Managing Applicants in UC Recruit

Academic Personnel, Equal Opportunity and Discrimination Prevention, and Academic Affairs Information Technology would like to invite UC Recruit department analysts to attend a training focused on managing applicants in UC Recruit.

The first steps in filling an open position are to create, post, and advertise the search and then wait until the review date passes. How should the department proceed in a way that ensures fair hiring protocols are followed? What if there aren’t enough viable applicants? How are pooled searches, which recruit for similar positions over time, best managed?

Reduce errors and help avoid delays in processing by learning about the how and why of applicant management in UC Recruit. This training will review the best practices and recommended protocols for applicant processing over a recruitment’s life cycle. Attendees will explore common issues and have the opportunity to ask questions of AP, EODP, and AAIT staff.

Training will be held as follows:

   Monday, January 13, 2020
   9:00am-12:00pm
   Engineering Sciences Building, Room 1001 (ESB 1001)

Please note that this room does not have tables set up, so please bring a writing surface if you wish to take notes.

Registration for the “Managing applicants in UC Recruit” 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 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