Winter 2019 OARS Updates And Announcements

Office of Academic Recruitment Resources, Winter 2019 Updates and Announcements

The Office of Academic Recruitment Services

OFCCP Updates

The Office of Federal Contract Compliance Programs within the U.S. Department of Labor has announced eleven new directives in recent months in order to increase and refine compliance checks for federal contractors (UCSD). OARS will continue to stay abreast of these directives and their impact on the campus' recruitment efforts and strive to equip departments on how to handle coming changes. These directives are publicly visible on the OFCCP Site.

Advanced Training Opportunity

OARS will be hosting a training session for analysts interested in advanced use of the Recruit system and other recruiting strategies. This session will be on **Thursday, April 25**, in the **Thurgood Marshall Room, Price Center West 2019 9:00 AM.** Topics to be covered include:

- Management Techniques for High Volume Recruitments
- Evergreen Recruitments: How to use Initial Review Date/Open Until Filled
- Reference Checks

Please register by 04/22/2019

Register Here

When to use *Recruit*

Recruit supports the recruitment of all academic titles including PostDocs, Researchers, Adjuncts, and Scientists. There is no need to use more than one system or method to manage the department's hiring efforts. Please talk to your OARS analyst if you have any questions.

Post Doc Searches on Recruit

Recruit can be used for all academic recruitments, including Post Doc employee recruitments. Post Doc recruitments can be administered on Recruit with:

- convenient electronic applications
- automatic EEO self-identification information collection and reporting
- easy access for post doc committee members and hiring managers
- automated administration
- customized "quick" processing for post docs

All your academic recruitments can be managed and tracked on the same platform as your lecturers, tenured and non-tenured faculty. Contact OARS@ucsd.edu to learn more and set up a pilot Post Doc recruitment.

Updated Recruitment Reports

Reports generated by the Recruit system have a new look! The information has been restructured to better reflect the data collected by the recruitment in a more digestible way.

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. Search Committees even have a best practices guide to aide in the recruitment process!

Data Requests

OARS can assist with data requests from Divisional Dean's offices, the Colleges, and individual departments. Fulfillment of these requests are also subject to a five-day turnaround, depending on the scope of the project. Analysts also have access to a plethora of information, view this video breakdown of how to use the work space ribbon and see exactly what information you have at your disposal.

Hot Topics

HERC Community Webinar, 03/14/2019 10AM-11AM (PT) Pay Equity Legal Developments & Practical Implications for Higher Ed. **Register Here!**

Join Sonia Chapin for a discussion of what this requirement means in practice and how it is already being applied in OFCCP audits as the agency increases its focus on contractor's outreach efforts towards Individuals with Disabilities. Click here to register

View the Search Committee Training Toolkit by registering for your HERConnect account today! These best practices are geared to help departments identify and adopt new actions to aid and supplement current diversity and inclusion hiring activities.

Topic suggestions for our next newsletter? Let us know!
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Spring 2019 OARS Updates And Announcements

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Recruitment 101 Training Requirement

In response to increased analyst turnover in the departments and as a result of the Recruit User Audit in Fall 2018, OARS will be implementing a training requirement for all Recruit Analyst users. This is an opportunity for users to get up to date information on compliance standards, system use, and clarification on the academic recruitment process. Users who have not attended a Recruitment 101 training since 2016 and do not attend a training session this summer will have access restricted. If access to the Recruit system is no longer needed for an individual please let us know at oars@ucsd.edu

Register Here

OFCCP Updates

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Multi-Level Recruitments

Recruit users may notice a new feature when creating Search Plans called "Make this Recruitment Multi-Level." It is meant to support managing of several related recruitments in one area and is still under development. The multi-level feature will not be used by the San Diego campus at this time until additional compliance concerns are remedied. Any search plans utilizing this feature be returned to the single level.

Search Committee Resources

Search Committee Chairs and Committee Members have a specialized guide on academic recruiting. This is especially useful for those new to the role or who just want a refresh on what is appropriate during interviews and applicant reviews. This document is updated yearly by the Office of Academic Recruitment Services.

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HOT TOPICS

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Summer 2019 OARS Updates And Announcements

Office of Academic Recruitment Resources, Summer 2019 Updates and Announcements

The Office of Academic Recruitment Services

APS Learn-at Brunch

Please join us on **Thursday, June 27, 2019** from 10:00 a.m. to 11:30 a.m. in Room 111A for our next Academic Personnel training opportunity, "**Non-salaried to Salaried Academic Appointments**."

Determine circumstances under which a recruitment would be required when an academic employee transitions from a non-salaried to a salaried appointment.

