Office of Academic Recruitment Services, March 2020 Updates and Announcements

The Office of Academic Recruitment Services

Coronavirus Impact on Recruitment activity

The recruitment process management is expected to have minimal interruption.

- Recruit is a secure web based platform accessible from any internet enabled device
- Analysts, committees, and approvers have access recruitment records remotely
- Current searches must proceed through remote interviews
- Ensure that all candidates are treated equitably.

Recruitment language for some temporary positions may need to be edited to read "must be able to teach courses remotely," or "must be able to support classes remotely" to inform applicants of changes to campus business.

A candidate may not be considered "withdrawn" if they will not travel due to reasons related to Coronavirus concerns or restrictions. Departments must provide options such as:

- Asynchronous Interviews where preset standard questions can be provided to applicants, and then applicants can respond in writing, audio or video
- 2 way interviews or synchronous interviews; real time interviews conducted virtually via phone or video conference, such as Zoom

Waivers will not be considered for appointments not recruited for due to potential campus closure. Departments must continue with interview processes through video chat, skype, etc.

The OARS website has updates on modifying the recruitment process to address COVID-19.

CLICK HERE TO VIEW

Recruit Update- Request Changes Feature

Any current approver in the workflow can request changes to a report right in the system. All change requests are also sent to the analyst. This new feature can be demoed on the training site. And a breakdown of the function can be found here.

Any comments entered in the approval request or change request workflows are permanent, discoverable, and on the record. Entered comments should be brief and action oriented statements. Any conversational messages must be held off the Recruit system.

New EEO Tagline

The OFCCP has also updated the required EEO/AA tagline that must be included in all Search Plans.

"All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran."

UC San Diego Recruitment Policy Updates

UC San Diego is one of the few UC campuses without a formalized recruitment policy. Coming later this year an addition to the PPM will be made to address this gap. More information will be provided when available.

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.

Search Reports- Disposition Comments

Disposition comments for all candidates must refer to the selection criteria decided upon in the Search Plan and discuss the rationale behind selection or deselection. Review the guidelines and references on the OARS website.

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. If the information is inaccurate please update the record in Recruit.

Workspaces

Analysts 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.

HERC Webinar: Hiring Heroes

Most vets emerge from their military careers with proven records of positive employment outcomes. They should be a source of star employees for universities and colleges, yet these heroes end up facing the

Join this webinar to learn:
• How to translate a veteran's resume and the benefits of hiring veterans
• The barriers facing both the vets and our organizations, and
• Concrete strategies and online resources that will change the way your organization evaluates veteran candidates.

Watch the recorded webinar in the HERC Webinar Library.
Register for your complimentary HERConnect Account today!

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 Services, Summer 2020 Updates and Announcements 08/03/20

The Office of Academic Recruitment Services

Academic Recruitment 101

- ILT Course, 2 Hours
- Code 06SED-AP-2036
- Next Session: 8/20/2020, 9:00 AM -11:00 AM
- Location: Zoom, Virtual Classroom
- REGISTER ON UC LEARNING
- Prerequisites: Requires completion of OARS Recruit System eCourse

Target Audience: New Academic Personnel Analysts or anyone interested in the Academic Recruitment process with a focus on non-senate positions such as post docs, research scientists, project scientists, and lecturers. Recruitment 101 provides foundational instruction on academic recruitment, recruitment advertising, the UC San Diego Academic Recruitment Process, and introductory/intermediate skills utilizing the APOL-Recruit System. The intended audience for this class are those who are at the Beginner/Intermediate skill level and those who have not attended required training within the past 3 years.

Topics covered include:

- Intro to Government Compliance Standards and Guidelines
- The function of OARS in the recruitment process
- Introduction to Search Plans
- Shortlist Reports
- Search Reports
- Closing Out Recruitments

CLICK HERE TO REGISTER

Asynchronous Video Interviewing Tool free trial from SoCal HERC

SoCal HERC members are eligible for a 60-day free trial for conducting video interviews with WEDGE. Take advantage of this opportunity to efficiently interview candidates, and to easily perform socially distanced job interviews. To get started, **click here**. This offer expires August 15th.

