RECRUIT e-LEARNING TUTORIAL

Dear Academic Personnel Analyst,

Thank you for participating in the e-learning Recruit training. The purpose of this tutorial is to teach you the mechanics of using the Recruit system.

How to use this tutorial:
This tutorial is sectioned by 6 lessons that cover the major categories for the Recruit Analyst to know.

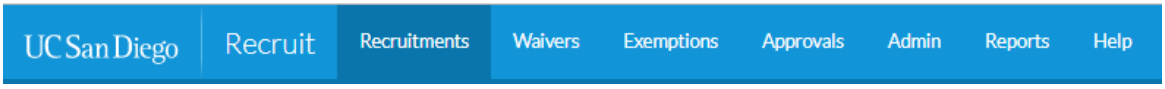
Please complete the exercises within the tutorial. For questions or assistance, please contact oars@ucsd.edu. Thank you

The Office of Academic Recruitment Services

Log into Recruit Training

1. Navigate to the Recruit training site located at —
https://apol-recruit.ucsd.edu/training
2. Click the link, ***UC San Diego Faculty & Administrators***
3. Enter your **Single Sign On and password**.
4. Verify you are logged in by looking for your name at the top-right of Recruit's training home page.

If you do not see these tabs at top of web page, contact oars@ucsd.edu.



Contents

Lesson 1: Opening a Search

CREATE A RECRUITMENT PLAN

1. 1. From the top menu bar, go to *Recruitments*.

2. Click the button near the top, "*Create new recruitment plan".*
3. The button opens a modal, a form that requires just three pieces of upfront information.

   Recruitment name
   Name your recruitment **(Your Name) Test Recruitment**. The regular naming convention includes the title and discipline *e.g. Assistant Professor in Experimental Testing Matter*

   Home department
   Choose from the dropdown list. This department will manage the recruitment process.

   Accept applicants?
   Keep the button highlighted, "Accept Online Applicants". This will give you the full functionality of the system.

4. Confirm to close the modal.

Your draft recruitment is confirmed on its Details page. But before a search plan can be submitted for approval, we'll need to go through it and fill out all the necessary information.

- Click the link, "*See checklist*" near the top of the page.

- Green dots (with checkmarks) indicate the information is complete. Solid dots (orange) indicate information is needed.

This tutorial will guide you through only some of the items in the checklist. In an actual recruitment, you will click "Add now" next to ALL the indicated missing information.

Title codes

1. Click "Add now" next to "Title information must be provided".

    - Title codes map to salary ranges. Recruit permits more than one title code.

    - Enter the title code(s) in the input box.

    - Alternately, start typing a Title name, e.g. "Professor." Select from the choices presented. Click to enter it.

2. Confirm to close the Titles modal. The Title code information displays in its own section on the *Details* page.

Next, we'll fill out the Description of the recruitment. But first, copy the public URL at the top of the Details page. This will look similar to: https://recruit.ap.uci.edu/apply/JPF01234 (Preview)

Description

1. Return to the checklist. Click "Add now" next to "Description must be provided". This text will be visible on the Apply page and, in an actual recruitment, it's also included in the approved advertisement text for posting to additional outreach.

    - academic title,
    - position duties,
    - basic and preferred qualifications,
    - application link
    - Somewhere in your description, you must include this text:

"To apply, go to [paste in that public URL that you just copied]"

- ALL advertising (journals, newspapers, websites, etc) MUST include the department specific or general *EEO tagline*. Verify it appears in the description field.

"UCSD is an equal opportunity / affirmative action employer with a strong institutional commitment to excellence and diversity (http://diversity.ucsd.edu)."

2. Confirm to close the Description modal. The description displays in its own section on the *Details* page.

Dates

Recruitment dates are often impossible to fix if done wrong. Please read the help docs about dates to understand how to choose your dates.

There are two distinct date formats to choose from: **"OCF / Open Closed Final" and "IRD / Open Until Filled"**

1. Return to the checklist. Click "Add now" next to "Dates must be provided".

   - For this exercise, highlight the button, "*IRD/Open Until Filled*".

   This format is for searches in which applicants are received in discrete windows bookended by review dates. Completed applications are visible to the search committee once a review date passes. Applicants will still be able to apply until the final date, but can only be reviewed if another review date is added by an analyst. This format gives you the most flexibility if you need to extend the final date, which happens often.

   - **Open Date** — is the date you want applicants to begin to apply, while allowing yourself ample time for the Search plan's approval process. There should be at least 30 days between the open date and the final date.

