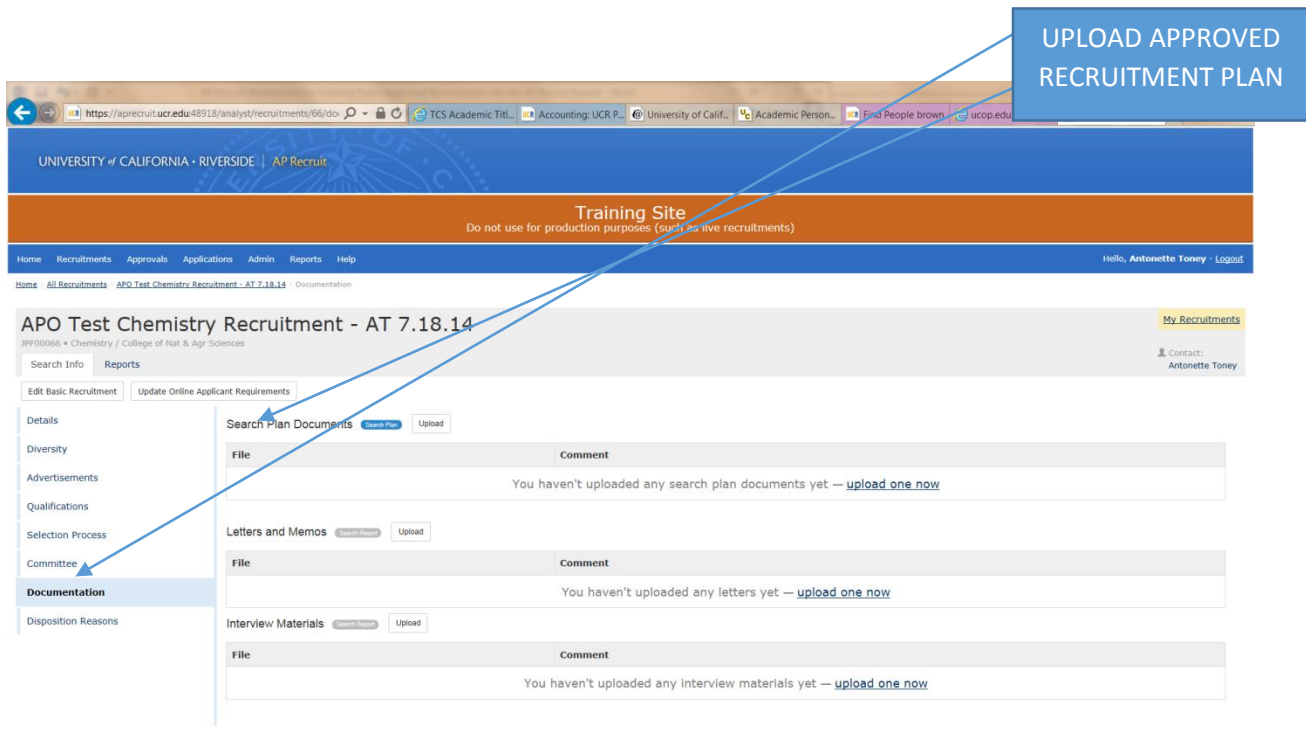
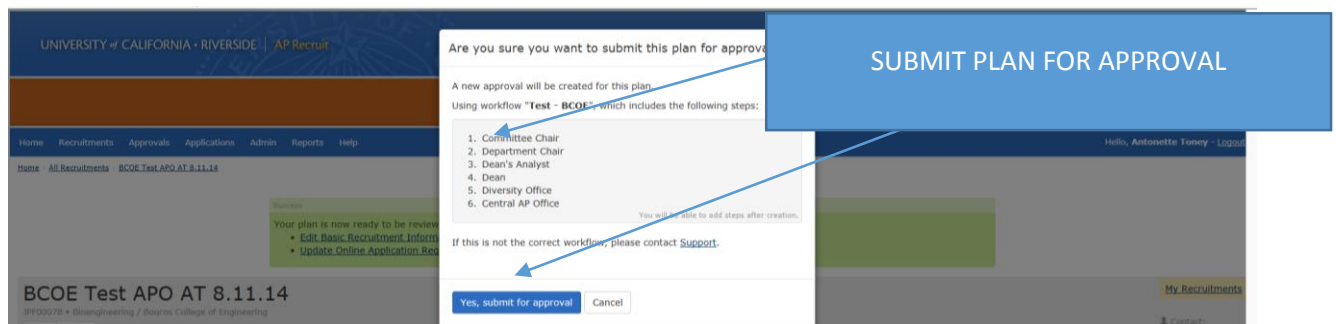


