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Office of Academic Recruitment Resources, March/April 2018 Updates

The Office of Academic Recruitment Services

NEW STAFF!

OARS would like to welcome Jesse Hurtado! He will be assisting General Campus departments, SIO, University Extension, the Colleges, and the Libraries in all recruitment matters as well as waivers. Email Jesse directly at jhurtado@ucsd.edu

SPRING CLEANING

OARS will be resuming the recruitment audit for the 16-17 AY. Department analysts should be proactive with inputting hire data and concluding recruitments. OARS will also be following up on the employment status of individuals with expired Waiver information.

HAVING TROUBLE NAVIGATING RECRUIT?

You're not the only one. For a quick breakdown of how to use the filter ribbon and only see the information you need [click this link](#).

Hot Topics



What is dispositioning? When does it need to happen? Who does it?



Outreach is easy! Check out our page dedicated to academic recruitment resources



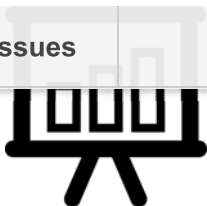
Some changes to the website are

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underway, in case you find anything
amiss, please alert us at oars@ucsd.edu.

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We will be glad to assist with your inquiries. Thank you!

HERC Webinar

Four Keys to Employee Engagement

Thursday, April 26, 2018, 10 PT

This webinar is approved for 1 HR general credit through HRCI and 1 PDC through SHRM. [REGISTER HERE!](#)

Autism Awareness Month!

To raise awareness about the developmental disorder that affects children's normal development of social and communication skills. Learn more about how what our campus is doing in terms of rapid identification and early treatment for all children who need it. Visit the [Autism Center of Excellence](#).

Topic suggestions for our next newsletter? Let us know!

Submit topics you want to know more about by emailing us at oars@ucsd.edu



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Office of Academic Recruitment Resources, May/June 2018 Updates

The Office of Academic Recruitment Services

Unit 18

Since the contract revision went into effect in February 2016, OARS has been working with campus departments to make the recruitment for these Non-Senate Non-tenured titles as [light and efficient as possible](#). With the 18-19 Academic Year approaching, some departments have requested a refresher training for Unit 18. Please complete the google form below to help the OARS team decided when/where/how this training will be best received. thank you!

[Fill the Form](#)

International Candidates

There has been an increase in the hiring of international candidates by campus departments. In order to assist these recruitment efforts, OARS has been in contact with the International Faculty and Scholars Office and has obtained the key points below.

- 30 Day Posting Necessary
- Abbreviated Ad in Recognized Publication
 - the abbreviated ad must ONLY include basic qualifications
- Hiring Title matches the Title Advertised

Please visit their site [here](#) for more info

Waiver of Search Guidelines

Over the last number of years, OARS has been working with departments to bring the academic populations into agreement with our commitments to equal employment opportunity and affirmative action. Please review the [Waiver of Search Guidelines](#) prior to submitting a request.

HAVING TROUBLE NAVIGATING RECRUIT?

For a quick video breakdown of how to use the filter ribbon and only see the information you need [click this link](#).

SPRING CLEANING

OARS will be resuming the recruitment audit for the 16-17 AY. Department analysts should

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Hot Topics



Search Committees

What do they do? When do they do it? [This reference sheet](#) should help!



What is dispositioning? When does it need to happen? Who does it? [This video](#) can clarify.



New HERC Webinar

Retaining Diverse Candidates

Thursday, June 7, 2018, 10 PT

This webinar is approved for 1 HR general credit through HRCI and 1 PDC through SHRM.

[REGISTER HERE!](#)



Some changes to the website are underway, in case you find anything amiss, please alert us at oars@ucsd.edu. We will be glad to assist with your inquiries. Thank you!

June- Pride Month, established to recognize the impact that gay, lesbian, bisexual, and transgender individuals have had on the world. Pride Day in the United States celebrates the Stonewall Riots on June 28, 1969.

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Office of Academic Recruitment Resources, July 2018 Updates and Announcements

The Office of Academic Recruitment Services

URGENT: Year-End Audit

The recruitment audit for the 17-18 AY has been moved forward to **August 2018** by the UC Office of the President. Please update all recruitments to their most current dispositioning and appointment data by end of business **08/17/2018**. OARS will be following up on the status of Recruitments and Waivers in the weeks following to meet the UC President's deadline. If you have any questions please don't hesitate to contact the OARS office.

At a Glance: 2017-2018 AY- Give yourself a Hand!

The success of compliant and productive academic recruiting is a campus-wide team effort and it takes all of us to achieve our academic recruitment goals. In AY 2017-2018, our campus accomplished the following:

- 352 recruitments submitted in Recruit
- 52 waivers submitted
- 14,108 applications processed in Recruit
- 426 candidates proposed
- 84 hired (so far)
- 51 searches concluded so far
- 5 days Average Turnaround from Submission to Final Approval
- 40,495 references collected in Recruit

We look forward to surpassing these results in 2018-2019. Thank you for the great work and contributing to the academic mission of UC San Diego!

