Applicant Management

Remember: Only applications that are completed prior to the review date and marked as “Meets Basic Qualifications,” can be seen by the committee reviewers.

Before the Review Date / Close Date

- Make sure the demographics of applicant pool and shortlist are similar in composition to the availability
- Implement additional outreach if necessary

Advertisements and Outreach

- Ensure all Planned Outreach efforts that have been fulfilled are entered in the Actual Outreach section
- Enter additional outreach done by the committee in the Actual Outreach section, this can include:
  - Emails to colleagues, students, professional associations, list-servs, mailing lists, conferences, meetings, professional or academic social media accounts, printed materials for distribution
  - Emails to all incomplete applicants ahead of deadline
  - Emails to applicants to previous recruitments
- Upload evidences of outreach efforts, make sure the evidences include a date stamp (mm/dd/yyyy) and the link to the job on Recruit
- Enter justification for any incomplete outreach efforts and what was done to supplement that deficiency.

Documentation

- Upload Contributions to Diversity ratings for all shortlisted applicants
- Any additional committee reviews (section sub-committees, Divisional Excellence Reviews, etc.) should be documented in Selection Plan
- Any rubrics used in the evaluation of applicants should be uploaded to Documentation tab
- Any emails of withdrawal by applicants should be uploaded

Dispositioning Applicants

Applicants deselected at the shortlist stage require few steps. Please select all disposition reasons that apply to the applicant.

<table>
<thead>
<tr>
<th>Applicant Status</th>
<th>Disposition Reason</th>
<th>Disposition Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Yes- all that apply</td>
<td>Not Required</td>
</tr>
<tr>
<td>Serious Consideration</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Recommend for Interview</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Yes</td>
<td>Yes- upload statement of withdrawal if available</td>
</tr>
</tbody>
</table>