This Search Plan Quick Guide is a supplement to the AP Recruit User Guide.

What You Need to Know Before You Start

The Analyst's Role

As Analysts, you create and manage the recruitments for your departments. Among the many tasks, you appoint roles to committee members, solicit approvals in order to publish the recruitment, assemble the advertising plans, view and manage the applicant files, and perform required reporting. You may assign editors to help you with certain aspects of the recruitment, but it is always assumed that you will oversee your editors and offer them the assistance they need from the training you have received.

This guide is designed for recruit analysts who already have experience using AP Recruit. This user guide will cover the Search Plan.

AP Recruit Log In

To access Recruit you must have a UCR NetID. If you have never activated your UCR NetID, instructions are available at http://cnc.ucr.edu/NetID/obtaining.html. You must also have an assigned role. For question or assistance regarding AP Recruit roles, please contact your College/School/Unit Recruit Analyst (http://cnc.ucr.edu/aprecruit/contacts.html) or the AP Recruit support team at aprecruit@ucr.edu.

UCR AP Recruit Home Page

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PART 1 – THE SEARCH PLAN CHECKLIST

Step 1: Enter and Create Search Plan (* denotes a required field)
- **a.** Move to the Recruitments page by clicking **Recruitments** in the top menu bar

- **b.** Click the button, **Create New Recruitment Plan** | Create New Recruitment Plan |
- **c.** Read the **Basic Overview** page and click the **Next** button
- **d.** Enter the following under **Information**
    - i. *Recruitment Name – the recruitment name should match the ad
    - ii. Description – this refers to the position description and is displayed to applicants; this description text will also be used when the recruitment is posted to HERC.org and InsideHigherEd.com. See the VPAP and PEVC Memo dated 3/20/15 for additional information that must be included in addition to the EEO tagline.
    - iii. Approved Search Area – this refers to the area for which the FTE was approved
    - iv. *Department – if this is a cross-listed position, contact support at aprecruit@ucr.edu with subject line: "Request for Cross-Listed Position"
    - v. Academic Year – this refers to the academic year that the search begins. This is system generated based on the date that the recruitment plan is created.
    - vi. Salary Control# – leave this blank (previously this was used to enter the RP#)
    - vii. Salary Range, Rank/Step, and Job Location – enter information if known
    - viii. *Applicant Submission Dates – there are 2 options: Open/Close/Final (OCF) and Initial Review Date (IRD).
        - ✓ OCF: this refers to a one-time search that will complete when the vacant spot is successfully filled.
        - ✓ IRD: this refers to a long-running search in which pools of applicants are collected and evaluated separately at different times. **Note: For this option once the**

recruitment is posted, the Initial Review Date cannot be changed —this is designed to keep the advertisement and submission dates in sync.

    ix.   *Search Information – includes Search Breadth and Initial Search

       ✓ Search Breadth: Choose whether this position advertised broadly or specifically targeted. Is this an open/general search or a targeted/specialized search? An example of a general search is a recruitment for the Department of Chemistry regardless of area of specialty. An example of a targeted search is a recruitment for a Biological Chemist whose research focuses on cell membranes.

       ✓ Initial Search: Is this position newly allocated or is it being re-listed from a previous academic year?

    x.   Optional Information Link: this refers to the URL (or web link) to the position or the college/school/unit employment website.

  e. Enter the **Title Codes and Specialties** – these are pre-selected field entries; user may select from a drop-down menu. **Note: After the Search Plan is approved, the title codes are no longer editable.**

  f. Enter **Contact and Notes** – under this section, enter the contact information for the recruitment. This provides the primary contact information for the recruitment and will be seen by applicant (with the exception of Internal Notes).

  g. Save Basic Search Plan Information – click Save and when you have entered all the information. The information cannot be edited, without OFSAA and APO approval, once the plan is approved and published.

*Mandatory AP Recruit fields

Step 2 – Configure for Online Applicant Management

Online Applicant Management Components

  a. Documents and References – enter the document and reference requirements for the recruitment. **Note: After an applicant has applied to this position, you cannot change reference requirements or required documents, but you may add optional documents if you need to collect additional data from applicants.**

  b. Email Settings – enter the "Help" email, and "From" email for applicants. Set-up the Reference Thank You email.

  c. Save the Online Applicant Management information. The information cannot be edited once the plan is approved and published.