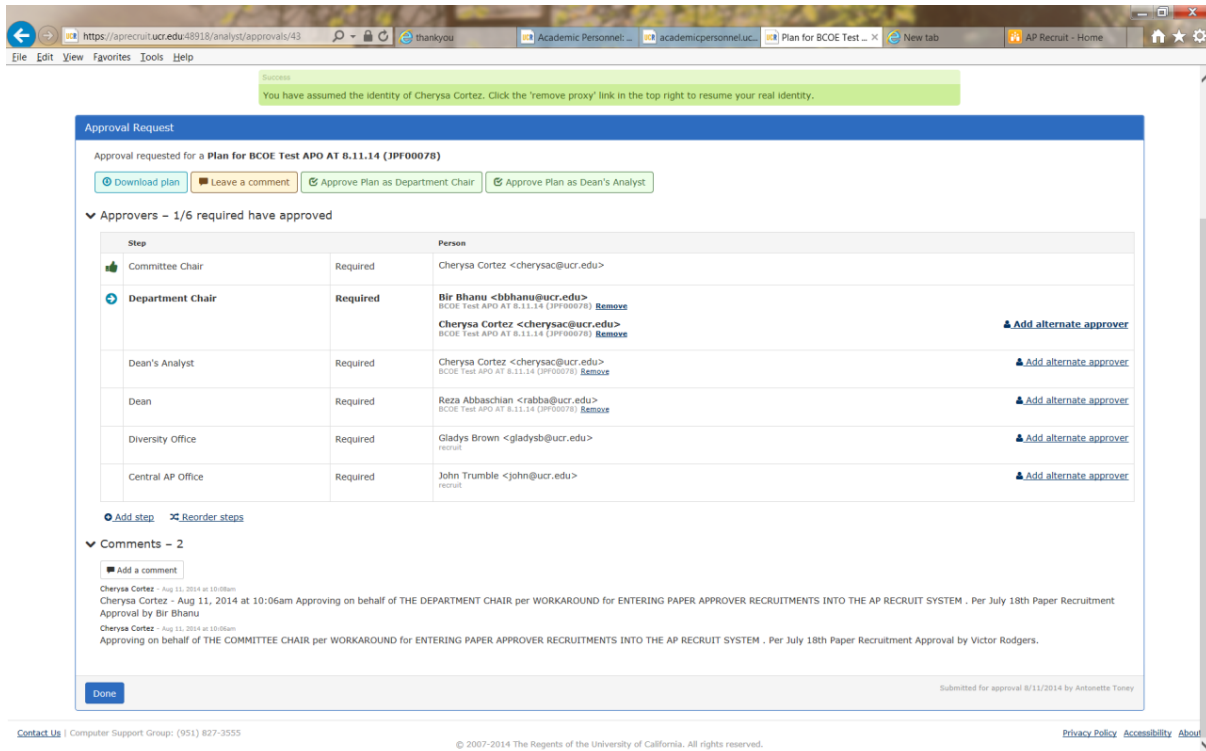
- 1.) If you received a Paper Approved recruitment plan for the 2014-2015AY prior to August 1, 2014, please follow the workaround below to enter your Recruitment in AP Recruit.
- 2.) **Create** a New Recruitment Plan in AP Recruit and follow the steps to create a basic recruitment. **Remember to enter the RP #, if available, (Recruitment Plan #) under the Salary Control # field.**
 - a. Please follow steps 1-2 on the [AP Recruit Recruitment/Search Plan Checklist for Recruit Analysts](#).
- 3.) **Configure** the Recruitment for Online Applicant Management
 - a. Please follow steps 3,4, and 5ii-vi on the [AP Recruit Recruitment/Search Plan Checklist for Recruit Analysts](#).
- 4.) **Upload** the Approved Recruitment Plan in the DOCUMENTATION section of the Recruitment under SEARCH PLAN DOCUMENTS