   - **Initial Review Date** — marks the closing of the pool of applicants for reviewing. The search committee can see every completed application up to this date.

- **Final Date** — is when the recruitment is no longer available to applicants. Recruitments can be open for up to one calendar year.

2. Confirm to close the Dates modal. The Dates information displays in its own section on *Details* page.

   Use the button, "Edit" to add a subsequent review date once the current review date has passed. The committee chair should advise you when more review dates are needed.

Next, we'll fill out the applicants' requirements. It's important to note that requirements cannot be changed after the first applicant applies.

Reference requirements

1. Return to the checklist. Click "Add now" next to "*Reference requirements must be provided*".

2. Choose a type of reference requirement. For this exercise, highlight the button, "*Contact information only".*

   This reference type requires applicants to provide names and email addresses. The references will not be asked to provide letters unless the analyst requests them.

   - **Required references** — change the default if needed
   - **Optional references** — change the default if needed
   - **Reference visibility** — *Keep the default setting "All reviewers"***.**

   Expand the link, "Edit thank you email" and look over the fully customizable email template that is sent to the references after their letter is uploaded. E.g. *personalize by adding your name to the signature line*.

3. Confirm to close the References modal. The reference information appears in the *Requirements tab* in the menu along the left of the screen.

Document requirements

1. Return to the checklist. Click "Add now" next to "*Document requirements*".

2. Click the **Start with recommended settings** button. Recruit has provided a default, recommended list of documents to request of applicants.

   - Experiment with the **Edit** and **Delete** buttons. Click the Edit link for Cover Letter. Click Required. Click Save Document.

   - Experiment reordering them. Using your mouse, drag the icon to the left. This will be the order the applicant will see when they apply.

   - Click the button, "Add". Name the new document "Writing Sample" and make it optional.

   Note: each document represents one file upload. If additional documents are needed, add them one by one.

3. Confirm to close the Documents modal. The documents information appears in the *Requirements tab* in the menu along the left of the screen.

The checklist will indicate more items that must be completed. Your goal is to check them all off.

Now complete the rest of the Search plan using the menu tabs to the left of the screen.

Diversity

Availability Demographics/Fields of Study —
The fields of study are a key planning tool for affirmative action. Put your cursor in the box, click, and select. You may choose more than one. To see the full list, click the link, "View full list".

Affirmative Action Goal —
Identify which groups are under-utilized for a job group, e.g. *African American* and *Women*.

- For a guide to making the right selection, contact your Faculty Equity Advisor or Office of Academic Recruitment.
- For this exercise, select the following categories:
  - Minority
  - Women
  - Individuals w/Disability
  - Protected Veteran

Advertisements

Planned Search & Recruitment Efforts — If not filled in via the checklist, fill it in now. Read the text in the modal to help you enter this information.
For this exercise enter:

- **For this exercise, type:**
  - **HERC**
  - **Diversejobs.net**
  - **Americas Job Exchange**
  - **HigherEdJobs.com**
  - **Search committee outreach listservs and emails**

Actual Search & Recruitment Efforts —
This isn't part of the search plan and you'll be prompted to fill in this section when you attempt to create a report.

Ad Documents —
Upload alternate versions of your advertisements (pdf, .txt, or image) in this section including alternate ad text, abbreviated ad text, joint ad text, etc.

HERC Categories —
Choose a category for the best visibility for your job posting on the Higher Education Recruitment Consortium website (HERC).

Ad Sources —
List all places where your recruitment will be advertised.

Evidences of advertisement —
Upload proof that your advertisements were placed (a copy of the actual ad or a receipt will do). This isn't part of the search plan and you'll be prompted to fill in this section when you attempt to create a report later.

Qualifications

The **Basic qualifications** must be filled in and must be objective, relevant, non-comparative, and verifiable.

Use **Additional** and **Preferred** Qualifications fields if what you're looking for extends beyond the definition of Basic.

For this exercise, use these examples:

- Basic— **Must possess a PHD in Computer Science or related field.**
- Additional— **Must possess a PhD in Computer Science or related field by the time of appointment**
- Preferred— **Experience conducting special topic seminars.**

Selection Process

Use this section to document the committee's plan for a screening process, interview procedures, etc. This information can often be found in the description, APM's, department processes, etc.

