

UC San Diego

Academic Personnel Services

Office of Academic Diversity and EEO

**Academic Recruitment
Process Overview**



Sign the attendance sheet for Staff
Education course credit



Please remember to put your phone on vibrate
during this overview

Nathalia Quirk nquirk@ucsd.edu or adeo@ucsd.edu Phone: 858-246-0490

Responsible for Shortlist Report, Search Report and Waiver analysis. Provides help support for AP Online Recruit and e-Waiver. Delivers AP data and reporting.

Jennifer Park jsp003@ucsd.edu or adeo@ucsd.edu Phone: 858-822-5862

Responsible for search plan analysis, recommending outreach efforts, and managing the partner opportunities program.

Carla Solomon c1solomon@ucsd.edu or adeo@ucsd.edu Phone: 858-534-3623

Responsible for final review and endorsement of all recruitment processes and AA/EEO compliance.

Michael Turner m7turner@ucsd.edu or adeo@ucsd.edu Phone: 858-534-4497

Responsible for Shortlist Report and Search Report analysis. Compiles and edits the Academic Affirmative Action Plan.

The Office of Academic Diversity and Equal Opportunity (OADEO) ensures that faculty search committees comply with federal, state, and local affirmative action and equal opportunity laws.

According to Policy: PPM 230-6

Outreach and recruitment shall be reviewed and, when necessary, new or modified methods shall be introduced in order to broaden the scope of the search. Good faith affirmative action efforts shall be undertaken to recruit minority and women applicants for those job groups and units where underutilization has been determined to exist.

See: <http://academicaffairs.ucsd.edu/aps/adeo>.

APOL Recruit Applicant Tracking System Overview



RECRUIT Academic Personnel Services
UNIVERSITY of CALIFORNIA • SAN DIEGO

Welcome to **AP On-Line Recruit**

Recruit is a part of the Academic Personnel Services for the University of California, San Diego



Applicants

Apply for an academic position at UC San Diego or manage your existing applications

References

Submit a requested letter of reference on behalf of an applicant

UC San Diego Faculty & Administrators

View and manage positions and applications

Need help? Visit the [help documentation](#) >

What is Recruit?

Recruit is a program for managing the faculty recruitment process. The system allows applicants to apply electronically and enables the search committee to see applicant files online from anywhere that has internet connectivity.

What does Recruit do, and why use it?

- Recruit greatly reduces time spent coordinating the faculty recruitment process.
- Recruit builds a demographic survey and links applicants directly to it, significantly increasing survey response rates.
- Recruit incorporates other helpful features, such as creating and printing colloquia announcements and visit schedules.
- Recruit allows you to print an Applicant list for the search documents.
- Recruit reduces the need to retain paper files.
- Recruit provides a single applicant tracking system that meets Federal auditor requirements.

Today's agenda

- Updates to Search Plan
- Overview of the Shortlist Report
- Overview of the Search Report
- Questions?



UC San Diego

Search Plan Updates

Jennifer Park

**Director, Faculty Recruitment &
Retention Programs**

jennifer@ucsd.edu

New for 2015-2016 AY

- Tenure searches
- Search Plan sections
 - Qualifications sections
 - Selection Criteria
- Open until filled vs. Open close final
- Approval and Comments

Separate Tenure

- Separate Tenure searches from all other academic series.
 - Separate availability data
 - Separate applicant pools
 - Separate applications



No “steering”, no “tracking” = OFCCP compliant process.

Qualifications sections

Search Info Reports Applicants (43) Contact: DOUGLAS SPENCE

Qualifications

Basic Qualifications [SEARCH PLAN] [Edit]

- MS from an ALA-accredited Library/Information Science program.
- Experience providing academic library instruction.
- Knowledge of current issues and trends in instruction pedagogy and instructional literacies.
- Ability to use technology effectively to enhance information literacy instruction.
- Strong communication, interpersonal, and organizational skills, including the ability to work independently as well as within a team environment and with diverse groups.
- Demonstrated continuing growth in cultural competencies, initiative/judgment, self-development & assessment, continuous learning.
- Willingness to take risks.
- Demonstrated strong commitment to diversity, equity and inclusion in higher education.

Additional Qualifications [SEARCH PLAN] [Add]

Missing

Preferred Qualifications [SEARCH PLAN] [Edit]

- Strong commitment to information literacy instruction, and demonstrated aptitude for teaching in multiple formats.
- Experience creating online guides and instructional tools including using LibGuides and Blackboard.
- Demonstrated knowledge of outcomes-based assessment practices.
- Demonstrated ability to plan, document, and complete projects.
- Demonstrated willingness to engage in the design and development of new processes.

The minimum qualifications required to be considered an applicant for the position. These qualifications must be met at the time of application.

Other qualifications required for the position. These qualifications must be met by the start date of the position.

Other preferred, but not required, qualifications for the position.