- What is the process for such an appointment?
- Who needs to be consulted?
- Who has approval authority?
- Will this proposal require committee review?

Plus, additional best practices and considerations for academic employees who make these transitions.

APS Learn at Brunch Registration

Preserve your *Recruit* access

Staff with the Recruit Analyst permissions on Recruit are required to complete periodic and regular academic recruitment training in order to maintain their Recruit Analyst role access. Users who have not completed Academic Recruitment 101 training within the last 3 years have been contacted to register for training. If access to the Recruit system is no longer needed for an individual please let us know at oars@ucsd.edu

Academic Recruitment 101 Registration

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Introducing *Recruit Portfolio*

Just released by the Recruit development team, this functionality allows applicants on *Recruit* to manage multiple applications from one place. All applications, even historical ones are cataloged by email address.

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August 2019 OARS Updates And Announcements

Office of Academic Recruitment Resources, August 2019 Updates and Announcements

The Office of Academic Recruitment Services

Academic Year End Audit

The recruitment audit for the 18-19 AY has been moved forward to meet the schedule set by the UC Office of the President. As in previous years, please update all recruitments to their most current dispositions, appointment data, and conclude if possible by 8/30/2019. Department analysts will be contacted with next steps in the coming weeks.

Preserve your *Recruit* access

Staff with the Recruit Analyst permissions who have not completed Academic Recruitment 101 training within the last 3 years have been indiviaully contacted to register for training.

Seats for the remaining sessions are filling fast!

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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 2018-2019, our campus accomplished the following:

- 348 Search Plans submitted
- 595 Shortlist and Search Reports submitted
- 16,295 applications processed in Recruit
- 46,661 references collected in Recruit
- 358 candidates proposed, offered, or have accepted offers so far
- 114 hired so far
- 42 searches concluded so far

 We look forward to surpassing these results in 2019-2020. Thank you for the great work and contributing to the academic mission of UC San Diego!

Changing Approvers

Department Chair approvers in Recruit have been updated according to the roster provided by the Office of the EVC.

No Multi-Level Recruitments

In the Title Information field of the Search Plan, the Recruit development team has added a new button called "Make this recruitment multi-level." This feature is not part of UCSD's process. For questions on this feature or how to prepare recruitments with multiple title codes, contact OARS@ucsd.edu.

HOT TOPICS

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mailchimp

Fall Quarter 2019 OARS Updates And Announcements

Campaign Preview   HTML Source   Plain-Text Email   Details

Office of Academic Recruitment Resources, Fall Quarter 2019 Updates and Announcements

Winter Closure Deadline

As in previous years, OARS will institute an internal deadline for recruitment report submissions to ensure that OARS is able to review, advise, and approve recruitment reports in a timely fashion that is equitable for all of our campus constituents.

Recruitment reports submitted after **4:30 PM on 12/18/2019** will not be reviewed until the reopening of campus in January 2020.

Institutional Reference Check Program

The Executive Vice Chancellor for Academic Affairs has announced the commencement of the Institutional Reference Check pilot program; effective for all recruitments posted on or after November 1, 2019, this will allow Academic Personnel Services to conduct Institutional Reference Checks (IRCs) on the final candidate in a given search for academic appointments conferring tenure or security of employment.

The department shall include a statement in the job ad posting for all academic positions conferring tenure or security of employment, providing notice to applicants that UC San Diego will conduct institutional reference checks on the final candidate prior to hiring. View more on the APS site.

OFCCP Updates

The Office of Federal Contract Compliance Programs within the U.S. Department of Labor has released a technical assistance guide (TAG) specifically geared towards higher education institutions! This is exciting news as this guide will help guide the campus as it strives to address the many needs of our institution. Read the TAG on the OFCCP site!
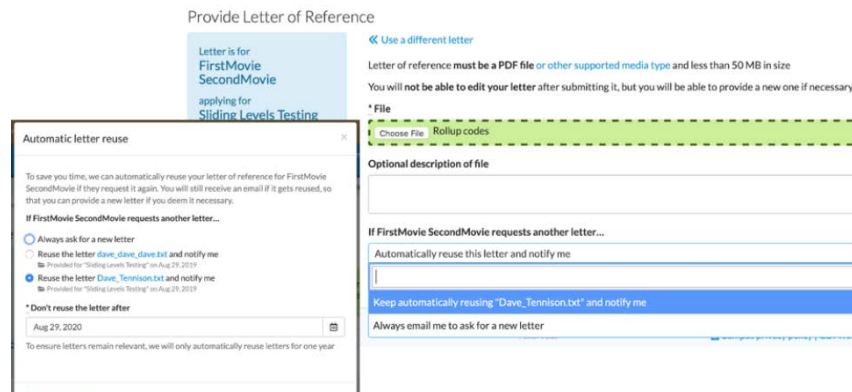
Applicant Interface Update- Portfolio

