
Reference:  Affirmative Action Recruitment Guidelines
             Academic Hiring Toolkit
             AP Recruit User Guide

ALL searches/recruitments conducted inside AP Recruit (Guidelines 1 & 2 and others) are required to submit a Search Report for review and approval after the search is completed and before the search/recruitment is made inactive.

1. **Prepare Search Report in AP Recruit** – Before submitting your search report in AP Recruit, the following documents and data fields should be completed.
   a. Disposition Reasons for **ALL** qualified applicants
   b. Status for **ALL** shortlist and seriously considered applicants
      i. This should include the status of “Accepted offer” for successful searches
   c. Ad Evidences (Under Advertisements Tab)
   d. Selection Criteria (Under Selection Process Tab)
   e. Signed Appointment/Offer Letter (Under Documentation>Letters & Memos)
      i. The final candidate signed formal offer letter should be uploaded.
   f. Interview Materials (Under Documentation Tab)
   g. Compliance Reports
      i. For 13-14AY Recruitments, the Compliance reports were used for Shortlist Reviews
         (Upload under Documentation>Search Plan Documents)
      ii. For 14-15AY Recruitments, the Compliance Report is used for Pooled Recruitments
         (Upload under Documentation>Search Plan Documents)
   h. Actual Search and Recruitment Efforts

<table>
<thead>
<tr>
<th>DATA FIELD</th>
<th>EXAMPLE</th>
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</thead>
<tbody>
<tr>
<td>Ad Evidences</td>
<td>Proof of ad submissions e.g. receipts, screen shots, scanned copies from journals</td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>Criteria used for RANKING applicants</td>
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<tr>
<td>Selection Plan</td>
<td>Plan for selecting candidate e.g. interview schedule, required presentations</td>
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<tr>
<td>Letters &amp; Memos</td>
<td>SIGNED appointment letter</td>
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<tr>
<td>Interview Materials</td>
<td>1. Written Justification of the interview outcome for each candidate</td>
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<td></td>
<td>a. Interview Notes for each candidate from each search committee member* AND/OR</td>
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<td></td>
<td>b. Notes from faculty discussion regarding each interview candidate</td>
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<td>2. Itinerary for each interview candidate</td>
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</tbody>
</table>
1. Initial Search Outcome – indicate 1.) if any applicants are identified as proposed candidates 2.) the search is failed and there are no candidates 3.) the search is canceled.

2. Schedule for Submitting a Search Report
   a. 30 days after a search is completed a Search Report should be submitted for review and approval. A search is considered complete in APRecruit if one of the following occurs:
      i. A formal offer has been accepted by a proposed candidate
      ii. The search is unsuccessful and did not result in a hire (e.g. the proposed candidate declined the offer)
      iii. The search failed – the search did not result in any proposed candidates
      iv. The search was cancelled

3. Approval Authority – Search report routes to the following approval workflow
   a. Diversity Office
   b. Central AP Office
   An email notification will be sent from Central APO notifying the recruit analyst that final approval for the Search Report has been granted.

   *Additional Approvers can be added below the Diversity Role

4. Archiving the Recruitment – After the Search Report has been approved the recruitment should be made inactive in the system

5. Specifying the Hired Applicant – When the hired applicant is entered into the payroll system, the status for the chosen applicant should be changed from Accepted offer to Hired to indicate that the applicant has been entered into the payroll system in the searched title (The definition for hired applicant in AP Recruit has changed effective 9/30/14.).
   a. Please note that you may change the statuses of applicants in inactive recruitments.

Search Plans for the following Academic Year **WILL NOT** be approved until all previous years recruitments (14-15AY and later) have an approved Search Report on file and have been made inactive.

Send an email notification to affirmativeaction@ucr.edu and aprecruit@ucr.edu if you have questions regarding this process.