Selection Criteria

Assistant, Associate or Full Professor (Adjunct, Residence, or Clinical X) - Dermatology

My Recruitments

JPF00811 • DERMATOLOGY / School of Medicine • [Description](#)

Search Info

Reports

Applicants (0)

Details

Diversity

Advertisements

Qualifications

Selection Process

Committee

Documentation

Disposition Reasons

Search Outcome

Selection Criteria

1. Search committee will review all applications and conduct first round reviews.
2. Phone Interviews will be followed by in-person interviews for candidates that pass phone interview.
3. Candidate will be asked to present their research in an oral presentation to the Department faculty and students.
4. Committee will review the quality of prior publications, successful grant applications and feedback from former students and colleagues.
5. For Assistant Professor - the search committee will evaluate if letters of recommendation are in the excellent to outstanding category. At least one peer reviewed publication in the field.
6. For Associate Professor - At least 5 publications in high quality journals as first or senior author. Successfully obtained at least one competitive research grant as principle investigator.
7. Full Professor - The committee will evaluate if Letters of recommendation indicate excellent or outstanding candidate with national or international reputation. Multiple senior author publications in high quality journals. History of multiple successful research

Selection Criteria:

- The plan for conducting their search.
- Prioritized criteria for selection.
- How the search committee will evaluate the applicants and select the shortlist and finalist
- Ex: screening process, interview procedures, role of the search committee, etc.

Open/Close/Final vs OUF/IRD

Open/Close/Final

Open/Close/Final

* Open date: 
Applicants cannot apply until this date.

* Close date: 
Applicants cannot apply after this date.

* Final date: 
The recruitment will no longer be available

OUF/IRD

Initial Review Date/Open Until Filled

Open date: August 15th, 2014

Initial review date: October 31st, 2014

Review date: November 3rd, 2014 (private)

[Add new review date](#)

* Final date: 
The recruitment will no longer be available to applica

- Hard close date
- Typical recruitments
- Final date = no longer available to applicants after this date.
- Ongoing recruitment
- Not to exceed 365 days

Download Search Form

🕒 Not submitted for approval

🌐 Published on Jun 30, 2014 by JOCELYN BERNARDO

ucsd.edu/apply/JPF00581

it

Dates

Edit

Example: Managing Review Dates

0581

TR S

leer

- LECT

- LECT-AY-1/9

Senate / Other Academic Positions

search

y Allocated

it

Gilman Drive La Jolla, CA 92093-

yn Bernardo

) CSE Recruiting Committee

Type	Review Dates
Academic year	2014/15
Open date	7/17/2014 (Thursday)
Initial review date	8/15/2014 (Friday)
Additional review d...	9/15/2014 (Monday)
	10/30/2014 (Thursday)
	4/24/2015 (Friday)
	5/24/2015 (Sunday)
	6/24/2015 (Wednesday)
Recruitment period	344 days
Final date	6/26/2015 (Friday) ?

Document Requirements

FIRST APPLICANT



















Edit

Curriculum Vitae **Required**

Your most recently updated C.V.


Approval notifications

<u>Recruit</u>	<u>Search Plan</u>	<u>Shortlist Report</u>	<u>Search Report</u>
Approval Workflow	<ol style="list-style-type: none"> 1. FEA 2. Department Chair 3. Affirmative Action Reviewer 4. Budget Office (FTE) 5. Director of Diversity 6. Dean's Analyst 7. Dean 	<ol style="list-style-type: none"> 1. FEA 2. Department Chair 3. Diversity Office 4. Director of Diversity 5. Dean's Analyst 6. Dean 	<ol style="list-style-type: none"> 1. FEA 2. Department Chair 3. Diversity Office 4. Director of Diversity 5. Dean's Analyst 6. Dean
<u>“Return to Submitter”</u>	<p>Faculty Principal Investigator (FPI) added: Role to be used when an emergency pause in the approval flow is needed. Explained in the comments.</p>		

Step		Person	
 Department Chair Remove	Required	LISA KOVACS-MORGAN <lkovacs@ucsd.edu> Lecturer (JPF00265)  Remove  Proxy	 Add alternate approver
Equity Advisor Remove	Required	NATALIA MOLINA <nmolina@ucsd.edu> Lecturer (JPF00265)  Remove  Proxy	 Add alternate approver
Affirmative Action Reviewer Remove	Required	NATHALIA QUIRK <nquirk@ucsd.edu> recruit  Proxy	 Add alternate approver
Diversity Office Remove	Required	CARLA SOLOMON <c1solomon@ucsd.edu> Lecturer (JPF00265)  Remove  Proxy	 Add alternate approver
Dean's Analyst Remove	Optional	JENNIFER PARK <jsp003@ucsd.edu> Lecturer (JPF00265)  Remove  Proxy	 Add alternate approver
Dean Remove	Required	MICHAEL TURNER <m7turner@ucsd.edu> Lecturer (JPF00265)  Remove  Proxy	 Add alternate approver

