

UC San Diego Academic Recruitment Search Report and Conclusion

Welcome to the fourth installment of training for academic recruitment. In this training we will discuss the best practices for completing well-crafted recruitments.

This module will outline the importance of finalizing applicant management to ultimately propose a final candidate or candidates for hire. The module will cover the selection process inclusive of Status updates, Dispositioning with Selection and Deselection statements. The module will also cover the Approval Submission Process and ultimately how to conclude the search.

For this training, at the end of each section, there will be quiz questions to complete before moving to the next slide.

Please click on the next tab to walk through what information is necessary to complete each section.

As outlined in module three, this visual aid is the flow of applicant management with multiple review dates. Applicant Management Continues throughout Every Review Window. For full searches, the necessary shortlists are submitted and approved before the creation of search reports. Please make sure to complete the entire process for each review window in order to submit your search report(s) with all necessary deliverables expected- specifically when it comes to updating candidate statuses.

For every search report that you submit, each applicant who has completed their applications within a particular review window **MUST** have been assessed, and their statuses updated. This will be a time stamp which reflects where candidates are at the time of the search report being generated. Each review window should stand on its own.

Please take a moment to review the information provided on the image.

All candidates approved on a shortlist within a particular review window as Recommend for Interview should have been interviewed and their status must be updated to either Interviewed or proposed candidate when preparing a search report for a full recruitment. If candidates at applied or seriously considered are not moving forward, they can remain at those statuses.

At the search report phase of the recruitment, candidates should be at Applied, Seriously Considered, Interviewed, or Proposed Candidate but not recommend for interview.

Candidates will not have a Hired status if it's the first search report but might if there were previously approved search reports.

Disposition reasons are needed for anyone in the pool of applicants, whether they are at Applied, Serious Consideration, Interviewed, or Proposed. The drop-down menu of Disposition Reasons includes an 'Other' Option, which will require a disposition comment.

The next section will discuss how disposition comments should be written to clarify the selection and deselection process.

For now, please take a moment to review the chart and understand which statuses are applicable at the search report phase and if disposition reasons and comments are required for each status.

The Disposition reasons, and if need be, a disposition comment, justify why a candidate is designated as Serious Considered, Interviewed, or Proposed according to the selection criteria.

Please take a moment to review the information provided on the image.

Now that we have discussed which candidates need disposition reasons and comments, let's discuss what the disposition comments should state.

The committee must provide written explanations of why the candidate is being moved forward or staying at their listed status. These are titled disposition comments, and these are needed for all applicants that are past the status of "applied."

Candidate disposition comments must be based on the established selection criteria and explain why a candidate is being selected or not selected to move forward in the process.

Selection statements describe why someone was marked as Proposed by succinctly stating the successes of the application and/or interview according to the selection criteria.

De-selection statements describe why someone was not selected after their interview or if they were listed at serious consideration. The disposition comment will succinctly state the shortcomings of the application and/or interview according to the selection criteria.

Please take a moment to review the information provided on the image.

For this slide and the one that follows, a chart of exemplars will demonstrate three things.

The first column will demonstrate a disposition comment that is non-compliant. Candidates will need to be re assessed if the committee has indicated something in the first column.

Therefore, the second column will demonstrate a compliant disposition comment for a candidate who was not selected to move forward after reassessment.

The third column shows disposition comments that affirm why a candidate was chosen to move forward to interview or propose after reassessment.

Please take a moment to review the chart and understand how to ensure disposition selection or deselection comments that are compliant.

Remember that in each of the two right columns, there is no mention of how a candidate stacks up compared to other applicants, there is no discussion on concerns about their POTENTIAL ability to attract funding, their POTENTIAL to contribute to diversity, or their POTENTIAL research.

Things that have not occurred yet, such as future funding, future research, or future collaborations cannot have an impact on an applicant's status. Only their qualifications, or lack thereof, should be the basis of their success or failure in a recruitment.

Please take a moment to review the chart and understand how to ensure disposition selection or deselection comments are compliant and answer the quiz questions on this topic after clicking the next icon.

Before submitting your search report, remember that this is the last place in the recruitment process that documentation and all necessary compliance components can be added before submitting your report for review and approval. Be sure to upload your evidence of advertisements for all outreach that you have done, provide any documentation that is necessary to demonstrate transparency, along with any withdrawals, and disposition all applicant or candidates up to the most recent review window.

Please take a moment to review what you have learned and answer the quiz questions on this topic after clicking the next icon.

So, what happens after the Search report is approved? While the appointment process may not be administered on Recruit, the information pertaining to the candidate's progression to employment at the university still needs to be documented throughout the process for recordkeeping purposes. The records are reported to the federal government on an annual basis. In the event of an audit, these records should sufficiently demonstrate good faith, equal opportunity, and transparency.

Once an applicant's status changes to hired, there is a place to enter proposed offer information. The title and department are pre-populated by what was entered at the Search Plan stage. Please also enter the anticipated start date and percentage. Recruit also supports multiple entries for appointments and start dates.

If a candidate declines the offer, they need to have their status changed to "declined offer" and a reason for the decline provided.

Once the candidate is hired, after they have been entered into UC Path, please enter their 12-digit UC Path number with the official start date.

If departments collaborated on cross-listed recruitments or a joint or split appointment, affiliate departments can all be entered at the proposed offer information.

Search conclusion is important to complete the recruitment record.

Searches can be concluded when:

- The recruitment is cancelled.

- No candidate was hired or proposed.

- And All hires for the recruitment have been entered.

To conclude the recruitment, fill out the search outcome and select conclude recruitment. At the end of every recruitment year, OARS audits all recruitments for completion and accuracy. It is much easier to manage the process as the recruitments finish, instead of waiting to the very end. This also completes the recruitment recordkeeping required by the OFCCP for that recruitment.

Congratulations! You have now walked through what is needed for consistent applicant management and the search report. It's important to keep in mind that there are slight nuances for recruitments for Abbreviated and Joint Searches. Additionally, as processes and legal obligations continue to evolve, there may be additional updates on the OARS website. Before completing the training, you will need to go to the OARS website by clicking the web icon. Once you finish reading the Search Report process for the full recruitment, please return to the training and click the next button to proceed to finalize the quiz.