AP Recruit (14-15AY): Pooled Recruitment Guidelines

A pooled recruitment may be conducted to recruit for multiple positions within a single title series in a department or college/school. A pooled recruitment allows a college/school to secure an extensive pool of diverse applicants with a range of specialties from which to choose from in a short period of time. Pooled recruitments may be useful to fill several similar temporary positions or where need fluctuates from quarter to quarter based on enrollment or funding. A pooled recruitment may span up to one year requiring annual renewal.

Affirmative Action Guideline Two Procedures should be followed unless specified below:

1. **OFSAA Notification & Consultation prior to submission of Search Plan**– Before setting up your search plan in AP Recruit, send an email notification to affirmativeaction@ucr.edu notifying OFSAA that you are planning to setup a pooled recruitment. The notification should include the department, title series, length of recruitment and proposed schedule of hires. Please consult with OFSAA as needed prior to setting up your Pooled Recruitment Search Plans in AP Recruit.

2. **Prepare search/recruitment plan in AP Recruit**
   a. One or more search plans may be established in AP Recruit for pooled recruitments.
   b. When there is a significant difference in disciplines/specialties AND separate *distinct* search committees for each discipline then there should be a separate search plan setup in AP Recruit.
   c. When multiple search plans are established, the Recruitment Name should be standardized so that they are easily identifiable by applicants (ex. "Lecturers_OpenRecruitment2013-14_Marketing" and "Lecturers_OpenRecruitment2013-14_Finance".
   d. When creating pooled recruitments the Recruit Analyst has the option to setup the Search using.
      i. Initial Review Date (IRD) – the AP Recruit system will manage separate pools of applicants by using an IRD and next review date(s). See pages 8-9 of the AP Recruit user guide for information on setting up a recruitment using IRD and Open/Close Final.
      ii. Open/Close/Final – If the Search plan is setup using Open/Close/Final, all review dates should be included in the Positon description field of the Edit Basic Recruitment Section. The Open/Close/Final option provides the flexibility for all applicants to update their materials until the final date of the recruitment. See page 8 of the AP Recruit user guide for information on setting up a recruitment using IRD and Open/Close Final.

3. **Advertisements**

    College /school level advertisement should include:
    - the title series of the position and the range of possible duties (e.g. criteria for title series, or list of areas of expertise, or specialties/fields)
    - the term of the recruitment including beginning of application review period
    - the period during which possible appointments will be made (e.g., January 1-June 30, winter or spring quarters, or 2013-14 academic year).
    - the specific URL where the applicant will find the individual title series recruitment by department.

4. **Search Committee Members**
    a. When a single search plan is established for a pooled recruitment for multiple positions within a single title series and there is a need to rotate individual search committee members on and off a committee, <u>two</u> permanent Search Committee members (one of whom should serve as the Search AACO) are required to be appointed to the pooled recruitment for the term of the recruitment.
    b. The college/school/department will appoint at least one additional member as requests for hires are made (e.g. the PI may be added as an additional member).

5. **Affirmative Action Compliance Report and Applicant Status codes**
    a. An applicant grid template (compliance report) must be exported from AP Recruit and uploaded (as an Excel File) in the Documentation section of the Search Plan for each review period.
        i. The applicant grid (compliance report) should include all fields in The Qualified Applicant Grid (see Shortlist Review and Notification Process Document):
            1. Applicant
            2. Status – *Data in this field should only be entered into the Excel Doc at this point in the search*
            3. Survey Taken?
            4. Applied on
            5. References
            6. Disposition Reasons - *Data in this field should only be entered into the Excel Doc at this point in the search*
        ii. The report should contain information about the makeup of the search committee.
        iii. The report should contain the list of applicants that were considered for the recruitment, their status/deselection code including the associated hire(s).
    b. At the end of the recruitment period, (once the recruitment is closed) all applicant statuses and deselection codes should be updated in AP Recruit.
        i. Each applicant should be assigned theirs highest status
    Send an email notification to <u>affirmativeaction@ucr.edu</u> if you have questions regarding this step.