 [Add step](#)  [Reorder steps](#)

Comments – 0





No comments

Done

Submitted for approval 8/3/2015 by NATHALIA QUIRK

Comments Section

Comments ARE:

- Discoverable
- Documentation - “On the record”
- Brief, action-oriented statements

Comments ARE NOT:

- Not open-ended
- Not conversational or personal
- Not needed for most recruitments

UC San Diego

The Shortlist Report

Michael L. Turner

ADEO

m7turner@ucsd.edu

- Complete the Search Plan
 - *Approved and Published*
- Identify Your Applicant Pool
 - *Advertisement & Outreach*
- Manage Applicants
 - *Disposition Reasons*
- **Create a Shortlist Report**



The shortlist report shows:

- **Information from the Search Plan**
- **Actual Search & Recruitment Efforts**
- **Diversity Data** (gender & ethnicity)
- **Individuals with completed applications and that have been marked as “Meets Basic Qualifications.”**

Individuals designated as **required approvers** will have access to all information on the shortlist report.

Department or Division analysts typically create the recruitment's **shortlist report** and submit it for approvals.

ADEO or Faculty Equity Advisors (FEAs)

May also create short list for diversity or compliance purposes.



- Disposition your **qualified** applicants

<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/system-training.html>

- Only candidates marked **Seriously Considered** and/or **Recommend for Interview** shall appear on the shortlist.

Associate or Full Professor

PF00258 • BIOENGINEERING / Jacobs School of Engineering • [Description](#)

[Search Info](#) [Reports](#) [Applicants \(10\)](#)

[Download This Data](#) [Download Names & Addresses](#) [Change Columns](#) [Add Applicant](#)

Name, note, reference, etc.

Qualified

Read: [Read](#) [Unread](#) Visibility: [Hide](#) [Unhide](#) Basic Qualifications: [Unknown](#) [Does Not Meet](#) [Send Bulk Email](#) Disposition Reasons: [Assign Reasons](#)

[Unknown](#)

[Unqualified](#)

[Entire Pool](#)

how

[Hidden \(0\)](#)

status

[Not complete](#)

[Complete](#)

[Serious consideration](#)

<input type="checkbox"/>	Applicant	<input type="checkbox"/>	Status
<input type="checkbox"/>	Armstrong, Marlen ●●●●○ Manage Log Download		Serious consideration by NATHALIA QUIRK May 11, 2015 10:14pm
<input type="checkbox"/>	Burke, Winston ●●●●○ Manage Log Download		Complete by NATHALIA QUIRK May 1, 2015 3:34pm
<input type="checkbox"/>	Davis, Edythe ●●●●○ Manage Log Download		Complete by NATHALIA QUIRK May 1, 2015 3:33pm
<input type="checkbox"/>	Mead, Margaret ●●●●○		Recommend for interview

Best Practice

Click on the Preview button to view the Shortlist Report before generating it and sending it on for approvals.

How to generate a Shortlist Report

- Click on **the Reports tab** beneath your recruitment name
- Click the **middle tab** on the left menu; Shortlist
- Click on the box marked **Create New Shortlist Report**

[Home](#) > [Recruitments](#) > [Associate or Full Professor](#) > Reports for Associate or Full Professor

Associate or Full Professor

JPF00258 • BIOENGINEERING / Jacobs School of Engineering • [Description](#)

[Search Info](#)

Reports

[Applicants \(10\)](#)

[Applicant Pool](#) 1

Shortlist 0

[Search Report](#) 0

Shortlist

[Preview](#)

[+ Create New Shortlist Report](#)

Shortlist

Not submitted for approval

Date Generated

△

of "Meets Basic" applicants

of Shortlisted Applicants

No Shortlist have been generated Press "Create New Shortlist Report"



On the **Create New Report** screen you have two fields:

- Report Type
- Diversity Data Set

Recruit will **automatically** select the Data set for you **based on** your selected **title codes**.

Create New Report

Recruitment Properties

Recruitment	Associate or Full Professor
Job #	JPF00258
Department	BIOENGINEERING
Salary control #	477372
Specialties	Campus: Algebra
Title codes	1100: PROF-AY
 Report type	Shortlist <input type="text"/>
 Diversity data set	Tenured / SOE <input type="text"/>

Applicant Pool Statistics

# meets basic	5
# does not meet basic	3 will not be included in report
# basic qualifications unknown	0 will not be included in report. Consider reviewing before creating a report
# on shortlist	1

[Create Report](#) [Cancel](#)

Your report has been created, and now you can **submit it for approval**.



