

ABBREVIATED RECRUITMENT PROCESS

Open recruitments required for all paid positions regardless of percentage of effort or length of appointment.

Before Building in Recruit, You Will Need:

- Academic Title, Title Code
- Required qualifications and/or preferred qualifications
- Descriptions of knowledge, skills, and abilities
- Ad text can include multiple subfields and specialties
- An outline of all documents that applicants must submit

Building in Recruit

- Initial Review Dates Format
 - 365 Day max length, 30 Initial review date, minimum quarterly review dates
 - Use Specializations feature to separate disciplines
- Search Committees
 - At least 3 academic employees at or above the level being recruited
 - Responsible for outreach, and reviewing applicants
- Contributions to Diversity Description (**Unit 18 titles only**):
 - “Please describe any teaching strategies you currently use or plan to use to foster a diverse and inclusive learning experience, and to enable all students to excel and fully participate in the learning process.”
- Outreach efforts:
 - Extensive recruiting efforts not required
 - OARS Posts several [external sites listed here](#)
- Selection Criteria:
 - Measurable, prioritized needs of the department, used to narrow down shortlist
- Selection Process:
 - Procedural, how the Search Committee will review candidates according to criteria
- Abbreviated Approvals
 - Dept. Approver → OARS Analyst → Final Approver

Dispositioning Applicants

Dispo Comments: Must be focused on what shortcomings in the application caused the candidate to be deselected without comparing them to other candidates being considered.

| Applicant Status | Deselected at Shortlist | Deselected at Search Report |
|---|-------------------------|--|
| Complete: Required documentation has been submitted | Only Disposition Reason | Only Disposition Reason Needed |
| Serious Consideration: Applicant should be considered for the shortlist | | Disposition Reason and Dispo Comment Needed |
| Recommend for Interview | | Disposition Reason and Dispo Comment Needed |
| Interviewed: in person, Skype, or Phone | | Disposition Reason and Dispo Comment Needed |
| Proposed | | Disposition Reason and Dispo Comment Needed |
| Withdrawn | | Disposition Reason and Dispo Comment Needed |