



This template is a supplement to the [AP Recruit User Guide](#). **Please refer to the AP Recruit User Guide for information; this is only a supplement and is not meant to replace the guide.**

For first level support, please contact your AP Recruit SME ([link](#)). Please send an email to aprecruit@ucr.edu should you need further assistance.

For affirmative action and equal employment guidelines, please send an email to affirmativeaction@ucr.edu.

What You Need to Know Before You Start

The Recruit 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 AP Recruit SME ([link](#)) or AP Recruit support at aprecruit@ucr.edu.

UCR AP Recruit Home Page

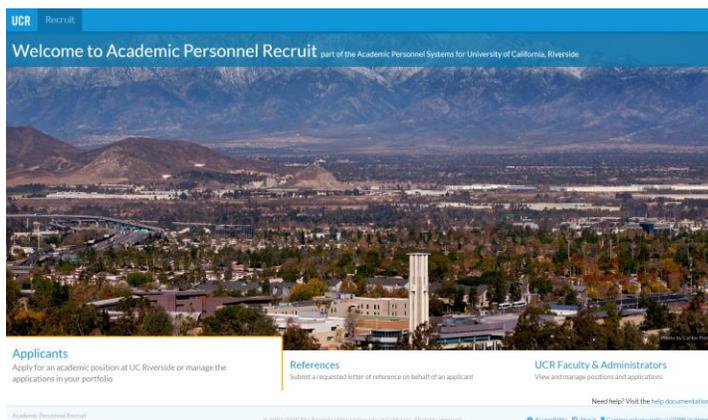




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PART 1 – THE SEARCH PLAN CHECKLIST

Step 1: Enter and Create Search Plan

- a. Go to the Recruitments page by clicking **Recruitments** in the top menu bar
- b. Click the button, **Create New Recruitment Plan** 
- c. Read the **Basic Overview** page and click the **Next** button
- d. Use the Search Plan template (see link below) to guide you through the various sections and fields that are need to create a Search Plan. For more information, refer to the [AP Recruit User Guide](#).

https://academicpersonnel.ucr.edu/aprecruit-training#ap_recruit_user_guides

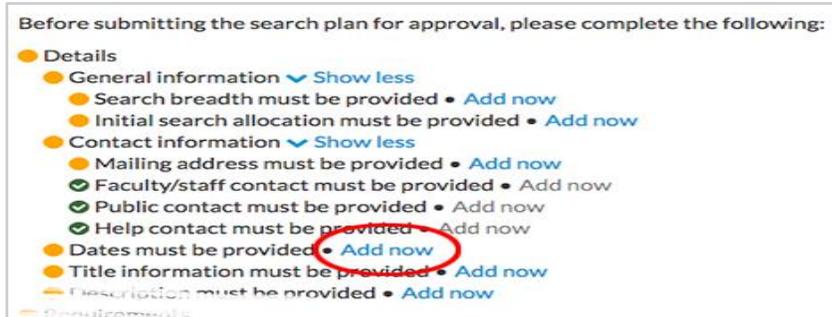
- Search Plan
 - Pooled Recruitment Guidelines (September 2014)
 - Search Plan User Guide (October, 2016)
 - Search Plan Template (July 2019)



- e. Review the AP Recruit Checklist. AP Recruit provides a checklist to guide users on requirements. Expand the checklist to see what is missing.

DRAFT ● Fill out the remaining required fields before submitting the search plan for approval. [See checklist](#)

- Solid orange dots indicate when information is needed.
- Green dots with checkmarks indicate when information is complete.



IMPORTANT:

- REQUIREMENTS is where the analyst configures what the applicants will need to provide in the way of references and documents. **Analysts must complete document requirements carefully, as the documents requirement section will be locked once the first applicant applies.** If you need to collect additional information from applicants later, it will only be possible to add optional documents.
- Search Plans must be approved before the recruitment becomes visible to applicants or the search committee.
- **Once a Search Plan is approved, the plan is locked for editing and only minor revisions are allowed. Any change must be reviewed and approved by EEAA.** Once EEAA approves, the AP Recruit Administrator can make the change in the system. To submit a change request with justification, send an email to affirmativeaction@ucr.edu and aprecruit@ucr.edu.

Step 2: 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).

