SEARCH REPORT REFERENCE GUIDE

A Search Report summarizes the recruitment to the approvers and documents the selected candidate(s) chosen for the position.

A SEARCH REPORT INCLUDES:

☑ The Search Plan
☑ Outreach documentation
☑ Verification of consistent and compliant applicant dispositioning
☑ Verification of proposed offer information
☑ The selected candidate(s) application materials

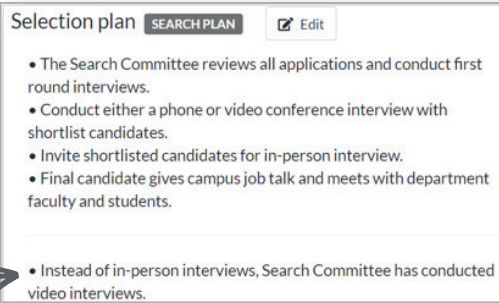**Once approved, the department has permission to offer terms of employment.**

AMENDMENT TO THE SELECTION PLAN

At this stage in the recruitment, it is important to document any changes to the selection plan, if there are any. Changes can be made at the department's discretion, but there are stipulations.
These stipulations are that all changes:
- Must be documented
- Applied to all considered applicants
- Consistent for the remainder of the search
- Relevant to the position

To make this amendment, departments must add an addendum to the selection plan and **not** remove items from this area.
See an example in the image below.

Selection plan **SEARCH PLAN** ☑ Edit

- The Search Committee reviews all applications and conduct first round interviews.
- Conduct either a phone or video conference interview with shortlist candidates.
- Invite shortlisted candidates for in-person interview.
- Final candidate gives campus job talk and meets with department faculty and students.

- Instead of in-person interviews, Search Committee has conducted video interviews.

ADDITIONAL OUTREACH

If OARS or any report approvers request additional outreach to be conducted at the Shortlist Report stage, **the additional outreach must be documented**.
This means:
- Adding the list of the additional outreach to the actual search efforts list
- Uploading the corresponding tear sheets

Failure to complete the requested additional outreach will delay the approval of the Search Report.
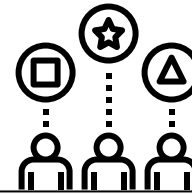
UPDATING APPLICANT STATUS

As the Search Report reflects more de-selected and selected candidates who progressed further in the selection process, there are more requirements for dispositioning.

Breakdown of Applicant Status at the Search Report stage:

APPLICANT STATUS	DESCRIPTION	DISPOSITION
Applied	• has the required documentation • meets the basic qualifications • is not moving forward in the process	This candidate **will need a disposition reason** based on the Selection Criteria. Tip: Use as many Disposition Reasons as apply. Too many applicants with the same Disposition Reason raise a red flag to an auditor, and it seems that they were not evaluated properly.
Serious Consideration	• has the required documentation • meets the basic qualifications • is no longer moving forward	This candidate **will need a disposition reason and brief comment** as to why they are not moving on to interview, based on the Selection Criteria. Tip: If still under consideration, departments will need to state that the applicant is still under consideration and explain why.
Interviewed	The applicant has been interviewed but is not going to be proposed	Applicants **will need a disposition reason and comment** on why they were not hired based on the Selection Criteria. Tip: As these candidates have moved further in the selection process, these de-selection statements need to be longer and more detailed than the serious consideration candidates. Tip: If still under consideration, departments will need to have a Disposition Comment on why the candidate is still under consideration.
Proposed	The applicant is recommended for the appointment	• This candidate **will not need a disposition reason** • Analysts will need to provide a **Selection Statement** based on the Selection Criteria.
Withdrawn	The applicant has withdrawn themselves from consideration	• Applicants **will need a disposition reason and comment** providing specific information as to why the candidate withdrew • Analysts will need to **upload withdrawal documentation** (notification from the applicant they are withdrawing) to the recruitment Documentation tab.

Breakdown of Applicant Status at the Search Report stage:

For quick reference, please see the Search Report Candidate Matrix below.

☐	Applicant	Highest degree	Status	Disposition reasons	Disposition comment
☐	D'Amore, Retta 🔵🔵🔵🔵🔵🟠🔵 ≣ Log ☁ Download	Doctorate in Biological Science Community College of the Air Force 2021-11-01 11:44:55 -0700	Proposed candidate ❓ by MATTHEW HOEG Feb 2, 2024 2:40pm	Other, please specify	MATTHEW HOEG Provide a Selection statement focused on Selection Criteria.
☐	Legros, Cornell 🔵🔵🔵🔵🔵🟠🔵 ≣ Log ☁ Download	Ph.D. in Applied Science (Psychology) University of Alabama System office 2021-11-01 11:44:38 -0700	Withdrawn after recommend for interview ❓ by MATTHEW HOEG Feb 2, 2024 2:42pm	Other, please specify	MATTHEW HOEG Provide specific information on why candidate withdrew
☐	Mann, Hong 🔵🔵🔵🔵🔵🟠🔵 ≣ Log ☁ Download	Doctorate in Biomedical Science University of Alabama System office 2021-11-01 11:44:22 -0700	Interviewed ❓ by MATTHEW HOEG Feb 2, 2024 2:41pm	Select as many reasons as apply according to selection criteria	MATTHEW HOEG Provide a Selection statement focused on Selection Criteria.
☐	Casper, Porter 🔵🔵🔵🔵🔵🟠🔵 ≣ Log ☁ Download	PhD in Biomedical Science University of Alabama at Birmingham 2021-11-01 11:45:08 -0700	Serious consideration ❓ by MATTHEW HOEG Feb 2, 2024 2:41pm	Select as many reasons as apply according to selection criteria	MATTHEW HOEG Provide a De-Selection statement focused on Selection Criteria.
☐	Ratke, Viviana 🔵🔵🔵🔵🔵🟠🔵 ≣ Log ☁ Download	Doctorate Alabama A & M University 2021-11-01 11:44:29 -0700	Applied ❓ by applicant	Select as many reasons as apply according to selection criteria	MATTHEW HOEG No statement needed (If there are limited candidates, then a De-Selection Criteria can be added based on Selection Criteria).

ENTERING PROPOSED OFFER INFORMATION

Once an applicant's status changes to proposed, there is a place to enter the proposed offer information. Proposed offer information contains:
- Title and department are pre-populated by what was entered at the Search Plan stage
- Appointment start date
- Appointment percentage
  - Recruit also supports multiple entries for appointments and start dates if there is a split appointment.

Below is an example of a proposed offer information entered correctly.

Proposed offer

Appointment 1   ❌ Remove

* Department

[MEDICINE / School of Medicine   ▾]

* Title

[001732: HS ASST CLIN PROF-HCOMP   ▾]

Step   Percent time

[2]   [100.0]   [%]

Anticipated start date   Discipline

[Oct 1, 2022]   📅   [Medicine]

➕ Add another appointment

[Update status] Cancel

DISPOSITION REASONS

The disposition reasons page identifies if there are any missing disposition reasons within a review window. Analysts should double check this page prior to submitting any report.

SUBMISSION FOR APPROVAL

The department analyst generates the Search Report, changes the name to the last name of the candidate(s) getting hired, and submits it for approval before any applicants are invited to an interview.

- The approval workflow will be the same as the Search Plan workflow.
- **Once the dean approves, the department can proceed to make an offer.**
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