Success

New Shortlist report successfully generated

Professor

School of Engineering • [Description](#)

Applicants (10)

Shortlist

[⚡ Preview](#)

[+ Create New Shortlist Report](#)

Shortlist

Not submitted for approval

Date Generated	△ # of "Meets Basic" applicants	# of Shortlisted Applicants
May 11, 2015 at 10:31pm Download	5	1

[Submit as new approval](#)

- A pop up window will appear with a list of **approvers**
- Click the **Yes, submit for approval** box
- Each person will receive **an e-mail notifying** them that they have a pending approval.
 - Anyone **NOT** a **required** approver will have to check the system to see if it's approved.
- Once the **Dean** has **approved** the report, the **submitter** will **receive an e-mail notification**. that their report has been approved.

Are you sure you want to submit this report for approval?

This report will be submitted for a **new round** of approvals.

Using workflow "**Bioengineering**", which includes the following steps:

1. Department Chair
2. Equity Advisor
3. Optional: Budget Office
4. Affirmative Action Reviewer
5. Diversity Office
6. Dean's Analyst
7. Dean

You will be able to add steps after cre

Checking Approval Status



To view the approval status

- Go back into your recruitment
- Click **Shortlist Report**
- Click **View Approval Request**

The numbers in the parentheses reflect the number of approvers who have approved the report/the total number of people who need to approve it.

The screenshot shows the 'Shortlist' section of a recruitment system. On the left, a sidebar contains 'Applicant Pool' (1), 'Shortlist' (1), and 'Search Report' (0). The main content area has a 'Shortlist' header with 'Preview' and 'Create New Shortlist Report' buttons. A red-bordered box highlights a submission card for 'May 11, 2015', which was submitted on May 11, 2015, with 0 approvals and 7 total approvers. Below this card is a table with columns: 'Date Generated', '# of "Meets Basic" applicants', and '# of Shortlist'. The table contains one row for 'May 11, 2015 at 10:31pm' with 5 'Meets Basic' applicants and 1 shortlist. A yellow arrow points to the 'View approval request (0/7)' link in the table row.

Date Generated	# of "Meets Basic" applicants	# of Shortlist
May 11, 2015 at 10:31pm Download View approval request (0/7)	5	1

Once the report has been approved by all...

- You can start **inviting applicants for interviews**

Associate or Full Professor

JPF00258 • BIOENGINEERING / Jacobs School of Engineering • [Description](#)

[Search Info](#)

[Reports](#)

[Applicants \(10\)](#)

[Applicant Pool](#) 1

Shortlist 1

[Search Report](#) 0

Shortlist

[Preview](#)

[+ Create New Shortlist Report](#)

May 11, 2015

Approved on May 11, 2015

✓ 7 ⌘ 0 🗨 7

[Q Approved](#)

[Download](#)

Date Generated	Δ # of "Meets Basic" applicants	# of Shortlisted Applicants
May 11, 2015 at 10:31pm Download Approved (7/7)	5	1



It may be appropriate to create more than one Shortlist Report

- Multiple review dates
- Each time you have a new candidate(s) you want to interview



What Are Your Questions



UC San Diego

Academic Personnel Services

**Overview for:
Creating a Search Report**



- A Search Report is the final report sent for approvals through the AP On-Line Recruit applicant tracking system.
- The Search Report captures data specific to your final Proposed candidate, including:
 - Appointment information for the selected candidate
 - Selection and De-Selection reasons for all applicants with a complete application
 - Advertising evidences
 - Proposed candidate's CV

Associate or Full Professor (30-001) - APOL Training 2

My Recruitment

JPF00066 • BIOENGINEERING / Jacobs School of Engineering • [Description](#)

Contact:
 Ms. Simeon Koepf

Search Info Applicants (49) Reports

- Details
- Diversity
- Advertisements
- Qualifications
- Selection Process
- Committee
- Documentation
- Disposition Reasons**
- Search Outcome

Applicant Disposition Status SEARCH REPORT

Disposition reasons (or comments) must be assigned for all complete, on-time applicants who have not withdrawn.

Application period	Review date	Disposition status	
● Oct 4, 2014 – Mar 19, 2015	Mar 19, 2015	1 applicant is missing disposition reasons	Hide details
● Meets basic qualifications		1 applicant is missing reasons	
✔ Does not meet basic qualifications		There are currently no applicants who require disposition reasons	
✔ Sep 11, 2014 – Oct 3, 2014	Oct 3, 2014	There are no applicants in this review window	Show details
✔ Aug 14, 2014 – Sep 10, 2014	Sep 10, 2014	Complete	Show details

Disposition Reasons SEARCH PLAN

For applicants marked as **meets basic qualifications**

Custom • Proposed Candidate
[Manage custom reasons](#)