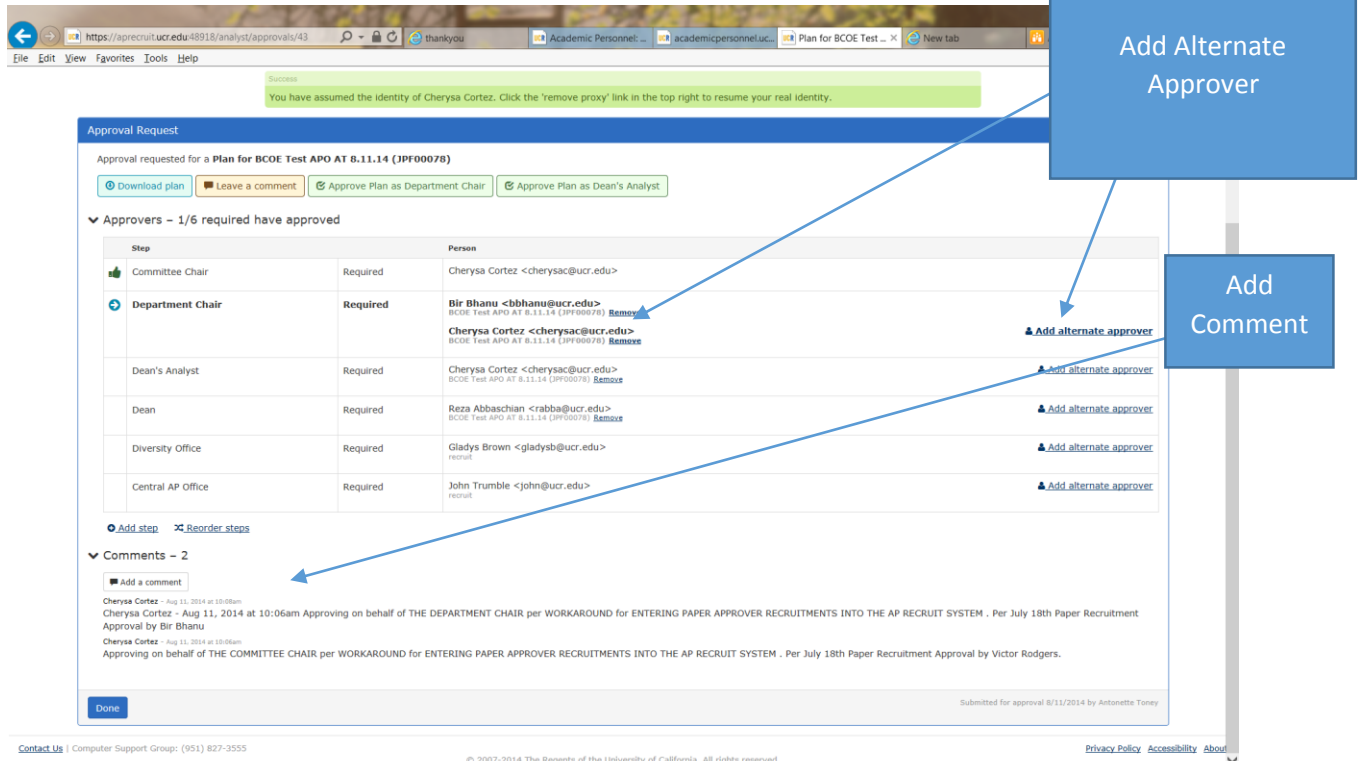
- 5.) **Submit** Plan for Approval (using your orgs approval workflow chain). When you click this button, a prepopulated workflow chain will be followed that includes the mandatory approvers for your Org and the Diversity Office and the Central AP Office.



a. You will see the persons in the specific roles populated for your ORG and the central offices.



b. Since the paper recruitment plan has already been approved, you do not need to ask the mandatory approvers in your ORG to approve this recruitment plan in the system again unless you feel a need to do so. For purposes of this workaround, you may enter CWG members or SME's as alternate approvers and enter a comment in AP Recruit indicating that the alternate approver is approving the recruitment plan for the WORKAROUND



6.)

- 7.) **Send** an email notification to aprecruit@ucr.edu and affirmativeaction@ucr.edu outside of AP Recruit once your approval chain is invoked notifying our respective offices that your approved Recruitment plan is ready for expedited re-approval. Your recruitment plan will be approved by someone in each respective office within 2 business days and you will be notified by email.

- 8.) **Publish** your Recruitment. Once your “*Paper*” Recruitment Plan is approved, it will be available for Publishing.
 - a. Please follow step 7 on the [AP Recruit Recruitment/Search Plan Checklist for Recruit Analysts](#).