- Selection Criteria are WHAT the committee is evaluating. For this exercise:
    - **Research record, content of publications, impact on field, and letters of reference.**
    - **Evidence of teaching**
    - **Evidence of contributions to the fields of human augmentation and robotics at UCSD.**
    - **Contributions or planned contributions to diversity**
- Selection Plan is HOW the committee is evaluating — for this exercise, use:
    - **The Search Committee reviews all applications**
    - **Committee identifies Shortlisted candidates**
    - **Conduct phone or video conference interview.**

- **Invite candidates for in-person interview.**
- **Final candidate gives campus job talk and meets with department faculty and students.**

- Specializations — optionally, add a list of specializations for applicants to self-select during the application process. These specializations will make it easier for committees to sort applicants. For this exercise, use **Computer Gaming, Electronic Music Composition, Programming**

Committee

Use this section to choose who can log in and review the applications.

The "Who's Who" of the Search Committee

The **Core Committee** consists of those officially serving as applicant reviewers; these members are also included for reporting purposes. The Additional Committee members should consist of people who are not official search committee members but who should still have access to review applicant materials (e.g. Grad students).

Reviewers have access to view applicants that have completed their application in the time allowed. Reviewers can't see incomplete applicants, nor manage applicant files. This is the most common level of access assigned to committee members.

The Committee Chair has the same access to the applicants as you, the department analyst. Chairs can see incomplete applicants. Chairs can manage applicant files. They can mark applicants as Qualified or Unqualified.

Editor has the same access rights as the Committee chair. Assign this role sparingly (or not at all)!

1. In the Core Committee section, click "Add one now" next to the role.
2. *Search by name, email, or UCInetID.* Click it to enter it.

Alternately you may add committee members in bulk. This is a time-saver if all

faculty members in a department will be on the committee.

1. Click the button, "*Add members*" and follow the instructions on the screen.
2. Confirm to close the modal.
3. Use the button, "*Manage existing members*" if you need to edit the roles.

Documentation

You may skip this section for the search plan. During the life-cycle of the search, use this section like a file cabinet for miscellaneous documents, letters and memos or any interview materials related to the recruitment.

Disposition Reasons

Look over the list and familiarize yourself with the deselection reasons that will be assigned to applicants over the course of the search. You may customize the system's default disposition reasons or skip this section for the search plan. You'll learn more about disposition reasons later in this tutorial.

Conclusion

You may skip this section, as it isn't part of the search plan. Return to this section when the search is over to mark the outcome and conclude this search.

From any page, at any time, click the button near the top on the right, "Search plan PDF". This is what your approvers will be reviewing. Look over the plan and edit anything that's needed before you submit it!

Lesson 2: Approvals and Publishing

SUBMIT THE PLAN FOR APPROVALS

1. From any page, return to the box near the top and click the link, *Submit it for approval.* Confirm approval by clicking, "Yes, submit for approval".

2. Note that a workflow has been pre-established for you. Click to confirm.

   - Each step must have at least one approver. Sometimes the names are filled in for you. But if no name appears, you MUST specify a person, otherwise the search plan approval will stall.

   - Click the link, "*Specify person". Search by name, email, or UCInetID.*

   - If you want two people named as an approver for the same role, click *"Add alternate approver".* While both will be notified, only the first to act on this will be able to approve.

   Monitor approvals!

   - Approvers are automatically notified when it is their turn to approve via email with *Subject: UCSD Recruit: Approval Request [recruitment name/JPF].*

     Approver's emails include a direct link to the approval screen where they may download the Search plan, comment on it, and approve.

   - A green "thumbs up" indicates the search plan was approved in that step. A blue arrow indicates who is next-in-line. You may send a reminder if the search plan seems hung up with a person.

   - Has an approver left a comment? If the search plan is found deficient in some way, you'll have to fix it. When you fix something, it is fixed in real time. Click the button, "*Notify approvers*" and jot a note that you addressed the issue.

PUBLISH THE RECRUITMENT

Because the approvers are fictitious, for this training it won't be possible to publish your test recruitment. In an actual recruitment:

- Recruit will send you an email notification to publish once all approvers have given their thumbs up.
- Once all steps are approved, return to the *Details* page. The status of the recruitment has changed from "DRAFT" to "READY TO PUBLISH".
- Click the link, "*Publish now*" found in the horizontal status box.
- Once published, the PDF of the Plan becomes a historical record of what was approved. A number of fields are no longer editable.

Congratulations! You've created a recruitment, prepared the search plan, and submitted it for approval.

In the following exercises you will work with a recruitment that has applicants. You will also create Diversity Reports and wrap up the search.