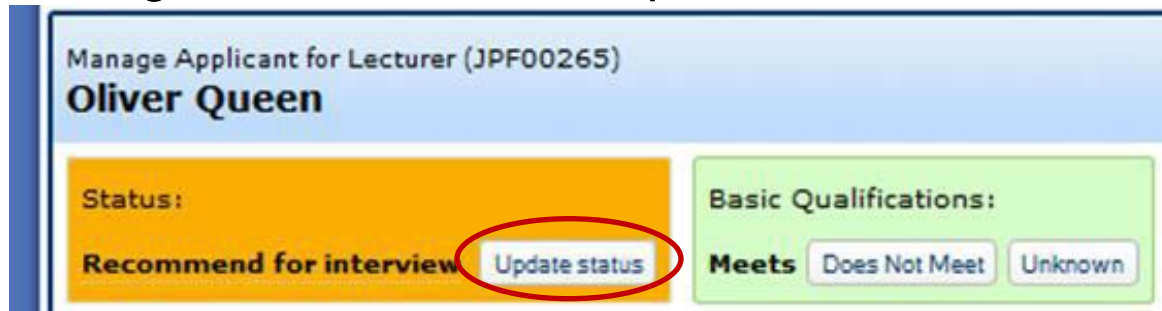


A new section has been added in the Disposition Reasons tab that shows you all of the dispositioning steps you still need to take.

Under Disposition Reasons, add at least one custom reason under the Meets Basic area; Proposed Candidate.



- After your Shortlist Report has been approved, and your selected candidates have been interviewed, change the status of each by clicking on the Manage link beneath each person's name.



- In the Status box on the left, click on the Update status button to update the applicant's new status.

Note: Never choose Offered, Accepted, Declined, or Hired at the initial Search Report stage.

The screenshot shows a web interface for managing an applicant. At the top, it says "Manage Applicant for Lecturer (JPF00265)" and "Oliver Queen". Below this, there are several sections:

- Status:** A dropdown menu currently shows "Proposed candidate" and an "Update status" button.
- Basic Qualifications:** A green highlighted section with a dropdown menu currently showing "Meets" and buttons for "Does Not Meet" and "Unknown".
- Hidden:** A dropdown menu currently showing "No".
- Completed:** A dropdown menu currently showing "Yes".

- For any shortlisted applicants that have been interviewed and selected for a position, change the status for those applicants to Proposed Candidate.

- Always click on the Edit proposed offer information button.

Update Applicant Status

Step 1: Choose new status Step 2: Confirm & provide add'l info (if nee

Applicant Information

Recruitment: Lecturer (JPF00265)
Applicant: Oliver Queen

Changes to Make

Status change: Current status **Interviewed** ▶ New status **Proposed candidate**

Enter proposed offer information

Save Changes **Cancel**

- Enter in the proposed information in all of the blank boxes.

- Title Code (when more than one is available)
- Department Percentage
- Discipline
- Starting Salary
- Step (or NA if none; eg for Lecturers)
- Anticipated Start Date

Update Applicant Status

Step 1: Choose new status Step 2: Confirm & provide add'l info (if nee

Applicant Information

Recruitment: Lecturer (JPF00265)
Applicant: Oliver Queen

Changes to Make

Status change: Current status **Interviewed** ▶ New status **Proposed candidate**

Proposed Offer Information

Title Code: 1632: LECT-AY-1/9
Department: EXTENDED STUDIES %
Discipline/field:
Starting salary: \$.00
Step:
Anticipated start date:

Save Changes **Cancel**

Lecturer My Recruitments

3900265 - EXTENDED STUDIES / University Extension and Public Programs - Description

Search Info Reports Applicants (16) Contact: Joaquin Macarjovic Jr.

Download This Data Download Names & Addresses Change Columns Add Applicant Search

Qualified	Rec:	Visibility:	Basic Qualifications:	Disposition Reasons:
	Read Unread	Hide Unhide	Unknown Does Not Meet Send Bulk Email	Assign Reasons
	Applicant	Disposition Reasons	Disposition Comment	
<input type="checkbox"/>	Abernathy, Ardith ★★★★★ Manage Log Download	Interview showed some deficiencies		NATHALIA QUIRK Applicant didn't have a clear teaching plan or any avenues with which ... more
<input type="checkbox"/>	Aulderhar, Gennaro ★★★★★ Manage Log Download	Lacks sufficient leadership experience for position		
<input type="checkbox"/>	Bogisch, Robin ★★★★★ Manage Log Download	Duplicates or significantly overlaps existing area of strength in department/school/college		NATHALIA QUIRK Experience in the particular discipline for this position is very min ... more
<input type="checkbox"/>	Burke, Winston ★★★★★ Manage Log Download	Other, please specify		NATHALIA QUIRK Candidate showed great promise in writing, but after reviewing his ma ... more
<input type="checkbox"/>	Kerlake, Alivia ★★★★★ Manage Log Download	job talk showed some deficiencies		NATHALIA QUIRK Great application materials and wonderful references, but her job tal ... more
<input type="checkbox"/>	Leannon, Torrey ★★★★★ Manage Log Download	Specialization or area of expertise for position or department needs shows some deficiencies		
<input type="checkbox"/>	Mead, Margaret ★★★★★ Manage Log Download	Proposed Candidate		NATHALIA QUIRK Dr. Mead has a very clear and concise view of how to lead the class a ... more
<input type="checkbox"/>	Queen, Oliver ★★★★★ Manage Log Download	Proposed Candidate		NATHALIA QUIRK Dr. Queen has all of the required techniques necessary to perform the ... more
<input type="checkbox"/>	Schultz, Leda ★★★★★ Manage Log Download	Candidate withdrew from consideration		NATHALIA QUIRK Applicant accepted a position at another University

My last access to this list: Monday, Aug 3rd, 2015

Found 9 matches

- Go back in to all of the Shortlisted applicants and assign disposition reasons again. Why were the other people who were interviewed not selected for a position? Why was the Proposed candidate selected?