Step 3 – Enter Search Plan Details and Components

Enter the Recruitment/Search Plan Components

   i.   Diversity

   ii.   Advertisements

  iii.   Qualifications

   iv.   Selection Process

   v.   Committee

   vi.   Documentation

vii.   Disposition Reasons

Step 4 – Submit the Search Plan for Approval

Click Submit Plan for approval after you provide all necessary and required information based on your search business practices and UCR policies.

An approval workflow has been created by the Recruit Administrator from APO (see sample, Figure 1).   If you do not see an approval workflow (see Figure 1), contact support at aprecruit@ucr.edu with the subject line: Request for Approval Workflow". If the approval workflow is inaccurate, click on "Cancel", do not submit for approval, and contact support at aprecruit@ucr.edu with the subject line: "Request for Correction on Approval Workflow". You may submit the plan for approval after the workflow has been corrected.

If the approval workflow is accurate, click on "Yes, Submit for Approval". You will still need to assign specific people to Department and College/School/Unit roles (see Figure 2).
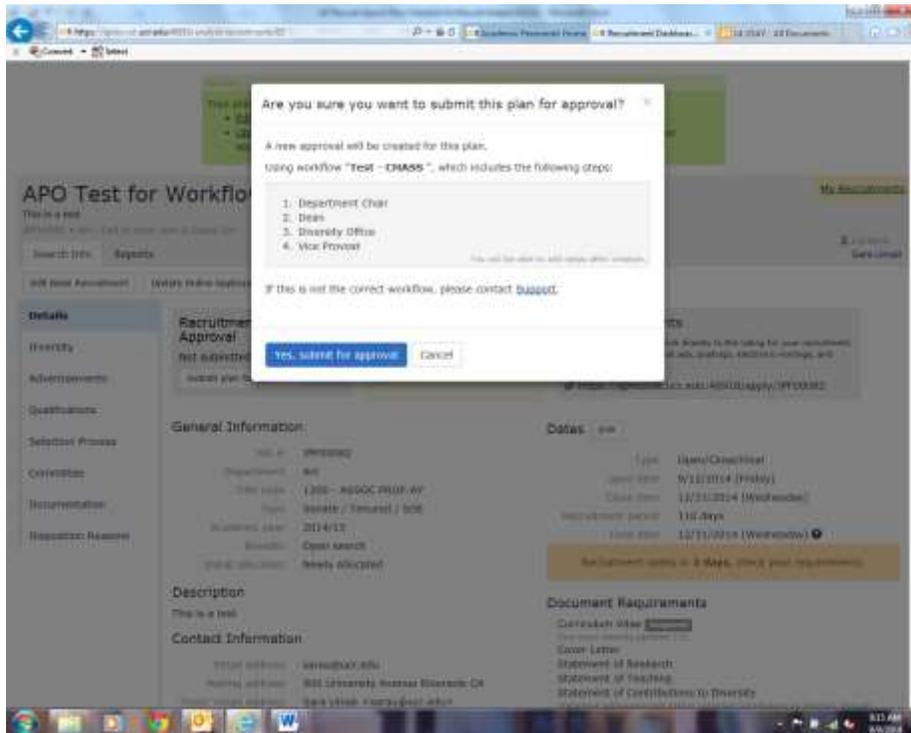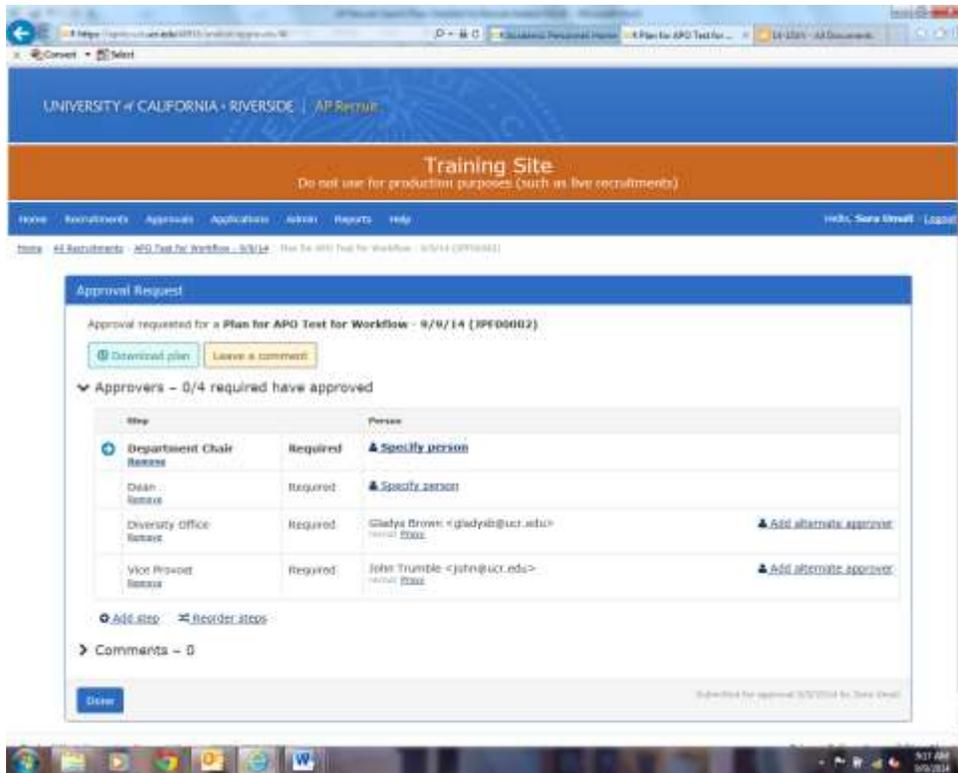