The applicant search sources is a new feature that measures the efficacy of your advertisements and outreach. Enter options for asking applicants how they heard about the position and the applicants will be asked which of the listed search sources they heard about the job.

Applicant search sources ❓ SEARCH PLAN ➕ Add

Defaults
- 🔒 America's Job Exchange (AJE)
- 🔒 DiverseJobs.net
- 🔒 DiversityJobs.com which includes: AfricanAmericanHires.com, AllHispanicJobs.com,
- 🔒 E-mail Listserv
- 🔒 FaceBook: @UCSDAcademicJob
- 🔒 HERC (Higher Education Recruitment Consortium)
- 🔒 HigherEdJobs.com
- 🔒 LinkedIn: UC San Diego Academic Jobs
- 🔒 Professional Journal / Bulletin (printed publication)
- 🔒 Professional Organization (Web site job posting)
- 🔒 Professional Organization Conference
- 🔒 Twitter: @UCSDAcademicJob
- 🔒 UCSD website
- 🔒 Word-of-mouth / Colleague

Applicant search source responses
Displays the number of applicants who selected each search source

Count ▼	Name
9	HigherEdJobs.com
9	Other
7	UCSD website
6	Professional Organization (Web site job posting)
6	Word-of-mouth / Colleague
4	E-mail Listserv
3	Decline to state
2	HERC (Higher Education Recruitment Consortium)
1	Professional Journal / Bulletin (printed publication)
1	LinkedIn: UC San Diego Academic Jobs

Applicant search sources
While drafting a search plan, analysts must enable the default applicant search sources created by the administrators. Analysts may also add or create new applicant search sources.

Applicant search source responses
This list corresponds to the choices on the application wizard. As applicants submit their applications, the number of responses displayed here will change dynamically, assisting you in your outreach efforts

HERConnect
Member Portal

HERC Webinar: Preparing for Conversations About Race
Meaningful conversations on race are an opportunity to build a resilient community and inform our efforts to create inclusive and equitable institutions. These conversations require preparation, self-reflection, vulnerability, and candidness.

| Translate ▼

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Office of Academic Recruitment Services, Fall 2020 Updates and Announcements 11/17/20

## Recruitment Resources UPDATED

The recruitment resources table has been updated! There are over 500 resources for discipline specific and diversity specific outreach to add to your Search Plan. To view the updated list of free and paid options, go to OARS list of outreach resources and https://aps.ucsd.edu/recruitment/procedures/plan-outreach.html#Strategize.

NEW! Applicant Search Sources – Measure your Outreach!

The Applicant search source is a new feature that measures the efficacy of your advertisements and outreach. AP Online Recruit can display a list of options for asking applicants how they heard about the position and the applicants can tell us which of the listed search sources they are responding to.

At the search plan, analysts need to do the following:

First, analysts must enable the default applicant search sources by pressing this button.
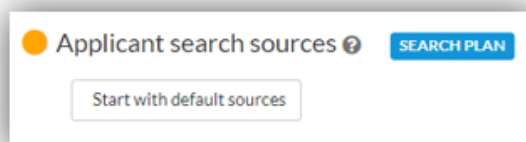
Next, analysts can "Add" all other planned outreach in the Applicant search source list field.

The biggest benefit of completing the Applicant search sources is that it auto-populates the following areas:

- **Ad sources** – This section will auto-populate and there is no need to re-enter the list of outreach efforts

- **Applicant search source responses –** This section will auto-populate with the list corresponding to applicants responses. Once the search is published, applicants submit their applications and are asked where they heard about the position. The number of responses displayed here will change dynamically, assisting you in your outreach efforts.

