

# AP Recruit [2014-2015]: UCR AP Recruit Fields in Search Plans and Search Reports

9/24/2014

	Section	Subsection	SPlan	SReport	Mandatory	Optional	Comments
	<b>Search Info</b>						
1	Details	General Information	•	•	•		
	Details	Description	•	•	•		Include: Long version of UCR's AA/EEO Tagline, Initial Review Date or For Best Consideration Date
	Details	Contact Information	•	•	•		
	Details	Dates	•	•	•		
	Details	Salary Control #	•				No longer needed per UCR's Workaround
	Details	Document Requirements	•	•	•		
	Details	Reference Requirements	•	•	•		
	Details	Internal Analyst Notes				•	
2	Diversity	Specialties & Benchmark Data	•		P		
	Diversity	Affirmative Action Goal	•		•		
	Diversity	Equity Advisor	•		P		
	Diversity	Equity Advisor Role	•				Field should be left blank
3	Advertisements	URL for Applicants			P		
	Advertisements	HERC Category	•		•		
	Advertisements	Ad Sources	•		•		
	Advertisements	Ad Evidence/Receipts		•	•		
	Advertisements	Planned Search & Recruitment Efforts	•		•		
	Advertisements	Ad Documents	•		•		Include Initial Review Date or For Best Consideration Date
	Advertisements	Search Sources			•		
4	Qualifications	Basic qualifications	•		•		

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5	Qualifications	Additional qualifications	•		•	
	Qualifications	Preferred qualifications	•		•	
5	Selection process	Selection criteria	•		•	
	Selection process	Selection plan	•		•	
6	Committee	Core Committee	•		•	Core Faculty Editor Role should be assigned to the AACO
	Committee	Additional Search Committee Members	•		•	
	Documentation	Letters & Memos		•	•	
	Documentation	Interview Materials		•	•	
	Documentation	Search Plan Documents	•		•	
<b>Applicants</b>						
	-	Disposition Reasons		•	•	
	-	Selected Candidate info & docs		•	•	
<b>Reports</b>						
	-	Actual Search & Recruitment Efforts		•	•	

P = Prepopulated Data