PART II

Lesson 3: Working with the Applicant List

1. From the **Recruitments** page, locate the recruitment, ***Super Best Job for (Your Name).***
2. Click the **Applicants** link. Note the number of applicants is in parenthesis.

FILTERING THE APPLICANT LIST

Filters can be particularly useful when your applicant list is long. The tasks in this section will familiarize you with the workspace ribbon.

1. Filters display on a "workspace ribbon," a horizontal band across the top of the list of applicants.
2. In the middle of the ribbon, you'll see which filters are active. Click on any filter to quickly update it.

TASK: How would update the Basic Qualifications filter to display the entire pool of applicants?

3. Now click on the **Edit filters & columns** button on the right side of the ribbon.
4. An edit modal pops up. This is where you will add, subtract, or reset your filters.

TASK: How would you display applicants who applied on or before your birthday?

CHANGING THE COLUMNS

Adjust columns to present more information at a glance about the applicants.

1. Column headers appear in a grey band at the top of the applicants. By default, there are 6 columns turned on: Personal note, applicant, Highest degree, Current position, Status, and Last Updated.

2. Now click on the **Edit filters & columns** button on the right side of the workspace ribbon.

3. This time, click the Columns tab inside the edit modal.

4. An edit modal pops up. This is where you will add, subtract, or reset your columns. Then click Update to lock your columns.

TASK: How would you display the Email column? How would you display the Reviewer Comments column?

Other Features
Be aware of the following additional features. Working with them *won't be necessary for this tutorial.*

- **Add Applicant:** Manually add an applicant.
- **Download this Data:** Download everything you see on the page open it in Excel.

These bulk action tools require you place a checkmark(s) next to the applicant's name(s):

- **Hide applicant:** Do not over-use this tool! The only good reason to use this would be if an applicant applied twice to the same position.
- **Mark as read:** Check off which applicants you have reviewed.
- **Personal notes:** Jot a personal note about an applicant.
- **Send Bulk Email:** Compose one message to send to multiple applicants.
- **Assign disposition reasons:** Tell Recruit why applicants didn't move forward in the hiring process.

These tools are links below the applicants' names:

- **Applicant log:** Record of time-stamped activity taken on the applicant.
- **Progress dots:** Roll over an applicant's colored dots for an at-a-glance look at the application's progress.

Applicant pool reports

This report is an optional tool used to compare the diversity of the applicant pool to the national averages. Just before the recruitment closes, generate an Applicant Pool Report. If the comparative averages are poor, your chair may decide to advertise more in order to achieve the recruitment's affirmative action goals.

1. At the top of the applicants list for Super Best Job, click the tab, **Reports**.

2. On the reports page, click **Applicant pool** from the menu on the left.
3. For this tutorial, a report has already been created. Take a look at the report by clicking the **Preview button**.
4. Click the link, **Submit as new approval.**
5. A workflow confirmation screen displays. Click **Yes, submit for approval**.
6. Click **Done**. In an actual recruitment, automatic emails are sent to the approver next in line to approve.

Lesson 4: Managing the Applicants

Now you will review and manage a particular applicant.

1. Click on the Applicants Tab on the workspace ribbon.
2. Click the Basic Qualifications filter on the ribbon, select "Entire Pool" and then **Update**.
3. Locate **Margaret Mead**. Click on her name.
4. On her review page, there are 3 different methods to viewing Dr. Mead's documents:
   - Click the large button, **Download PDF Bundle** on the right side of the screen. This downloads one complete file of the applicant's documents and reference letters including watermarks, timestamps, and interstitial pages in between each item.
   - Click the "Download" link in the Documents or the References section. This downloads that particular document to your computer.
   - Click the **Viewer** button. This opens up another screen where the document or letter loads into a frame, eliminating the need for downloading.

COMMENTS AND FLAGS

1. While on Margaret Mead's review page, move over to the **Public Comments section**. The search committee reviewers able to read yours and each

other's comments just as they would share comments around a conference table.

2. Type this comment about her:
   Article in Brainiac Magazine indicates advanced level of publication and research.
3. Click the **Add Comment** button:
4. In the flag box, type: **Article feedback** and click the **Add Flag** button.
5. The search committee reviewers may read one another's flags when **Display to Reviewers** remains checked.

Note: Comments and flags should be written as considerately as words spoken in face-to-face meetings. Please monitor your search committee's comments and flags and if they are inappropriate, contact the author outside of Recruit to remove or edit their entries. Remember, these words are part of the electronic record.