Guidelines for Selection and De-Selection statements

- Each statement should provide objective comments about the strengths and weaknesses of the shortlist applicants based on your established selection criteria.
- The selection statement must explicitly explain why some seriously considered applicants were de-selected, not just offer positive comments about the proposed candidate. It is also acceptable to state, for example, that two candidates were highly competitive, and that if the proposed candidate declines the job offer, an immediate offer will be made to the other candidate who is listed as Alternate for Position in the Disposition Reasons.
- A subsequent selection statement may then state that the first-choice candidate declined, and the second candidate is now being proposed. It is also acceptable to note whether any candidates withdrew or accepted competing offers, and thus are no longer being considered.

Assistant Professor (30-002) - Training

JPF00081 • ANESTHESIOLOGY / School of Medicine • [Description](#)

Search Info Reports Applicants (7)

[Details](#)[Diversity](#)[Advertisements](#)[Qualifications](#)**Selection Process**[Committee](#)[Documentation](#)[Disposition Reasons](#)[Search Outcome](#)Selection Criteria [SEARCH PLAN](#) [Edit](#)

At least three members of the search committee will evaluate all applications for required publications, degrees, reference letter information, and experience in the field of medical anesthesiology.

Selection Plan [SEARCH PLAN](#) [Edit](#)

The three initial committee reviewers will choose his or her top five candidates and discuss their reasoning with the other two members. After discussion, the committee members will submit the top five candidates to the rest of the search committee for review. The five candidates will be ranked by the whole of the committee and invited for interviews by phone. The top three telephone interviewed candidates will then be asked to come to UCSD for a formal interview with the search committee, department faculty, and student representatives who will attend a chalk talk performed by each candidate.

Once the in person interviews have been conducted, the top candidate will be moved forward as the Selected candidate, with two others selected as alternative candidates should the top candidate decline to join UCSD.

- The Selection Plan, on the Selection Process page, should be filled in before a Search Report is submitted.
- The Selection Plan is the actual process your search committee used to narrow down the applicant pool all the way from Meets Basic applicants through Seriously Considered, Recommended for Interview, Interviewed, and ending with the Proposed Candidate.

Lecturer

JPF00265 • EXTENDED STUDIES / University Extension and Public Programs • Description

Search Info Reports Applicants (16)

Details

Diversity

Advertisements

Qualifications

Selection Process

Committee

Documentation

Disposition Reasons

Search Outcome

● Initial Search Outcome [SEARCH REPORT](#)

Not yet specified

Select the initial outcome of this search

- On the left menu, select Search Outcome at the bottom.
- Click on the Select initial outcome of the search button.

Initial Search Outcome ✕

What is the initial outcome of this search? Are any applicants identified as proposed candidates?

- Proposed candidate:** One or more applicants will be recommended for appointment.
- Failed - no candidate:** The search did not result in any proposed candidates.
- Canceled:** The entire search is canceled (e.g., due to lack of funding).

Save changes

Cancel

Initial Search Outcome

What is the initial outcome of this search? Are any applicants identified as proposed candidates?

