

Recruit Release Notes Changes Launching 2018-11-01

Recruitments

Search plan submission

Which parts of the recruitment should be required before the search plan is submitted?

Description

Required Optional

Analysts cannot submit search plans until they fill in the recruitment's description

Basic qualifications

Required Optional

Analysts cannot submit search plans until they fill in the recruitment's basic qualifications

Additional qualifications

Required Optional

Analysts can submit search plans without filling in the recruitment's additional qualifications

Preferred qualifications

Required Optional

Analysts can submit search plans without filling in the recruitment's preferred qualifications

[Save changes](#) [Cancel](#)

To help support the new recruitment creation process, we have added more fields to the Recruitment Checkpoint admin tool. Campuses can now **choose to make the basic qualifications, additional qualifications, and preferred qualifications fields required** before submitting a search plan for submission.

We have also **updated the recruitment tours** that appear for users the first time that they open a page. The tour will now open up the search plan submission checklist to inform users of the search plan fields required for submission.

Search plan submission checklist

Before submitting the search plan for approval, please complete the following:

- 3 Details
 - General information [Show more](#)
 - Contact information [Show more](#)
 - Dates must be provided • [Add now](#)
 - Title information must be provided • [Add now](#)
 - Description must be provided • [Add now](#)
- Requirements
 - Reference requirements must be provided • [Add now](#)
 - Document requirements must request at least one document • [Add now](#)
- Advertisements
 - Planned search & recruitment efforts must be provided • [Add now](#)
- Qualifications
 - Basic qualifications must be provided • [Add now](#)
 - Additional qualifications must be provided • [Add now](#)
 - Preferred qualifications must be provided • [Add now](#)

Check with the Academic Personnel Office for further requirements

[Show search approval workflow preview](#)

[Yes, submit for approval](#) [Cancel](#)

Legend:
● Solid orange dot indicate when information is needed.
✔ Green dots with checkmarks indicate when information is complete.

Navigation: [Skip](#) [Back](#) [Next](#)

Timeline:
6/30/2018 (Saturday)
8/14/2018 (Tuesday)
349 days
6/14/2019 (Friday)

Online help docs updated

Now that the Recruit system no longer utilizes the old method of creating a recruitment, we have updated our online documentation to help support users who are unfamiliar with the process.

Bugs 'n stuff

- Improved the performance of the applicant grid inside recruitments
- Fixed a bug where edit buttons would be disabled but we would not let the analyst know why, or allow them to ask the admin to help
- Fixed a missing translation bug on a progress dot
- Fixed approver's view of the reference requirements page
- Users can now manually add applicants onto multi-level recruitments (currently only on QA)
- Fixed issue where existing review dates in recruitments could not be edited
- Maintenance: removed old code relating to the old method for creating recruitments