

UC San Diego Academic Recruitment: Applicant Management

Welcome to the third module in the AP Recruit Training Series.

This module will focus on Applicant Management at the Shortlist Phase of the Recruitment process.

This module will outline the importance of each of the following tabs on AP Recruit at this stage for your understanding: the Qualifications, Diversity, Advertisements, Selection Process, the Documentation, and Approval Submission Process.

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.

After the initial review date, the applicants must be assessed based on whether they meet the Qualifications or not.

As discussed in the previous module on search plans, Basic Qualifications are always required at the time of application for further consideration.

Additional Qualifications are required at the time of start. This means that applicants will have time to complete the Additional Qualifications before their start date.

Preferred Qualifications are qualifications that are not required but are highly desirable. Please note that applicants cannot be considered as “Does Not Meet Basic Qualifications” if they do not have the Preferred Qualifications.

Now you are ready to assess the applicants by going to the ‘Applicants’ page.

Applicants who have submitted all the required documents for their application will have the status of “Applied” and have a scale icon next to their name. These are the candidates that will need to be assessed on whether they meet the established Basic Qualifications for the recruitment by clicking “Meet” or “Does Not Meet”.

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

It is at this juncture that the department should review:

- The affirmative action goals?
- How effective was the outreach in acquiring a diverse pool of qualified candidates?
- Are additional outreach efforts needed?

If the applicant pool's breakdown is not reflective of the availability data and affirmative action goals, additional outreach should be done to demonstrate good faith efforts are being made to increase the diversity of the applicant pool.

If additional outreach is conducted, you should add an additional review date on the Details page.

When adding an additional review date, you will need to have already assessed all applicants who applied within the previous review window. The next review window will reflect all assessed applicants up to the last review window and new applicants. Additional review dates can be added up until the final review date.

If a shortlist report is being created after the final date of the recruitment, then the final date should be added as a review date and all applicants need to be assessed.

Once the recruitment reaches the final date, all applicants will need to be assessed.

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

Now is the time in the recruitment process to demonstrate that the outreach efforts on the recruitment plan have been implemented accordingly.

The Planned Search Efforts established by the committee will have been implemented and listed in the Actual Recruitment Efforts section. The ad evidence for all outreach efforts will then be uploaded to the Evidence of Advertisement Section. All of these sections should match.

If any of the Approved Planned Search Efforts were not executed, the department should upload the alternative outreach effort that was done to replace any missing efforts.

The ad evidence will need to be downloaded as it is posted.

It should therefore include:

- Publication Title (Print or Digital)
- The ad with the apply to link
- Posting Date
- Contacts (listservs, mailing list, interest groups, etc.)

The committee should provide any emails, professional network, newsletters, conference contacts, departmental social media etc., which advertised the position for the analyst to upload. When an email was sent out to a listserv or interest group, the full email should be provided with contact information.

When working with outreach sites such as Job Elephant, reach out directly to them to provide you with Tear sheets or ad evidence which demonstrate all the needed information.

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

Now that there is a pool of qualified applicants, use the established selection plan to follow the step-by-step process for reviewing the qualified applicants.

The next thing for you to do is to assess whether they move forward to serious consideration or recommend for interview or stay at Applied. The established selection criteria and selection process will guide how candidates' application materials are measured.

The Disposition Reasons are standard statements that can be accessed from a drop-down menu to reflect why an applicant will move forward or not. Applicants that are not moving forward stay at 'Applied' and will need a disposition reason that is based on the selection criteria and application materials.

Applicants moving forward should be dispositioned with the appropriate status, reason, and disposition comment. The status should reflect where the applicants are in the process. Disposition comments provide more detail on why the applicants are moving forward or not based on the selection criteria and application materials.

The applicant statuses that you will use for the shortlist are: Applied, Serious Consideration, Recommend for Interview or Withdrawn during your management of the applicants.

Candidates who withdraw their application status needs to reflect 'Withdrawn.' Please upload any emails or communications from the candidate regarding the withdrawal in the documentation section.

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

If this recruitment has multiple hires or multiple review windows you will assess and update applicant statuses and dispositions according to the review window that you establish. If the recruitment passes the final date, all applicants will need dispositioning.

- Disposition comments clarify the applicants' status in the given report and need to be updated throughout the recruitment process to explain why they have moved to their current status.

The committee will go through the review process of all candidates within a particular review date. Applicants who applied after the previous review date cannot be reviewed unless a new review date is added. Please review the diagram to understand what the committee will do at each review date.

Once everything is updated and finalized, the result should tell the story of how all applicants and candidates moved through the recruitment process to the very end.

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

If an applicant withdraws and the analyst needs to update their status, the evidence to demonstrate why they withdrew will need to be uploaded. Applicants can also withdraw their own application through the AP Recruit system in which case then no additional updates need to be made by the analyst. The reason why we document a withdrawal that is made by the analyst is because we want to demonstrate that the decision to withdraw was made by the applicant and not by the university.

Rubrics associated with the recruitment need to be uploaded.

Any additional documentation that is pertinent to the recruitment can also be uploaded.

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

The shortlist report can now be generated for review once all outreach evidence is uploaded and all candidates within the review window have been assessed based on their application materials against the selection criteria.

Be sure to confirm that the number of shortlisted candidates matches the number of candidates recommended for interview. If candidates are moved to recommend for Interview after the shortlist report is generated, they will not be included in the report. It is imperative that candidates are appropriately dispositioned with the appropriate status as this data is reported to the Office of Federal Contractor Compliance Programs to maintain our ability to receive federal funding.

The Department can then proceed with the interviews once the final reviewer approves the Shortlist Report.

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

Congratulations! You have now walked through what is needed for consistent applicant management and the shortlist report. It's important to keep in mind that there are slight nuances for Abbreviated and Joint Search Recruitments. 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 Shortlist Report process for the full recruitment, please return to the training and click the next button to proceed to finalize the quiz.