Proposed candidate: One or more applicants will be recommended for appointment

Two proposed candidates

Failed - no candidate: The search did not result in any proposed candidates

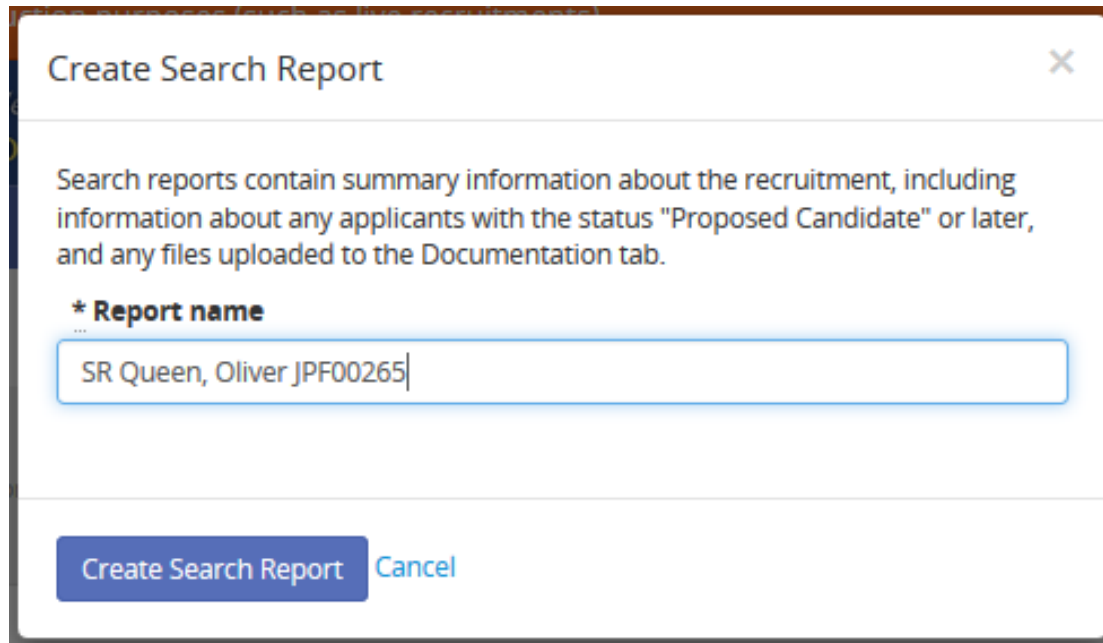
Canceled: The entire search is canceled (e.g., due to lack of funding)

Save changes Cancel

- You can add a comment in the optional box provided for any of the three outcomes listed, or leave it blank.
- For candidate's who have a split appointment, you should enter that information here.
IE Prof 50% / Prof IR 50%
- Never use this box for disposition reasons. Those are entered on the Applicants page.

The screenshot shows a web interface for a 'Lecturer' (JPF00265) under 'EXTENDED STUDIES / University Extension and Public Programs'. The 'Reports' tab is active, showing 'Applicants (16)'. On the left sidebar, 'Search Report' is selected. The main content area has a 'Search Report' heading with two buttons: 'Preview' (highlighted with a red box) and 'Create New Search Report' (pointed to by a red arrow). Below are sections for 'Current Reports' and 'Saved Reports', both showing 'No current search reports' and 'No search reports have been saved' respectively.

- Once all of these items have been filled in, go to your Reports tab, and click on the Search Report link at the bottom.
- Preview your report before creating a new one to make certain nothing is missing.
- If all is well, Create New Search Report.



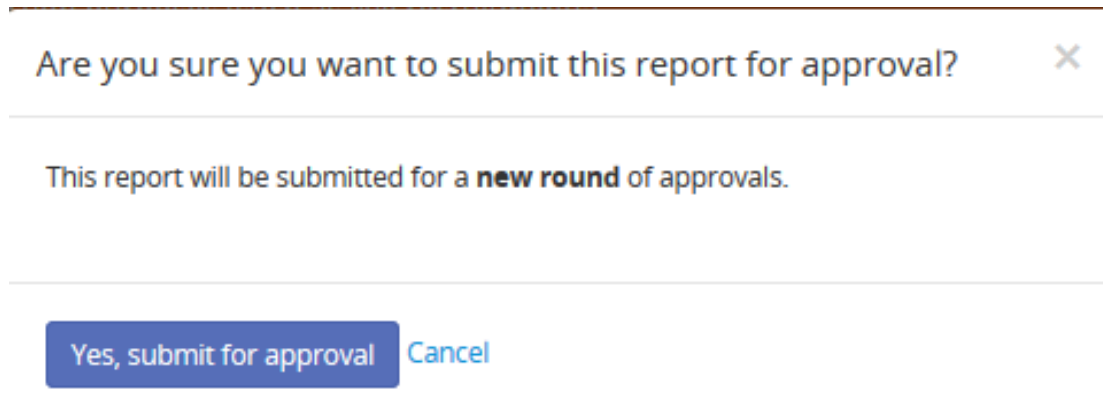
Create Search Report

Search reports contain summary information about the recruitment, including information about any applicants with the status "Proposed Candidate" or later, and any files uploaded to the Documentation tab.

*** Report name**

SR Queen, Oliver JPF00265

Create Search Report Cancel



Are you sure you want to submit this report for approval?

This report will be submitted for a **new round** of approvals.

Yes, submit for approval Cancel

- Name your Search Report, something like SR Smith, John, so that you can identify it later should you require more than one SR and Create Search Report.
- Click Yes, submit for approval.

Notify Approvers ✕

Your message will be sent via email to the specified approvers, and saved as a comment. Remember that approvers are automatically notified when it is their turn to approve.

Message

Email text (a link is included automatically)

Send to

All approvers those who have approved, plus those people who have not yet approved.

Previous approvers those who have already approved.

Current approver those who are next in line to approve.

Pending approvers those who have not yet approved, including the current approver.

