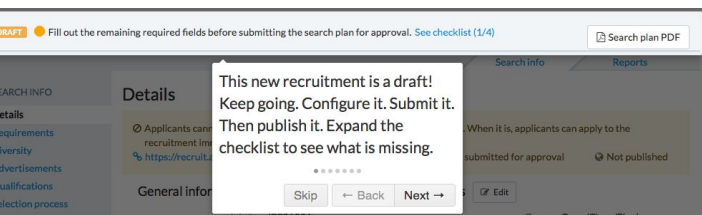


# Recruit Release Notes

Changes Launching 2018-07-12

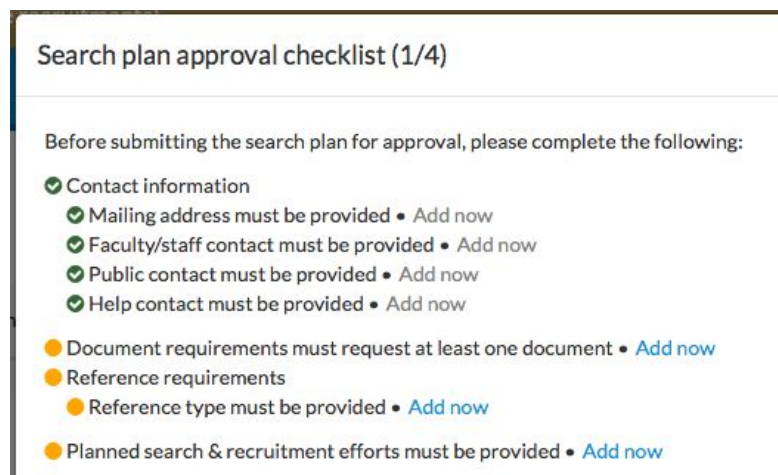
## Recruitments

In our continuing effort to simplify recruitment creation, we have **removed the multi-step configure for online wizard**. The old interface required you to make one single decision– what kind of reference requirement you wanted– and that’s now part of the before-plan-submission checklist instead. That means that you can make a new recruitment in six fewer clicks, and makes this part of Recruit work and act like the rest of the application.



To assist users who are unfamiliar with this new recruitment creation process, we have implemented a **step-by-step tour** that activates as soon as the user initiates the creation of a new recruitment.

It was previously difficult for users to know which sections were required before a search plan could be submitted for approval. In order to guide users toward a successful search plan approval request, we have **added the required elements to the search plan checklist**.



## Multi-level recruitments [see it on your QA site](#)

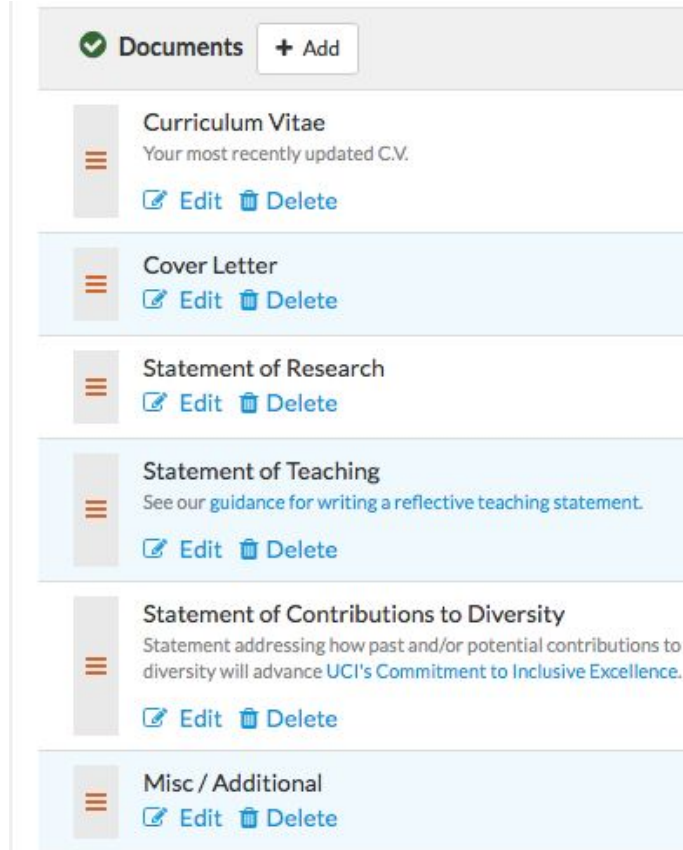
We spent a lot of time building out the new *Requirements* tab that will soon house the document and reference requirements. This new tab will allow Recruit to handle multi-level recruitments while streamlining and updating the experience for the usual single-level case.

The new tab lets you **change your document requirements by level**. That means that you can make a document required for one level, but optional in another. You can even decline to request a document from some levels, and the applicant won't even see that document.

### Document requirements can also be deleted.

Deleting will affect all levels; if you want a document in some levels but not others you can make it "Not requested" for some levels while making it "Required" or "Optional" for others.

You can also **reorder document requirements**, which affects the order in which document requirements will appear to applicants in all levels.



Add late document

This recruitment already has applicants. To ensure an equitable process, new documents must be optional. The new document will lock as soon as it is added, and no further changes may be made. Applicants will then have until Jan 10, 2019 at 11:59pm to provide the new document.

\*Name  
CV, Statement of Teaching, etc.

Description

Optional  Required

Applicants will be asked for this file, but will be complete even if they do not upload it Late documents cannot be required

\* Applicant email notification  
 Notify applicants  Do not notify

An email will be sent to all applicants to encourage them to log in and upload the file

Notification message

Your message will be included in the notification template

Analysts can also now **request late documents** after the requirements lock. As before, these are only allowed to be Optional for equity purposes, but in multi-level recruitments analysts can limit the scope by specifying which level's applicants will receive the optional document request.

## Documentation

We have updated the online help documentation to include the new recruitment creation process.