DOCUMENT OVERVIEW

This document covers the following UCR Workarounds or Gap Resolutions for the UCR AP Recruit Pilot Launch in the 2014-2015 Academic Year.

- Pooled Recruitment Guidelines
- Best Practices for Managing Approvals for Approvers
- Posting Open Rank Recruitments in AP Recruit
- Printing Compliance Reports and Requesting a Short List Review (Math Department Only)
- Ranking Candidates within AP Recruit
- Cross Listed Recruitments
- External Reviewers and Student Reviewers (Not in PPS)
- Adding Notation Of Additional Reference Letters “Beyond The Max” In APRecruit

Departmental analysts and Search Committee Members should send questions about these UCR Workarounds to your College/School/Organizational AP Recruit Subject Matter Expect (SME).

College/School/Organizational AP Recruit SME’s should send questions about these workarounds to aprecruit@ucr.edu.

POOLED RECRUITMENT GUIDELINES

A pooled recruitment may be conducted to recruit for multiple positions within a single title series in a department or college/school. A pooled recruitment allows a college/school to secure an extensive pool of diverse applicants with a range of specialties from which to choose from in a short period of time. Pooled recruitments may be useful to fill several similar temporary positions or where need fluctuates from quarter to quarter based on enrollment or funding. A pooled recruitment may span up to one year requiring annual renewal.

Pooled recruitment guidelines are posted to the AP Recruit Information site here.

BEST PRACTICES FOR MANAGING APPROVALS FOR APPROVERS

Effective 9/8/14, AP Recruit sends email notification approval requests to those named as approvers on Search Plans, Diversity Reports (Shortlist), and Search Reports.

The AP Recruit System is frequently updated with enhanced features. Current Guidelines and Best Practices for Managing Approvals in AP Recruit for Approvers are posted to the AP Recruit Information site here.

Please note that AP Recruit does not currently provide a repository of approved recruitment plans/reports for Approvers. However, the link to the Search Document is always active in the email sent to the approvers should access to approved plans/reports be needed after the final approval.
AP RECRUIT SYSTEM IMPLEMENTATION
PILOT DEPLOYMENT 13-14 AY
UCR WORKAROUNDS (GAP RESOLUTIONS)

Last Updated 2.2.15

POSTING OPEN RANK RECRUITMENTS IN AP RECRUIT

AP Recruit does not have a field that allows applicants to declare their rank when applying for Open Rank Positions.

Departments will need to create two search plans and submit for approval in order to be able to create two recruitments in AP Recruit. One recruitment for Non-Tenured applicants and a second recruitment for Tenured Applicants. This process is required for OFSAA statistical analysis of the applicant pool.

- Follow the current campus procedure for obtaining an approved recruitment plan.
- Your ad should include either a general link to http://aprecruit.ucr.edu or two separate links to each recruitment in AP Recruit.
  - For example, if the title of your approved recruitment plan is OPEN RANK FACULTY POSITION IN SCHOOL PSYCHOLOGY
  - You will enter two Recruitments in AP Recruit
    - (1) FACULTY POSITION IN SCHOOL PSYCHOLOGY - Assistant Professor
    - (2) FACULTY POSITION IN SCHOOL PSYCHOLOGY - Associate/Full Prof
    - Each recruitment in AP Recruit will have a separate Job Number (JP#)
    - A link to both AP Recruit Job Numbers may be entered into the Job Ad OR
    - A general link to the http://aprecruit.ucr.edu site may be included with a note to send applicants to the appropriate recruitment for their level of experience.
PRINTING COMPLIANCE REPORTS AND REQUESTING A SHORT LIST REVIEW (Math Department Only)

OFSAAA Compliance reports will be generated from AP Recruit. AP Recruit Fields will be downloaded to generate the AP Recruit version of the Compliance Report.

- The Recruit Analyst, Search Committee Chair, Search Committee Editor may download fields to generate the AP Recruit Compliance Report. The following 9 fields should be downloaded:
  - Flags (De-selection codes for UCR)
  - Firstname
  - LastName
  - Status
  - Survey Taken
  - Applied on
  - Completed On
  - References
  - Email

- A header and footer should be added to the compliance report as shown on the sample below.
  - **APRecruitComplianceReport.xls**

Click on Change Columns
Select and check the fields.
Click Save Changes

Click Download this Data
• REQUESTING A SHORT LIST REVIEW (Math Department Only)
  o After the short list is determined in AP Recruit and prior to contacting applicants, your department should.
    ▪ Download the fields to generate the Affirmative Action (AA) Compliance Report from AP Recruit, and make any necessary changes it needs to ensure its accuracy
    ▪ Obtain from your Equity Advisor the AP Recruit derived Diversity Report (formerly the summary of recruitment statistics). The Equity Advisor should provide only the aggregated data to the department and search committee members.
    ▪ Send the two reports (AA Compliance Report & Diversity Report) to OFSAA via email with a request for short list review.

RANKING CANDIDATES WITHIN APRECRUIT

AP Recruit does not provide a way to rank candidates from within the system.

