

This document serves as a supplement to the UC Recruit user guide available within the system.

What is a Search Report?

A Search Report is a comprehensive, system-generated record of all data and documentation collected during a recruitment cycle. Compiled at the conclusion of a search, it ensures the university maintains complete and accurate data required for local, UCOP, and OFCCP compliance reporting and analysis.

Submission and formal approval of a Search Report are **strictly required for all academic searches**. To ensure continuous data compliance, the Equal Employment Opportunity (EEO) office will hold approvals for a department's upcoming academic year Search Plans until all Search Reports from the previous year are finalized and on file.

I. Timeline & Core Requirements

- **Who Generates It:** Department Recruit Analysts
- **When to Submit:** Strictly within 30 calendar days after a search is completed (e.g., hire finalized, failed, or canceled).
- **What is the Workflow:** Reviewed and approved via UC Recruit by the Dean's Analyst, Office of Civil Rights (OCR), and the Academic Personnel Office (APO).

II: Pre-Submission Checklist

Before generating and submitting a Search Report, verify that the following data fields and documents are fully completed in UC Recruit. Data fields marked in the system as Search Report provide a prompt on data fields that are part of the Search Report.

- **Disposition Reasons:** Entered for **ALL** applicants.
- **Applicant Status:** Updated for **ALL** long-listed and shortlisted applicants (including marking the successful candidate as "Accepted offer").
- **Ad Evidences:** Proof of ad submissions uploaded under *Advertisements* (e.g., receipts, screenshots, scanned journal copies).
- **Selection Criteria:** Criteria used for ranking applicants entered under *Selection Process* (including rubrics templates, planned exercises, and evaluation criteria).
- **Signed Offer Letter:** The final candidate's signed formal appointment/offer letter uploaded under *Documentation > Letters & Memos*.
- **Interview Materials:** Uploaded under *Documentation*, containing:
 - Written justification of the interview outcome for each candidate.
 - Interview notes from each committee member **AND/OR** faculty discussion notes.
 - Detailed itinerary for each interview candidate.
- **Search Outcome & Justifications:** Justification letters/emails uploaded and final outcome updated under *Conclusion*.

III. Step-by-Step Report Generation Guide

- **Locate Recruitment:** Log into UC Recruit, find the recruitment in your list, and click on the JPF#.
- **Navigate to Reports:** Click on the **Reports** tab at the top of the page, then select **Search report** from the left-hand menu.
- **Create Report:** Click the **+ Create New Search Report** button. Name the report, fill out the brief summary info, and click **Create search report**.
- **Review System Prompts:** Look out for any orange warning flags indicating missing data fields (e.g., *Fields of Study must be selected*). Fix these in real-time.
- **Submit for Approval:** Scroll to your newly created report and click **Submit now**. Review the pre-defined workflow. If it is correct, click **Yes, submit for approval**.
- Note: If the workflow looks incorrect, do not proceed; email aprecruit@ucr.edu immediately.
- **Conclude the Search:** Once the hire is finalized in your payroll system, return to the **Conclusion** tab of the recruitment and update the candidate's status from *Accepted offer* to **Hired**.
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 **System Tip (Live-Updating):** Search reports update in real-time. If you modify data after submitting, the approvers will instantly see it. Use the **Notify Approvers** button to send them a quick FYI email about any post-submission updates.

IV. Resources & Contacts

- User Guide: Use the built-in Help guide in the system.
- General information and organizational contacts, please visit: <https://academicpersonnel.ucr.edu/aprecruit>
- UC Recruit questions: aprecruit@ucr.edu
- Compliance questions: eeo@ucr.edu