Social Media

OARS is building its social media presence in an effort to garner more visibility for academic jobs at UC San Diego. As with the other OARS managed outlets (HERC, AJE, HigherEd Jobs) social media outreach will be posted and uploaded by the OARS office. Please add "LinkedIn, Twitter, and Facebook," to all Planned Outreach efforts when submitting Search Plans. Feel free to give us a like or a follow at our accounts linked at the bottom of this email!

Without Salary (WOS) Titles

Non-salaried positions are exempt from open recruitment and do not require search waivers; however, all other policies associated with the title remain applicable. An exemption from an open recruitment is continuous in duration until a change in pay status occurs. If an appointee is to receive salary from UC subsequent to the initial non-salaried or without salary appointment, an open search is required.

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Hot Topics



Role changes?

Let OARS know of any role changes for your area that may impact recruitment management so we may make the appropriate changes in Recruit. Please copy the MSO or DSA on the notification.



Sharing jobs on social media?

Departments can conduct their own social media campaigns to share jobs. Upload screenshots to Recruit as evidence of outreach! At minimum please include the job title, URL to the recruitment, and a date stamp.



HERC Webinar

Having trouble building diverse applicant pools? This [on-demand HERC Webinar](#) might help!



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Office of Academic Recruitment Resources, October 2018 Updates and Announcements

The Office of Academic Recruitment Services

APOL- Recruit User Audit

In conjunction with more stringent security protocols across campus, OARS will be revising user roles for individuals in each unit and adjusting appropriate levels of access.

Recruitment Audit

As a follow up to the UCOP 17-18 AY Audit this past summer, OARS will be conducting a reconciliation of recruitments from past academic years. Divisional Dean's Analysts will be contacted with a list of recruitments in need of completion. Recruitments not updated or concluded by 12/18/2018 will be concluded by the OARS office.

Campus Winter Closure

In order to provide consistent and transparent services to the campus departments in their recruitment efforts, OARS asks that any recruitment reports in need of approval be submitted by December 18, 2018. Any reports submitted on December 19 or later will not be reviewed for approval until the start of the winter quarter.

Training

Thank you to everyone who came out to our AP: **Academic Recruitment- Advanced training** on 9/28/2018, it was one of our most successful classes yet!

Due to a high volume of requests we will be hosting the class with the same content on **Thursday, December 6, 2018**. This will provide an opportunity for staff from Health Sciences and General Campus who were unable to attend the previous session to do so. In order to attend this level of training please complete the System e-Course. The topics below will be covered.

- **Outreach:** Learn how to evaluate the impact of current departmental efforts and how to augment current efforts
- **Dispositioning:** Analyze the dispositioning to reveal compliance gaps and areas of improvement in current practices. Learn how good dispo protects against lawsuits and audits.
- **Shortlist:** Understand what the shortlist will mean to an auditor and how to mitigate these effects

Seating for this session is limited to 25 attendees . Please sign up by **12/3/2018**

[Register on UC Learning](#)

Applicant Management Pro Tip

Use the Recruit notification function when scheduling interviews. If a candidate withdraws, this record, along with a disposition comment, would provide the necessary documentation for properly listing an applicant as "Withdrawn." OARS will be asking departments to provide more specific information about withdrawals moving forward.

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For more information on recordkeeping requirements for withdrawn candidates, please visit the OFCCP

website at: <https://www.dol.gov/ofccp/regs/compliance/faqs/iappfaqs.htm#Q4WC>

The Year So Far:

Academic Recruitment cycle has been increasing every year with the addition of interdisciplinary appointments and more and more activities in the departments. Since 7/1/2018 we have seen:

- 135 new recruitments
- 175 reports submitted for approval
- 5,251 applicants
- 242 recruitments accepting applications

As these recruitments progress, please use the resources on the [OARS site](#) and the [Recruit Help Tab](#) for information on search committee and applicant management resources.

Hot Topics



Register Now!

View the [Search Committee Training Toolkit](#) by registering for your HERConnect account today! This toolkit has been developed through a collaborative effort between faculty from some of the most influential campuses in the country such as Harvard, Princeton, and Stanford!

Having Trouble Navigating Recruit?

View [this video breakdown](#) of how to use the filter ribbon and only see the information you need or brush up on specific skills set in [our video library](#) (SSO Protected)



Remember, leverage the applicant pools from previous searches to augment your outreach efforts and increase interaction between the department and applicants! Learn how, [here](#) (SSO Protected)

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Shortlist Preparation

View the video on how to create a shortlist [here](#) and best practices on how to manage applicants [here](#). OARS has compiled the required elements of a shortlist report [online](#) and in a [reference sheet](#).

Applicant Management: Withdrawn Applicants

Use the Recruit notification function when scheduling interviews. If a candidate withdraws, this record, along with a disposition comment, would provide the necessary documentation for properly listing an applicant as "Withdrawn." OARS will be asking departments to provide more specific information about withdrawals moving forward.

For more information on recordkeeping requirements for withdrawn candidates, please visit the OFCCP website at: <https://www.dol.gov/ofccp/regs/compliance/faqs/iappfaqs.htm#Q4WC>

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