruitment.

   1. Please remove “Candidates Hired” from the Search Outcome field in the Conclusion section if the applicant is not in Hired status.

4. If an offer was extended but the candidate declined, then update the status to Declined Offer and conclude the recruitment as appropriate.

5. If the search did not result in any Proposed Candidates and a Search Report is not recorded, please check with your college analyst and/or AP for guidance.

Please be sure to enter the anticipated future start date for the candidate in UC Recruit. Academic-year 9 over 12 faculty start dates may be fall (7/1), winter (11/1), or spring (3/1) quarter.
You may wish to review the information under *Concluding a Recruitment* available on the Resources for Department Analysts page: [https://ap.ucsb.edu/resources.for.department.analysts/recruit/](https://ap.ucsb.edu/resources.for.department.analysts/recruit/)

Please complete your updates by **Friday, August 30, 2019**

Questions about this message or about recruitment processing policy may be directed to June Betancourt, [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)

Technical questions may be directed to [help@aait.ucsb.edu](mailto:help@aait.ucsb.edu)