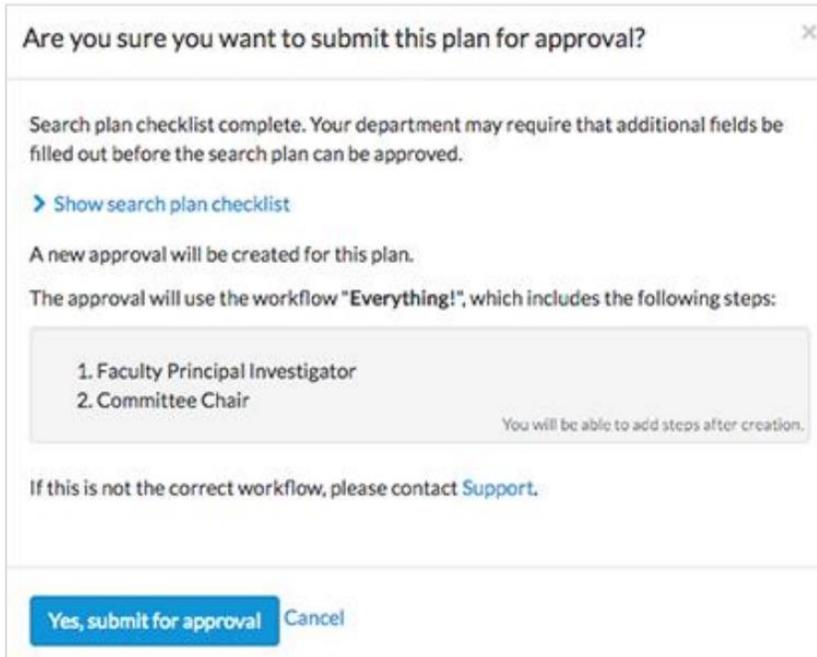


Figure 1 – Approval Workflow

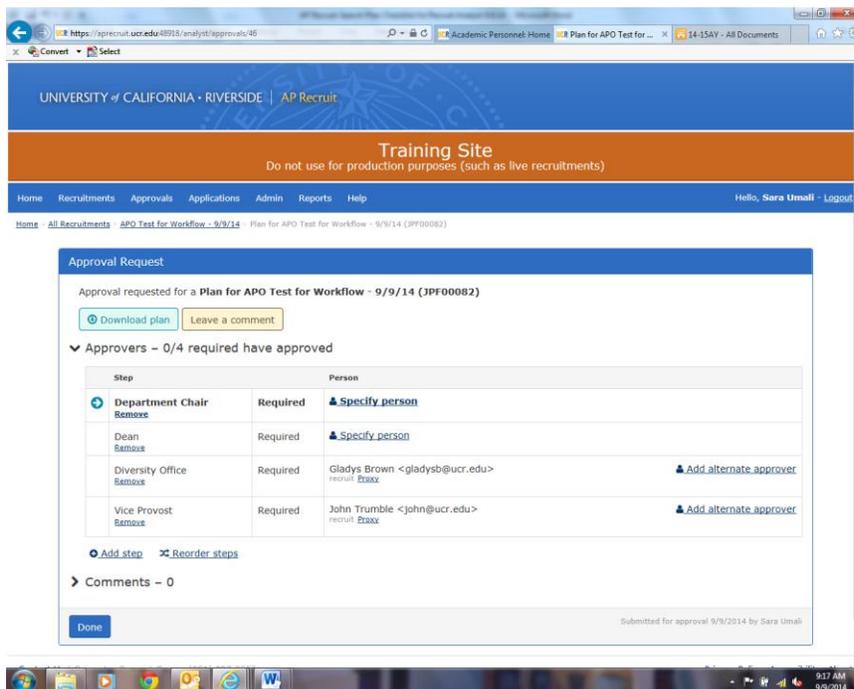


Figure 2 – Role Assignments



IMPORTANT:

- Please allow enough time for the Search Plan to be reviewed and approved. The typical turnaround time for EEAA (Diversity Office) and Vice Provost for Academic Personnel (VPAP) is two (2) business days each. Allow more time for exceptional requests or requests for corrections.
- Monitor your approvals. The department analyst in charge of the recruitment monitors approvals in progress and comments. Click the Approval link at the top of your Recruit dashboard.
- AP Recruit will send automated email notifications to approvers. Approver's emails include a direct link to the approval screen where they may download the plan, comment, and approve. Approvers will not be notified twice for the same request. For more information on what the approver sees, please click on this link: [User Guide for Approvers](#).
- 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.

Step 3: 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 be 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: <https://academicpersonnel.ucr.edu/aprecruit>
- iv. UCI Project Site and Recruit Updates: <http://sites.uci.edu/ucrecruit/about-recruit/>

B. Contact Information

- i. College/School/Org Subject Matter Expert (SME):
<https://academicpersonnel.ucr.edu/aprecruit-contacts>
- ii. AP Recruit Administrators and AP Recruit Support (Academic Personnel Office):
aprecruit@ucr.edu
- iii. [Equal Employment and Affirmative Action](#) (formerly OFSAA):
affirmativeaction@ucr.edu

C. UCR Recruitment Guidelines

- i. [Academic Hiring Toolkit](#)
- ii. [Affirmative Action Recruitment Guidelines](#)

D. AP Recruit User Guides

- i. AP Recruit Training Page: https://academicpersonnel.ucr.edu/aprecruit-training#ap_recruit_user_guides