



All Department of Mathematics recruitment must be conducted using UCR’s AP Recruit System and MathJobs. [Affirmative Action Guideline One and Two](#) procedures must be followed while conducting the recruitment.

Workflow Overview

Step	System
Search Plan Preparation	AP Recruit
Recruitment Plan Approval	AP Recruit
Application and Review	MathJobs
Shortlist Creation	AP Recruit
Shortlist Approval	AP Recruit
Finalizing Appointment	Offline Process
Reporting	AP Recruit/MathJobs

1. **Prepare Search Plan in AP Recruit:** <https://aprecruit.ucr.edu/>
 - a. Follow the [Search Plan Checklist and User Guide](#) to enter the Search Plan in AP Recruit
 - i. Move to the Recruitments page by clicking **Recruitments** in the top menu bar
 - ii. Click the button, **Create New Recruitment Plan**
 - iii. Read the **Basic Overview** Page and click the **Next** button
 1. Enter **Information, Title Codes & Availability Data, Contact & Notes**
 - iv. **SAVE** the basic search plan information – click Save and Done when you have entered all the information and reviewed it for accuracy. The information may not be edited once the plan is approved and published.
 - b. Configure for Online Applicant Management
 - c. Enter the Search Plan Components
 - i. Diversity
 - ii. Advertisements
 - iii. Qualifications
 - iv. Selection process
 - v. Committee
 - vi. Documentation (as needed)
 - d. Submit the Search Plan for Approval
 - i. Click Submit Plan for approval after you provide all necessary and required information based on your search business practices and UCR policies. Search Plan Approvals are gathered using AP Recruit. **Once approved, DO NOT publish the recruitment.**



2. Applicant Management/Shortlist Approval

- a. Applications and required diversity survey questions will be solicited through MathJobs
- b. Follow the [Applicant Management User Guide](#) to manage applicants in AP Recruit
 - i. Applicant profiles are created in AP Recruit for seriously considered candidates; those who are recommended for interview.
(refer to the [Applicant Management User Guide](#) to “Manually Add An Applicant”)
*Note: Continually update the status of each applicant as they move through the shortlist process in AP Recruit.
- c. Diversity survey responses will be uploaded into AP Recruit in the Search Plan Documents Section under Documentation

The screenshot displays the 'Documentation' section of the AP Recruit system. On the left is a sidebar with navigation links: SEARCH INFO (Details, Diversity, Advertisements, Qualifications, Selection process, Committee), Documentation (Disposition reasons, Conclusion), and TOOLS (Delete recruitment). The main content area is titled 'Documentation' and contains three sections:

- Search plan documents:** Includes a 'SEARCH PLAN' button and an 'Upload' button. Below is a table with headers 'File' and 'Comment'. A message states: 'You haven't uploaded any search plan documents yet – [upload one now](#)'.
- Letters and memos:** Includes a 'SEARCH REPORT' button and an 'Upload' button. Below is a table with headers 'File' and 'Comment'. A message states: 'You haven't uploaded any letters and memos yet – [upload one now](#)'.
- Interview materials:** Includes a 'SEARCH REPORT' button and an 'Upload' button. Below is a table with headers 'File' and 'Comment'. A message states: 'Not sure what to upload? [Learn more about interview materials](#)'.

- d. Submit a Shortlist Report for approval
 - i. Click Submit Report for approval after you provide all necessary and required information based on your search business practices and UCR policies. Shortlist Report Approvals are gathered using AP Recruit.



3. Search Report and Closing the Recruitment

- a. Affirmative Action Compliance Report and Applicant Status codes
 - i. An applicant grid template (compliance report) must be imported to AP Recruit and uploaded in the Search Plan Documents Section under Documentation
 1. The applicant grid (compliance report) must include all applicants and the following fields:
 - a. Applicant Name
 - b. Applicant Email
 - c. Status
 - d. Disposition Reason(s) – [*UCR Applicant Status Codes and Guidelines*](#)
 - e. Applied On Date
- b. Follow the [Search Report Guidelines](#)

For questions or more information, send an email to aprecruit@ucr.edu and affirmativeaction@ucr.edu.