MANAGING APPLICANTS' DOCUMENTS

Let's say an applicant or a reference needs to send in materials by regular U.S. mail and now the documents must to be uploaded into Recruit. Remember, all documents and letters uploaded into Recruit must be saved as PDFs.

1. Return to the list of applicants.
2. From the Entire pool view, look in the Status column to locate any applicant with a status marked **Not Complete**.
3. Click directly on the applicant's name.
5. Scroll down to their **References** section.
6. Click **Add reference**.
7. Fill in all required fields in the form (enter name, email address, mailing address)
8. Browse to any sample PDF file on your computer.
9. Add an optional comment if you'd like and then click **Save**.

MEETS BASIC QUALIFICATIONS

In an actual recruitment, you'll monitor completed applicants and mark each as meets (qualified) or does not meet basic qualifications (unqualified) as stated in the advertisement. *Deciding if applicants meet the basic qualifications must be noncomparative, objective, relevant, and verifiable.*

What this means: Distinguishing applicants who meet the basic qualifications ensures that their diversity data will be included in the Diversity report and is in compliance with the Office of Federal Contract Compliance Programs (OFCCP).

For this exercise, you've found another applicant (besides Margaret Mead) who meets the basic qualifications.

1. Click the Basic Qualifications filter on the ribbon, select "Unknown".
2. Locate ***Winston Burke*** in the list.
3. Notice in the Status column, Winston is *Complete*. Applications must be complete before you can judge the qualifications.
4. Now look in the Highest Degree column. Notice Winston has a Ph.D. and a Ph.D. is the basic qualification for Super Best Job
5. Put a checkmark in the box beside Winston's name.
6. In the top actions row, click **Basic Qualifications.** And choose "Meets."
7. Now switch the Basic Qualifications filter to **Qualified** to verify Winston Burke has been added to the list of qualified applicants.

   Note: If highest degree isn't a determinant, review the applicant's CV to decide if they meet basic qualifications or not.

   How this helps reviewers: Committee reviewers can focus on the qualified applicants. They can filter for the other categories, but only Committee Chairs, Committee editors, and Analysts can mark the applicants.

ASSIGN DISPOSITION REASONS

Assign disposition reasons to applicants no longer being considered for the job. This is an important component of the Search Report and reasons must be assigned to ALL applicants, both qualified and unqualified (do not be concerned with incomplete applicants). Work with your committee chair to help with disposition reasons.

Unqualified Applicant's Disposition Reasons

Get the unqualified disposition reasons out of the way first!

1. Click the Basic Qualifications filter on the ribbon, select "Unqualified" and click **Update**.
2. Put a checkmark next to Jane Stark.
3. In the top actions row, click **Assign Disposition Reasons**.
4. Choose: **Candidate withdrew.**
5. Provide a comment with reason for withdrawal.
6. Click the ***Done*** button to save and exit the dispositions assignment screen.

Qualified Applicant's Disposition Reasons

Disposition all qualified applicants throughout the lifecyle of the search.

1. Click the Basic Qualifications filter on the ribbon, select "Qualified" and click **Update**.
2. Put a checkmark next to any other applicant.
3. In the top actions row, click **Assign Reasons**.
4. Put your cursor in the disposition reasons box and choose: **References were weak**.
5. You may optionally leave a comment.
6. Click the ***Done*** button to save and exit the dispositions assignment screen.

ALL applicants must have disposition reasons —yes, even the person being hired. For the hired applicant, select "Other" and write "selected candidate" in the comment field.

Update applicant statuses

Update statuses when the committee chair reports back on those who are the front runners. Updating statuses ensures that the search committee is always aware of the applicant's current state and ensures accurate shortlist reporting.

1. If you're not already on the **Qualified** view, go there now. Locate Winston Burke.

2. In the Status column, click on his status. You will see a status popup appear. Read through the descriptions of the various statuses.

3. Update Winston to **Recommend for interview**. Click **Update status**.

Lesson 5: Diversity reporting

SHORTLIST REPORTS

Generate this *required* report after you've marked all shortlisted applicants. This report helps determine if there is any bias between the full applicant pool and the shortlist.

