

The Blue Rows are the tabs in AP Recruit		☒	Academic Recruitment search plan guidelines and checklist. Please follow the list below to create a compliant Search Plan
			INSTRUCTIONS
General Information	Name	☐	Type the title you want the posting to display (e.g., "Assistant Professor, Researcher, etc.")
	Job number	☐	This field is auto populated
	Home department	☐	Select correct department(s) from the drop-down list. Cross-listed searches should be listed in both departments
	Tags (optional)	☐	Select keywords from the drop-down tag list that describes the position (e.g., Writing, General, Operations Research, etc.)
	Salary control	☐	Indicate the FTE program or allocation associated with the search
	Search breath	☐	Select either 'Open Search' or 'Specialized/Target Search'
	Initial search allocation	☐	Select Relisted or Newly allocated
	Approved Search area	☐	List the area for which the FTE was approved (e.g., Medieval Studies, etc.)
Contact info	Faculty/staff	☐	Name and Email of the primary contact for internal users (not visible to applicants)
	Public Contact	☐	This name and email address are used when UC San Diego AP On-Line Recruit sends an email to: Applicants or References
	Help Contact	☐	The name and email address where inquiries from the "Contact Us" should be directed. You may also label this section as "Help"
	Recruitment Owner	☐	Name of the analyst working on the recruitment
Dates	Open Date	☐	Applicants can begin to apply on this date. Add 5-7 business days to go through the entire workflow approval
	Initial review date	☐	Applicants must submit their completed applications by this date to be considered. No search report can be created until this date has passed
	Final Date	☐	Applicants can no longer apply after this date
	Days open	☐	The length of time the recruitment is open
POSITION TAB			
	Job Location	☐	The City and State where the hire will work
	Salary Range(select the appropriate range) Non-Senate Search	☐	A reasonable salary range estimate for this position is \${INSERT}-\${INSERT}. The posted UC academic salary scales (https://www.ucop.edu/academic-personnel-programs/compensation/2022-23-academic-salary-scales.html) set the minimum pay determined by rank and/or step at appointment. See the following table for the salary scale for this position [INSERT URL FOR APPLICABLE SALARY SCALE TABLE] IF APPLICABLE, YOU MAY ADD: "Off-scale salaries", i.e., a salary that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions
	SOE/Senate Search	☐	A reasonable salary range estimate for this position is \${INSERT EXPECTED SALARY RANGE}-\${INSERT EXPECTED SALARY RANGE}. the posted UC Academic salary scales set the minimum pay as determined by rank and/or step at appointment. See the following table(s) for the salary scale(s) for this position [INSERT URL FOR APPLICABLE SALARY SCALE TABLE(S)]. The base salary range, from the salary table(s), for this position is \${INSERT BASE SALARY SCALE}-\${INSERT BASE SALARY SCALE}. "Off-scale salaries" and other components of pay, i.e., a salary that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions, qualifications, and experience. UCSD salary information can be found https://aps.ucsd.edu/compensation/apo-salary.htm
	Health Sciences Search	☐	The posted UC salary scales set the minimum pay at appointment as determined by appointment type and if applicable, rank and/or step. The base pay range for this position is \${INSERT}-\${INSERT}. Salary is negotiated annually. Additional compensation may be available if the position includes membership in the Health Sciences Compensation Plan. UC Salary information can be found here: [INSERT TABLE LINK AND TITLE FROM SALARY SCALE]
	Anticipated Start	☐	The approximate time the hired candidate would be expected to start the position
	Review Timeline	☐	When applicants can expect their applications to be reviewed by the committee
	Position Duration	☐	Expected appointment duration for the advertised position

Percentage of time	☐	Percentage of appointment the candidate will be appointed
Rank/Step	☐	The rank and step the recruitment is recruiting
Pool Recruitment	☐	Yes or no? (Non-Senate Only)
Title codes	☐	Select the appropriate title codes from the drop-down list
Senate Level	☐	Select Senate or Non-Senate or both
Availability Cohort	☐	Availability cohort will be determined by the titles entered
Position Title	☐	(i.e., Assistant Professor of History)
Senate recruitment can be posted as open rank		(i.e., Assistant, Associate or Full Professor) Each level will have its own titles, availability data, requirements, and segmented applicant pool
DESCRIPTION TAB		
Position Description	☐	The description appears to applicants on the apply page and the wording should be the same or similar to that used in all advertisements
References	☐	Select whether applicants will be required to provide references
Documents	☐	reference requirements can be configured on the Requirements tab. Levels can be added or removed until the search plan is approved
QUALIFICATIONS TAB		
Basic Qualifications	☐	Qualifications required at the time of application
Additional Qualifications	☐	Qualifications required at the start of employment
Preferred Qualifications	☐	Preferred, but not required, qualifications for the position)
DEMOGRAPHICS TAB		
Availability	☐	Select Field of Study for candidates available in each field of study identified
ADVERTISEMENTS TAB		
Planned search and recruitment efforts	☐	Describe all planned efforts to reach a broad and well qualified applicant pool, consistent with obligations as a Federal and State contractor
Actual search and recruitment efforts	☐	Enumerate all efforts taken to reach a broad and well-qualified applicant pool. If some of the planned efforts were not undertaken, please state what actions were taken instead, and explain why
Evidence of ads or outreach	☐	Proof that the advertisements ran and other forms of outreach were conducted
SELECTION PROCESS TAB		
Selection Criteria	☐	What are the prioritized criteria for selection
Selection plan	☐	How the search committee will evaluate the applicants and select the shortlist and finalist (screening process, interview procedures, role of the search committee, etc.)
Specialization format	☐	Enter all areas that applicants may pick as their specialization. Reviewers will be able to find applicants by their specializations
COMMITTEE TAB		
Core Committee	☐	At least 3 committee members are required. No recruitment approver can also be a search committee member
DOCUMENTATION TAB		
For FTE searches	☐	Please upload the approval email in the documents area. If the FTE approval is pending, do not submit until it is approved