• The AP Recruit Campus Workgroup (CWG) recommends that rankings are added to the reviewer COMMENTS or FLAG field.
• The comments and flag columns are downloadable. The department analyst can manipulate the spreadsheet as needed per the ORG business process to assist with ranking the candidates for their ORG.
• Departments will have to determine the best internal process for ranking candidates.
• Please contact your College/School/Organization AP Recruit Subject Matter Expert (SME) regarding your organization’s process for entering ranking candidates.
Enter comments or Flags under Committee Comments and Flags

Comments will be displayed under the Reviewers Comments column
CROSS LISTED RECRUITMENTS

If you have a recruitment that is listed among two or more departments, you will need to follow the instructions below to have the recruitment cross listed for both departments.

- The main advantage to cross-listing recruitments is how it is presented to the applicants. On the main /apply page, the recruitment will be listed several times on that page, under each department. And, when the applicant clicks the "apply" link, all the departments will be listed on the screen.
- Cross Listing within the same Org may be completed by the College Recruit Analyst or by a Recruit Analyst with access to each Department.
  - Refer to page 27 of the AP Recruit user Guide for instructions on how to crosslist a recruitment for departments where you have access.
- If you wish to Cross List a Recruitment in different Orgs.
  - Send the information to aprecruit@ucr.edu once the recruitment is created.
  - Send the JPF#.
  - Provide the names of the department(s) to cross-list
  - APO will complete the crosslisting outside of your ORGs and you will be sent notification of the crosslisting within 24 hours.

EXTERNAL REVIEWERS AND STUDENT REVIEWERS (NOT IN PPS)

EXTERNAL REVIEWERS

When external (non-UCR) reviewers are a part of a search committee, the process below will need to be followed before you are able to give them access to AP Recruit.

- Please be informed that Search Committee Members are required to complete online training once annually in the 2013-2014 AY prior to gaining access to the AP Recruit System. This requirement applies ONLY to Search Committee Members that are listed on the Recruitment Plan including those that are External Reviewers.
- APO will send an email to Search Committee Members with a link to the Search Committee Online Training form. Please send the email address of all external reviewers to aprecruit@ucr.edu so that we may send external reviewers instructions regarding online training.
- In addition, All UC Riverside Faculty, Staff, Student and External Search Committee Reviewers must have a UCR NetID to access AP Recruit.
- If there is an external reviewer on your search committee, you will need to request an affiliate account and netid for the external reviewer via C&C. The instructions may be accessed via the link below.
  - http://cnc.ucr.edu/edir/affiliateacc.html
  - Turnaround time for creation of the netid is approximately 48 to 72 hours.
Once the NetID is created, the NetID will be available in AP Recruit the next business day after 9:00am.

If you encounter any issues locating the NetId in AP Recruit, please email aprecruit@ucr.edu.

STUDENT REVIEWERS (NOT IN PPS)

- Student Reviewers who are not in the Payroll System (PPS) will not have their netid automatically displayed in AP Recruit.
- Please send an email to aprecruit@ucr.edu with the student employee’s netid and email address to have student reviewers who are not visible in AP Recruit added manually to the system.
- APO will send the student an email to complete the online training and coordinate with C&C to complete this task. Please allows 48-72 hours for completion.
ADDING NOTATION OF ADDITIONAL REFERENCE LETTERS “BEYOND THE MAX” IN APRECRUIT

Once the maximum number of reference letters have been added to an applicant’s record in AP Recruit, the recruit analyst is unable to upload additional letters received beyond the maximum setting in the recruitment. For instance, if a recruitment is configured to accept 3 to 5 reference letters, the system will no longer allow solicitation of letters or upload of letters from within the system once 5 reference letters are uploaded. The following workaround is available (This is a temporary solution while we request for an improvement from UCI.)

1.) Unlock the recruitment and add an additional optional document. Do not notify applicants.
   a. Choose a descriptive document name such as “Referee Letters sent to department”.
   b. Add an optional comment or Description such as “These are reference letters that are sent to and uploaded by the department.”

![Unlock to add an optional document](image-url)
2.) Chose Manage Applicant and view the Documents and References.
   a. Access the Documents and References section
   b. Click Upload under the Optional document
   c. Check the box “Document received outside of UC Recruit application”. Please note that you do NOT need to actually upload a letter in this space. A placeholder.txt file will be displayed in place of any actual letter.
      i. Fill out the description to let the search committee know where to find the application material (ex. “2 Referee Letters located on iShare”)
      ii. Click Save
   1. Please note that the recruit analyst will need to create a separate repository outside of the system to store and display the additional referee letters. Once the maximum number of referee letters is reached for an applicant, the system will no longer allow solicitation of letters or upload of letters from within the system.
3.) Please note the following:
   a. The search committee members, recruit analyst and the applicant will see the following text document when downloading the file.
b. Recruit Analyst Beware: If a letter is uploaded and the box is not checked and a Referee letter is uploaded into the system, the applicant will be able to view the extramural letter. BE SURE TO CHECK THE BOX.

4.) Notes/Best Practices
   a. Once the maximum is reached, additional references may be solicited outside the system; it cannot be done within AP Recruit.
   b. We suggest that for future recruitments, include the number of references solicited by the department. For example, if 5 references are required from the candidate and another 5 from the department, the requirement should read 5-10. (This is a temporary solution while we request for an improvement from UCI.)