1. On the reports page, click **Shortlist** from the menu on the left.
2. Click the **Create New Shortlist Report** button.
3. You will be prompted to fill in the Actual Search Efforts, click the "Add now" link. In the field displayed, type *HERC, DiverseJobs.com, Americas Job Exchange, HigherEdjobs.com*, save changes.
4. Return to the Shortlist reports page and try again. Click the **Create New Shortlist Report** button.
5. Review the displayed statistics. Click **Create Report**. You will be returned to the reports page.
6. Click the link, **Submit as new approval.**
7. A workflow confirmation screen displays. Click **Yes, submit for approval**.
8. In an actual recruitment, every step must have a specified person. If no name appears, you will need to add it.
9. Click **Done**. In an actual recruitment, automatic emails are sent to the approver next in line to approve.

Wait for approvals and then invite candidates for interviews. Periodically check with your committee chair and update statuses for the finalists (Proposed, Offered, Declined, etc).

FINAL STATUSES

With interviews underway, periodically check in with your committee Chair and update statuses for the finalists (Proposed candidate, Offered, Accepted, Withdrawn, Declined, etc).

1. Locate Margaret Mead.
2. Let's say Margaret was interviewed and really impressed the committee. Update Margaret's status to **Interviewed**, then **Proposed candidate**. Before you leave the popup, take a look at the link, "Add offer information."
3. Sometimes the Department and Title code fields are editable. For this exercise, they are not.
4. Fill in the Offer information fields. *Offer information can be added when a candidate's status is Proposed, Offered, Accepted, or Hired.* For this exercise, type:
   - Step — **3**
   - Percent time — **100%**
   - Anticipated start date — **7/1/xxxx**
   - Discipline — **Magic**
5. Click **Update status.**
6. ALL applicants must have disposition reasons —yes, even the person being proposed. For the proposed candidate, provide a selection statement in the disposition comments field (see **ASSIGN DISPOSITION REASONS** section). Type in:

   "Dr Mead expressed great interest in collaborating with current departmental faculty and engaged in discussion of current projects. The teaching evaluations met the set standard for the department. Dr. Mead has advised 3 graduate students who have moved onto candidacy for their PhD. Dr. Mead has also served on many doctoral committees and has plans for creating a pipeline program dedicated to introducing young diverse scholars to their fieldwork. Following a guest lecture attended by the current voting faculty and more than 80 students that provided positive reviews, the committee has decided to propose this candidate."

THE SEARCH REPORT

Prepare the Search Report

Search Reports contain the summary information about the recruitment. In an actual recruitment, now would be the time to check that your ad evidence has been uploaded in the advertisements section and any memos or interview materials should also be uploaded. For this tutorial, you won't need to upload these supporting documents.

Create the Search Report

1. Return to the Reports page. Click on **Search Reports** in the menu.
2. Click **Create New Search Report**. You will need to complete the following before Recruit will generate the report:
   - The Fields of study must be selected.
   - The Actual Search & Recruitment Efforts must be entered.
   - The recruitment's Final date or the Initial Review Date must have passed
   - All applicants must be assigned Disposition Reasons
3. Interviewed and proposed applications must have Disposition Comments
4.
5. When you're ready, name the report, "**Mead, Margaret Search Report". The naming convention is "Last Name, First Name, Search Report"**
6. You will be returned to the reports page.

Search Report Approvals

1. Click the link **Submit now** link to send the report for approvals.
   The approvals process should look familiar to you by now.

Note: For all reports, Recruit keeps you in the loop with email notifications when:

An approver signs off, a comment is left for you, or all approvals are done.

Lesson 6: When the Search is Done

OUTCOME AND CONCLUSION

Once the search for *Super Best Job* is finished, this is where you'll let Recruit know how it went.

1. Return to **Search Info** for *Super Best Job*.
2. Click the last item in the left-hand menu, **Conclusion**.
3. In the **Search Outcome** section, click the button **Select the outcome of this search**.
4. For the purpose of this tutorial, select **Candidates hired**. You can leave the notes section blank.
5. Click **Save Changes.**
6. In the **Proposed candidates** section, update any statuses for applicants shown. For Margaret Mead, update her status to **Hired**.
7. You'll be prompted for Margaret's appointment start date and her employee ID number. For this exercise, make it up!
8. The **Conclude** button should be lit now. If it isn't, the applicant pool is still open. If you're concluding early, you'll need to request the pool be closed by an administrator. Since this is not an actual recruitment, just skip this step. In an actual recruitment you will also want to upload the appointment letter and other supporting documentation.

Congratulations!

You've completed the training and we have a short quiz for you.

When the quiz is completed, the Learning Center will contact OARS and your Recruit access will be updated.