Figure 1 – Approval Workflow

Figure 2 – Role Assignments

Effective September 8, 2014, AP Recruit will send automated email notifications to approvers. Approvers will not be notified twice for the same request. The department analyst in charge of the recruitment monitors approvals in progress and comments. Remember to follow the sequence of the approval workflow. For Search Plan and Approval Notification Guidelines, click on this link: http://cnc.ucr.edu/aprecruit/aprecruitspapprovalandnotification.pdf.

Approver's emails include a direct link to the approval screen where they may download the plan, comment, and approve. For more information refer to Approver's User Guide.

Once a role has approved the plan, there is no re-approving it for that role. In other words, if your Dean has approved the plan and then you make a change, Recruit does not provide a way for you to resubmit the plan for approval to the Dean a second time.

Your own department's business practices should dictate when it is prudent and necessary to edit information that has already been approved and/or published, just as you would in a paper process.

Monitor your approvals. Click the Approval link at the top of your Recruit window.

Step 5 – Publish the Recruitment

After all the required approvers have approved the Recruitment/Search Plan, you may publish the recruitment. Remember, recruitments cannot be published until the recruitment/search plan is approved.

✓ Once all steps are approved, a Publish button will appear at the top of the Details screen.
✓ Once published, the recruitment becomes available to applicants to apply and to the search committee for review.
✓ The PDF of the plan is now an historical record of what was approved.
✓ Once published, applicants will able to apply (providing the open date has arrived).

PART II – RESOURCES

A. Websites
i. AP Recruit Production site: https://aprecruit.ucr.edu/
ii. AP Recruit Training site: https://aprecruit.ucr.edu:48918/
iii. AP Recruit Information: http://cnc.ucr.edu/aprecruit/
iv. UCI Project Site and Recruit Updates: http://sites.uci.edu/ucrecruit/about-recruit/

B. Contact Information
i. College/School/Unit: http://cnc.ucr.edu/aprecruit/contacts.html
ii. Academic Personnel Office: Antonette Toney, Sara Umali, Kameron Johnson, Danessa Murdock – aprecruit@ucr.edu
iii. Equal Employment and Affirmative Action (formerly OFSAA): Nicole Butts, Lorena Velasquez, Brittnee Meitzenheimer, Angela Walker – affirmativeaction@ucr.edu

C. UCR Recruitment Guidelines
i. Academic Hiring Toolkit
ii. Affirmative Action Recruitment Guidelines
iii. Search Committee Guidelines and Checklist

D. AP Recruit User Guides
i. AP Recruit Training Page: http://cnc.ucr.edu/aprecruit/training.html

Thank you for using the AP Recruit system. If you have any questions, please contact your College/School/Unit Recruit Analyst (http://cnc.ucr.edu/aprecruit/contacts.html) or the AP Recruit support team at aprecruit@ucr.edu.