CONCLUDING THE SEARCH REFERENCE GUIDE

Updated 5/6/2024

As a federal government contractor, UC San Diego is obligated to adhere to record keeping regulations. Therefore, recordkeeping obligations extend beyond the Search Report. AP Recruit maintains documentation on the status of all the candidates, recruitment finalization, and search conclusion. This information is reported annually to the Office of Federal Contractor Compliance Programs.

CONCLUDING RECRUITMENTS

Searches must be concluded when:

- The department has decided to cancel the search for any reason.
- The search resulted in no viable candidates, and no applicants were selected for hire.
- All the hires for the search have been completed and the hire information has been entered.

Before Concluding the Recruitment:

Step 1: All candidates must have final statuses. Although there are many status options, UC San Diego only uses the following statuses at the conclusion of a search:

- **Hired, Withdrawn, Interviewed, Serious Consideration, Applied.**
- If a candidate's status is at **Proposed**, their status must be updated from **Proposed** to either **Withdrawn** or **Hired** prior to concluding the recruitment.
  - When updating the status to **Withdrawn**, please ensure the 'withdrawal documentation' is uploaded.
  - When updating the status to **Hired**, additional information including the Appointment Start Date, UC Path 12-digit ID, and specific Title will need to be updated. Below is an image of the Hire Details that appear when updating the status. AP Recruit now gives the option to fill out hire information, if the UC Path 12-digit ID is not yet available.

○ Hired (current): Applicant entered in payroll system in searched title

Need to choose a status not listed here? Show all statuses

Hire details
* Appointment start date

| Apr 30, 2024 | 🗓 |

* Employee ID

| Not yet assigned |

☑ Not yet assigned. Remind me later.

Find the employee ID in UC Path. If it is not yet assigned, check the box to be reminded later.

Offer

Appointment 1   ⊗ Remove

* Department

| VC-ACADEMIC AFFAIRS / EVCAA | ▾ |

* Title

| 001200: ASSOC PROF-AY | ▾ |

| Step | Percent time |
| | % |

| Anticipated start date | Appointment discipline |
| 🗓 | |

+ Add another appointment

[Update status] Cancel

Below is an example of the appropriate applicant statuses at the conclusion phase.

☐	Applicant	Highest degree	Status	Disposition reasons	Disposition comment
☐	D'Amore, Retta ●●●●●● ☰ Log ☁ Download	Doctorate in Biological Science Community College of the Air Force 2021-11-01 11:44:55 -0700	Hired ❓ by MATTHEW HOEG Apr 26, 2024 11:52am	Other, please specify	MATTHEW HOEG Selection statement focused on Selection Criteria.
☐	Lowe, Rebeca ●●●●●●● ☰ Log ☁ Download	EdD Amridge University 2021-11-01 11:44:41 -0700	Withdrawn after proposed candidate ❓ by MATTHEW HOEG Apr 10, 2024 12:05pm	Other, please specify	MATTHEW HOEG Selection statement focused on Selection Criteria. Specific information on why candidate withdrew
☐	Legros, Cornell ●●●●●●● ☰ Log ☁ Download	Ph.D. in Applied Science (Psychology) University of Alabama System office 2021-11-01 11:44:38 -0700	Interviewed ❓ by MATTHEW HOEG Apr 10, 2024 12:05pm	Other, please specify	MATTHEW HOEG Deselection statement focused on Selection Criteria.
☐	Doyle, Gerry ●●●●●●● ☰ Log ☁ Download	Doctorate in Engineering University of Alabama at Birmingham 2021-11-01 11:44:49 -0700	Serious consideration ❓ by MATTHEW HOEG Apr 10, 2024 12:08pm	Select as many reasons as apply according to selection criteria	MATTHEW HOEG Deselection statement focused on Selection Criteria.
☐	Mann, Hong ●●●●●●● ☰ Log ☁ Download	Doctorate in Biomedical Science University of Alabama System office 2021-11-01 11:44:22 -0700	Applied ❓ by MATTHEW HOEG Apr 10, 2024 12:08pm	Select as many reasons as apply according to selection criteria	

- **If a candidate MUST be left at Proposed, choose one of the following updates:**
  ○ Leave at Proposed and provide Disposition Comment: Applicant was the proposed alternative but did not move forward to Hired.
  ○ Leave at Proposed and provide Disposition Comment: The department did not have any additional funding to proceed with providing an offer.

Step 2: All candidates should have a final disposition reason and/or comment.

  ○ All indications still under consideration, alternate for the position, etc. will need to be removed.

○ Any disposition comments referencing continued assessment of a candidate will need to be updated to reflect the final outcome for the candidate's application. Disposition Comments such as 'still under consideration,' or 'pending further assessment' need to be updated to reflect the final De/Selection statement.

Step 3: The search outcome must be provided by selecting from the list of outcomes shown in the images below:

Step 4: When all of the above is completed, select "Conclude Recruitment" to conclude.

Recruitment closing

The applicant pool was closed on Feb 1, 2024 at 11:59pm when the close date passed

Recruitment conclusion ⊠ Conclude recruitment

Once the search is concluded, the recruitment record is closed and completed.

Below demonstrates how a concluded recruitment should appear in AP Recruit.

Conclusion

Search outcome `Search report`

When the search is complete, let us know how it went.

Candidates hired: One or more applicants were appointed

Proposed candidates

These applicants have been put forward as potential hires, and should reach final statuses before this recruitment can be concluded. Update all candidates to *Hired, Declined offer, Campus declined to make offer, Withdrawn after proposed candidate,* or *Declined soft offer after proposed candidate.*

Applicant	Status	Appointment start date	Employee ID
Margaret Mead	Hired ❓	Aug 1, 2022	11111111

Found 1 match

Recruitment closing

The applicant pool was closed on Feb 1, 2024 at 11:59pm when the close date passed

Recruitment conclusion

`CONCLUDED` The recruitment was concluded **on May 6, 2024** by **MATTHEW HOEG** • ✎ Reopen recruitment