APRECRUIT SYSTEM IMPLEMENTATION
PILOT DEPLOYMENT 13-14 AY
UCR WORKAROUNDS (GAP RESOLUTIONS)

Last Updated 4.24.14

DOCUMENT OVERVIEW

This document covers the following UCR Workarounds or Gap Resolutions for the UCR AP Recruit Pilot Launch in the 2013-2014 Academic Year.

- Posting Open Rank Recruitments in AP Recruit
- Entering De-selection codes
- Printing Compliance Reports and Requesting a Short List Review
- Ranking Candidates within AP Recruit
- Cross Listed Recruitments
- External Reviewers
- 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 Expert (SME).

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

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.

Approved Recruitment plans for Open Rank Positions should be entered as two separate 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.
ENTERING DE-SELECTION CODES

AP Recruit does not have a specific field for entering de-selection codes. On the UCR campus, Flags will be used to store the de-selection codes in AP Recruit.

- In AP Recruit, Flags may be entered by the Recruit Analyst, Search Committee Chair, Editor or Search Committee Reviewer.
- The flag field is downloadable and it will allow for downloading the data for the compliance report from the AP Recruit system.
- APO recommends that one role be assigned per recruitment to enter the de-selection codes since flags can only be deleted from the system by the creator.
- Multiple de-selection codes are OK per the Office of Faculty and Staff Affirmative Action (OFSAA).
- The UCR OFSAA approved de-selection codes are located in the document below
  - Deselection codes for APRecruit
- Please contact your College/School/Organization AP Recruit Subject Matter Expert (SME) regarding your organization’s process for entering de-selection codes.
Enter de-selection codes in the Flag Field in the Committee Comments and Flags Section.

Click Add Flag

De-selection code is added to the flag field and is viewable and downloadable in the Applicant grid.
PRINTING COMPLIANCE REPORTS AND REQUESTING A SHORT LIST REVIEW

OF SAA 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.
  - APrecurtComplianceReport.xls

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

Click Download this Data
REQUESTING A SHORT LIST REVIEW
   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 field.
- The comments column is 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.
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. *(This workaround applies to all campuses.)*

- Please send the information to aprecruit@ucr.edu once the recruitment is created.
- Send us the JP# that is generated in AP Recruit so we get the correct recruitment.
- Tell us the names of the department(s) to cross-list.
- 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.
- APO will coordinate with UCI to display the recruitment for both departments and notify you when it is completed.
- The standard processing time upon receipt of the request is 48 – 72 hours.

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.
ADDING NOTATION OF ADDITIONAL REFERENCE LETTERS “BEYOND THE MAX” IN APRECRUIT

Once the maximum number of reference letters has 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.”
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.)*