To: UC Recruit Users

From: UC Recruit Support Team

Re: Search Plans Training sessions

Preparing and Submitting Search Plans in UC Recruit

UC Recruit department analysts are invited to attend one of two training sessions in September which focus on Search Plan preparation and submission. Attendees will be presented with information to help them configure Search Plans for quicker approval turnarounds and will have the opportunity to ask questions of the system’s technical and functional experts.

Creating a Search Plan in UC Recruit is one of the first steps in recruiting for an open academic position. A well-crafted Search Plan helps departments comply with federal fair hiring regulations by setting clear qualifications and applicant submission requirements; it outlines advertising and outreach efforts, establishes a selection process, and frames evaluation protocols. Configured optimally, a Search Plan can guide the recruitment life-cycle through to one or more successful hires.

For information about each stage of the recruitment process, please refer to the Resources for Department Analysts UC Recruit page. Under Creating a Recruitment, you will find the “Search Plan - Worksheet” as well as new multi-level Search Plan worksheets intended for use with Senate open-rank searches.

Since the emphasis for this training is on preparing a Search Plan for entry in the UC Recruit system, attendees may wish to download, fill out, and print a copy of their own Search Plan worksheet to bring along to ask specific questions about an upcoming search and/or to make notes.

UC Recruit Search Plans Training sessions:
    Thursday, September 12, 2pm-4:30pm ESB 1001
    Friday, September 20, 9am-11:30am McCune Conference Room, 6020 HSSB

The two sessions will present the same material. These rooms do not have desks so please bring a writing surface if you wish to take notes.

Search Plan worksheet (two versions) available at:
https://ap.ucsb.edu/resources.for.department.analysts/recruit/

Registration for this 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 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