- E-mail can be sent to or from approvers as well.
- All comments and in system e-mails will appear in the comments section of the screen.
- Check your approvals screens regularly to see if any approvers have sent a message back to you that needs to be addressed before the report can be approved.
- You will receive an e-mail from the Recruit system when your Dean has issued a final approval.

Search Report

JPF00265 • Lecturer • 2015 - 2016
Generated Aug 3, 2015 at 10:58am

About This Recruitment

Job number: JPF00265
Department: EXTENDED STUDIES / University Extension and Public Programs
Title code: 1632: LECT-AY-1/9
Hiring type: Other Academic Positions
Salary control #: 477372
Academic year: 2015 - 2016
Search breadth: Open search
Initial search allocation: Newly Allocated
Recruitment period: Jul 27, 2015 - Jan 27, 2016

Search Outcome

Initial search outcome:
Proposed candidate:
Two proposed candidates

Proposed Candidates

Generated Aug 3, 2015 at 10:58am

Your Search Report will show reviewers:

- Department, title(s), and recruitment information.
- Search Outcome
- Proposed Candidates

Search Report

JPF00265 • Lecturer • 2015 - 2016

CVs for the proposed candidates are available in Appendix A: Proposed Candidate CVs

Mead, Margaret

Marked as Proposed candidate on Jul 27, 2015

Department EXTENDED STUDIES (75%)

Title code 1632: LECT-AY-1/9

Salary control # 477372

Discipline/field Universal Dependance

Starting salary \$49,500.00

Title/step NA

Anticipated start date Jan 4, 2016

Queen, Oliver

Marked as Proposed candidate on Aug 3, 2015

Department EXTENDED STUDIES (100%)

Title code 1632: LECT-AY-1/9

Salary control # 477372

Discipline/field English as a Second Language

Starting salary \$72,000.00

Anticipated start date Sep 1, 2015

Evidence of Advertisements

No evidence of advertisements have been uploaded.

Ad Source	Comment
UCSD Academic Affairs Job Board	
jobs@catesol.org	
careers@tesol.org	
HERC	
diversejobs.net	
workplacediversity.com	
Email to Department colleagues	
email to other UC IEP	
Americas Job Exchange AJE	

- Proposed candidate name(s), proposed title, discipline(s), salary, step(s) and start date(s) information.
- Evidence of Advertisements and comments

Note: After a Search Report has been approved, a new Search Report needs to be submitted each time a new candidate is added to the Proposed list and approved.

Search and Recruitment Efforts

Planned

UCSD Academic Affairs Job Board
jobs@catesol.org
careers@tesol.org
HERC
diversejobs.net
<http://www.mla.org/>
WorkplaceDiversity.com
AJE

Will notify:
Colleagues

Via:
E-Mail

Actual

UCSD Academic Affairs Job Board
jobs@catesol.org
careers@tesol.org
HERC
diversejobs.net
WorkplaceDiversity.com
AJE

Will notify:
Colleagues

Via:
E-Mail

- Search and Recruitment Efforts
(*advertising sources*)
 - Planned
 - Actual

Applicant Disposition

Applicants Marked 'Meets Basic Qualifications'

Status	Applicant	Reasons & Comments
Proposed candidate	Mead, Margaret	Proposed Candidate Comment: Dr. Mead has a very clear and concise view of how to lead the class and which topics to tackle for a student body with diversity. She spoke articulately and immediately had an answer for each question proposed. Her style of teaching was in depth yet open and inviting for discussion. A superior candidate.
Proposed candidate	Queen, Oliver	Proposed Candidate Comment: Dr. Queen has all of the required techniques necessary to perform the position functions that we need as well as many years of experience in the field. He come highly recommended from colleagues and will make an excellent instructor both on campus and abroad.
Serious consideration	Burke, Winston	Other, please specify Comment: Candidate showed great promise in writing, but after reviewing his materials more thoroughly, the committee decided his work was not as encompassing and inovative as that of the selected candidate.
Serious consideration	Kerluke, Alivia	Job talk showed some deficiencies Comment: Great application materials and wonderful references, but her job talk showed less confidence and a lack of ready at hand answers to questions proposed by our graduate school students.
Complete	Abernathy, Ardith	Interview showed some deficiencies Comment: Applicant didn't have a clear teaching plan or any avenues with which to create a dynamic classroom setting.
Complete	Aufderhar, Gennaro	Lacks sufficient leadership experience for position
Complete	Bogisich, Robin	Duplicates or significantly overlaps existing area of strength in department/school/college Comment: Experience in the particular discipline for this position is very minimal. Great candidate for a different disposition though.
Complete	Leannon, Torrey	Specialization or area of expertise for position or department needs shows some deficiencies
Complete	Schultz, Leda	Candidate withdrew from consideration Comment: Applicant accepted a position at another University

- Applicant Dispositions
 - Qualified
 - Unqualified

- Proposed Candidates CVs



Questions



One Campus

One Process

One Platform