The Recruit development team has updated the application interface to enhance the application experience to job seekers. These updates include:

- Single applicant log-in
- Centralized application management
- Quick access to existing applications
- Pre-filled new applications with previously entered information
- Reusable application materials

FAQs on the changes can be found here, additional questions may be sent to oars@ucsd.edu

References on Recruit

Reference writers may now mark a letter for automatic reuse when the applicant next requests one. If the writer lets the letter be automatically reused, the solicitation email lets them know that we'll reuse the letter, which is copied to the new application as soon as the applicant submits their request. Letters can be reused for a maximum of one year to ensure recency.

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Institutional Outreach Efforts

OARS manages the posting of institutional outreach efforts for every recruitment and uploads the evidences to Recruit. For an updated list of outreach please view the OARS website.

Shortlist Preparation

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HERC Community Webinar, Nov 7, 2019 from 10:00 AM to 11:00 AM (PT)
Supporting Our Transgender and Gender Non-Conforming Colleagues. **Register Here!**

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December 2019 OARS Updates And Announcements

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The Office of Academic Recruitment Services

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Recruitment reports submitted after **4:30 PM on 12/18/2019** will be reviewed after the campus closure in January 2020.

Academic Recruitment 101

An Academic Recruitment 101 session on **January 24, 2020 at 9:30am in the Bear Room in Price Center West.**. This session will be geared towards PostDoc titles and those new to the Recruit System.

Contact OARS@ucsd.edu to learn more and set up a Post Doc recruitment.

Register Now

Returned to Submitter

When a report needs to be modified prior to approval the plan submitter is added as an FPI role to enable notifications via Recruit.

Effective 1/1/2020 the submitter will be entered as an "Academic Personnel," approver.

Approval Workflow Updates

The Approve button on the workflow has been updated with a "Review Report," button that will create a pop up a window where an approver can approve the report.
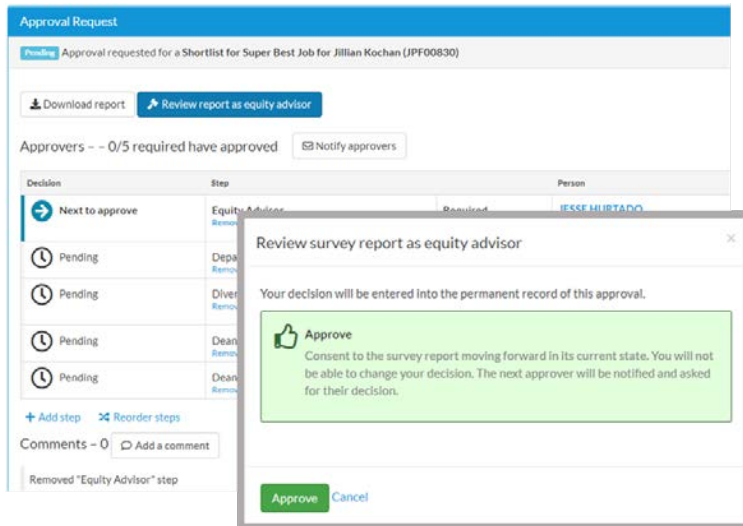
Institutional Reference Check for Tenured Appointments

Effective on November 1, 2019, all recruitments and waivers for appointments awarding tenure must undergo the Institutional Reference Check process.

To begin the reference check, the department analyst must send the candidate name and JPF (or search waiver number) to Assistant Vice Chancellor, Cindy Palmer

View more on the APS site.

OFCCP Updates

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The OFCCP has released a technical assistance guide (TAG) specifically geared towards higher education institutions! This is exciting news as this guide will help guide the campus as it strives to address the many needs of our institution. Read the TAG on the OFCCP site!

Analyst Weekly Reminders
Recruit Analysts will receive an auto-generated reminder email when an applicant's anticipated start date has passed and their status has not been updated to "Hired". The email includes the name of the applicant, department, a link to the JPF, their status, and anticipated start date.

New for Applicants! Portfolio
The Recruit development team has updated the application interface to enhance the application experience for job seekers. These updates include:

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HERC Webinar: Screening and Selection Methods, Criteria, and Tools

Learn how to design a professional search that makes selecting the right candidate simpler, easier, and more transparent for all involved. Watch the webinar now!

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