Applicant search sources ❓ SEARCH PLAN   ➕ Add

Defaults
- 🔒 America's Job Exchange (AJE)
- 🔒 DiverseJobs.net
- 🔒 DiversityJobs.com which includes: AfricanAmericanHires.com, AllHispanicJobs.com,
- 🔒 E-mail Listserv
- 🔒 FaceBook: @UCSDAcademicJob
- 🔒 HERC (Higher Education Recruitment Consortium)
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Applicant search source responses

Displays the number of applicants who selected each search source

Count ⌄	Name
9	HigherEdJobs.com
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4	E-mail Listserv
3	Decline to state
2	HERC (Higher Education Recruitment Consortium)
1	Professional Journal / Bulletin (printed publication)
1	LinkedIn: UC San Diego Academic Jobs

NEW! **Applicant Self-Withdrawal Feature**

Applicants now can self-withdraw their own application directly on Recruit. When an applicant self-withdraws from a recruitment and selects a decline reason, the following things happen:

- The **decline reason will appear in the disposition reason comment fields**. If text already exists in the disposition comment field, it will append with the self withdrawal information.

- The **decline reason will also appear in the decline reason comments column** when selected to be viewed on the Applicants grid.

- **An email notification is sent** to the help contact, committee chair and additional committee chair. The email will provide the applicant's name, the reason they gave for withdrawing, and that no action is needed at this time.

- **The Search report will include the candidate's self-withdrawal along with their reason for the withdrawal.** A candidate's response will appear under the "Meets basic qualifications" section if they had a status of "Recommended for Interview" or "Interviewed" at the time of the self-withdrawal. Any existing disposition reasons that might have been provided by the analyst or committee member will continue to display on the report.

The online Help documentation has been updated to include information on how applicants can self-withdraw their application and it looks something like this:

Withdrawing your application

If you wish to withdraw your application from consideration, you may do so by navigating to the Position Details page of your application and selecting the link "withdraw your application". You will then be required to enter a reason for withdrawal before you can click "Yes, withdraw my application".

If you change your mind and wish to once again be considered for the position, return to the Position Details page and click "contact the hiring department".

Committee Chair Survey required for Senate title Search Reports

Per AVC Continetti's announcement, as part of a UCOP grant for Advancing Faculty Diversity awarded to UC San Diego, completion of a Committee Chair Survey is required for all senate recruitments.

The survey becomes available to Faculty Search Committee Chairs as soon as a search is open on AP Online Recruit. Completion of the survey will be required before departments can submit a Search Report. Search Committee Chairs must click on the light orange-colored banner labeled, "Committee Chair Survey: Survey not started," which can be found in the top right corner of each Recruit page within the applicable senate recruitment. Only the Committee Chair is able to open, view, and respond to the survey as the committee's representative. Completion should take approximately 10 minutes or less. For more information, go to the OARS web page.

Mark Your Calendar! Deadline for Recruitment Reports 12/16/2020

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 our campus constituents.
Recruitment reports submitted by 5:00pm on 12/16/2020 will be reviewed.
Recruitment reports submitted after 12/16/20 will be reviewed after campus closure in January 2021.

HERConnect
Member Portal

HERC Webinar: Virtual Interviewing: The Good, the Bad, and the.... Best Practices

When: Nov 19, 2020 from 10:00 AM to 11:00 AM (PT)
The pandemic forced institutions to shift their entire interview process to virtual in just a few short weeks, requiring HR professionals, hiring managers, and search committees to adapt quickly. Join us for a panel discussion as higher education leaders share what they have learned in the process of going virtual. We will explore the benefits of virtual interviews, the challenges they present, and strategies being used to support both interviewers and candidates. Discussion topics will include:

• Preparing hiring managers and search committee members for virtual interviews
• Making the virtual interview process consistent and equitable for all candidates
• Reducing bias in virtual interviews and managing missing social cues on virtual platforms
• New virtual interviewing resources available to all HERC members

Participants will be invited to ask questions and share their best strategies for virtual interviewing.
REGISTER HERE

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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