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 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.

<table>
<thead>
<tr>
<th>Applicant Status</th>
<th>Deselected at Shortlist</th>
<th>Deselected at Search Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete: Required documentation has been submitted</td>
<td>Only Disposition Reason</td>
<td>Only Disposition Reason Needed</td>
</tr>
<tr>
<td>Serious Consideration: Applicant should be considered for the shortlist</td>
<td>Disposition Reason and Dispo Comment Needed</td>
<td>Disposition Reason and Dispo Comment Needed</td>
</tr>
<tr>
<td>Recommend for Interview</td>
<td>Disposition Reason and Dispo Comment Needed</td>
<td>Disposition Reason and Dispo Comment Needed</td>
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<tr>
<td>Interviewed: in person, Skype, or Phone</td>
<td>Disposition Reason and Dispo Comment Needed</td>
<td>Disposition Reason and Dispo Comment Needed</td>
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<tr>
<td>Proposed</td>
<td>Disposition Reason and Dispo Comment Needed</td>
<td>Disposition Reason and Dispo Comment Needed</td>
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<tr>
<td>Withdrawn</td>
<td>Disposition Reason and Dispo Comment Needed</td>
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