As a federal government contractor, UC San Diego is obligated to adhere to record keeping regulations. Therefore, recordkeeping obligations extend beyond the Search Report. AP Recruit maintains documentation on the status of all the candidates, recruitment finalization, and search conclusion. This information is reported annually to the Office of Federal Contractor Compliance Programs.

**CONCLUDING RECRUITMENTS**

Searches must be concluded when:

- The department has decided to cancel the search for any reason.
- The search resulted in no viable candidates, and no applicants were selected for hire.
- All the hires for the search have been completed and the hire information has been entered.

**Before Concluding the Recruitment:**

**Step 1:** All candidates must have final statuses. Although there are many status options, UC San Diego only uses the following statuses at the conclusion of a search:

- **Hired, Withdrawn, Interviewed, Serious Consideration, Applied.**
- If a candidate’s status is at Proposed, their status must be updated from Proposed to either Withdrawn or Hired prior to concluding the recruitment.
  - When updating the status to Withdrawn, please ensure the ‘withdrawal documentation’ is uploaded.
  - When updating the status to Hired, additional information including the Appointment Start Date, UC Path 12-digit ID, and specific Title will need to be updated. Below is an image of the Hire Details that appear when updating the status. AP Recruit now gives the option to fill out hire information, if the UC Path 12-digit ID is not yet available.
Below is an example of the appropriate applicant statuses at the conclusion phase.

- If a candidate MUST be left at Proposed, choose one of the following updates:
  - Leave at Proposed and provide Disposition Comment: Applicant was the proposed alternative but did not move forward to Hired.
  - Leave at Proposed and provide Disposition Comment: The department did not have any additional funding to proceed with providing an offer.

**Step 2**: All candidates should have a final disposition reason and/or comment.

  - All indications still under consideration, alternate for the position, etc. will need to be removed.
Any disposition comments referencing continued assessment of a candidate will need to be updated to reflect the final outcome for the candidate's application. Disposition Comments such as ‘still under consideration,’ or ‘pending further assessment’ need to be updated to reflect the final De/Selection statement.

**Step 3:** The search outcome must be provided by selecting from the list of outcomes shown in the images below:
Step 4: When all of the above is completed, select “Conclude Recruitment” to conclude.

Once the search is concluded, the recruitment record is closed and completed.

Below demonstrates how a concluded recruitment should appear in AP Recruit.

### Search outcome

When the search is complete, let us know how it went.

**Candidates hired:** One or more applicants were appointed

### Proposed candidates

These applicants have been put forward as potential hires, and should reach final statuses before this recruitment can be concluded. Update all candidates to **Hired**, **Declined offer**, **Campus declined to make offer**, **Withdrawn after proposed candidate**, or **Declined soft offer after proposed candidate**.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Status</th>
<th>Appointment start date</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Mead</td>
<td>Hired</td>
<td>Aug 1, 2022</td>
<td>11111111</td>
</tr>
</tbody>
</table>

### Recruitment closing

The applicant pool was closed on Feb 1, 2024 at 11:59pm when the close date passed

### Recruitment conclusion

The recruitment was concluded on May 6, 2024 by MATTHEW HOEG. [Reopen recruitment](#)