

AP Recruit (14-15AY): Search Plan Approval and Notification Guidelines

Effective, 9/8/2014, AP Recruit provides system generated email notification to approvers. Approvers who are next in line in the workflow receive the email. For additional information refer to [Best Practices for Managing Approvals](#).

Responsibility and Oversight

1. **College/School/Org** – after the required departmental and organizational approvals have been received:
 - a. Recruit analysts must monitor their approvals. Click the Approval link on top of the Recruit window.
 - b. If 2 business days have passed after your Dean has approved the Search Plan and the system does not show that the Search Plan has been approved by OFSAA, then send an email to affirmativeaction@ucr.edu and include the following information in the email notification: JPF#, Plan Year, Rank/Position and Department. *[offline process]* .
 - c. If 2 additional business days have passed after OFSAA has approved the Search Plan and the system does not show that the Search Plan has been approved by the Vice Provost for Academic Personnel (VPAP), then send an email to aprecruit@ucr.edu and include the following information in the email notification: JPF#, Plan Year, Rank/Position and Department. *[offline process]*.
2. **OFSAA** (turnaround time is 2 business days; for exceptional requests, allow additional time)
 - a. The Search Plan is reviewed by OFSAA in AP Recruit.
Note: For questions or requests for additional information, OFSAA will leave a comment in AP Recruit and follow-up with an email notification *[offline process]* to the Recruit Analyst. Supporting documents and/or changes to the plan must be uploaded under the Documentation section of AP Recruit.
 - b. Once the Search Plan is approved by OFSAA, AP Recruit will send a system-generated email notification to VPAP.
3. **APO** (turnaround time is 2 business days¹; for exceptional requests, allow additional time)
 - a. The Search Plan is reviewed by the VPAP in AP Recruit.
 - b. Once the Search Plan is approved by VPAP, the APO Administrative Analyst will send an email notification to the Recruit Analyst with a copy to Kim Gentile (ISC), Cindy Williams (RPB), Lin Slocum (RPB), College/School/Org AP Director, affirmativeaction@ucr.edu, and aprecruit@ucr.edu *[offline process]*
Note: Notifications for approved Search Plan(s) will be sent daily (Monday-Friday excluding holidays) after 4pm. Recruit Analysts may also view approvals via AP Recruit at any time. Once your Search Plan receives final approval from the VPAP, you may publish your Recruitment Plan per the Open date.

¹ Note the Interim VPAP's office schedule: Tuesdays and Thursdays