

Recruit Release Notes Changes Launching 2016-11-17

Title Codes

As a result of a recent Department of Labor ruling on overtime, we have **added 79 new title codes** to Recruit for analysts to choose from when creating a new recruitment. If you have any questions relating to the DoL ruling, please contact Interim Executive Director Amy Lee at AmyK.Lee@ucop.edu or call the Academic Personnel and Programs main line at (510) 987-9479.

Exemptions See it on your QA site

In order to provide approvers with all pertinent candidate information, we've implemented the ability for analysts to **add candidate CVs** to exemption requests. Candidate CVs can be added during exemption creation, or in the Candidate section of the exemption.

CANDIDATE

* Candidate name
Professor Professorson

C.V.
Choose File EXAMPLE PDF.pdf

Previous Next: Appointment Cancel

Conclusion

Hiring outcome

Hired? Yes

Appointment start date Not yet provided

Employee ID Not yet provided

Exemption conclusion

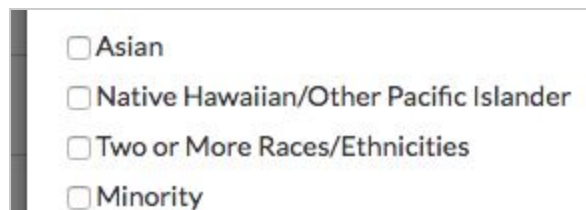
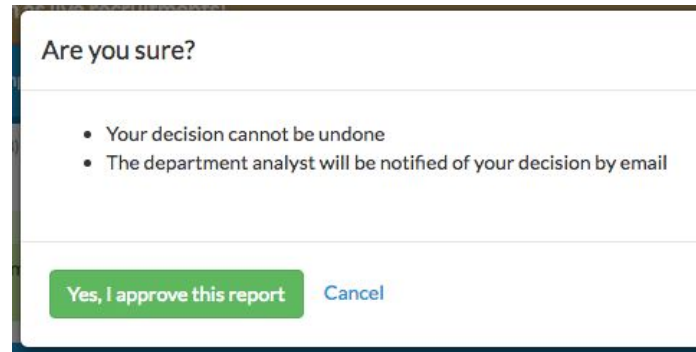
Not yet concluded Before concluding the exemption:

- ✔ Hiring outcome must be entered • [Add now](#)
- Appointment start date must be entered • [Add now](#)
- Employee ID must be entered • [Add now](#)
- Exemption must be approved • [View approval request](#)

We have also added the ability to **conclude exemption requests** once they are fully completed. Just like waivers, analysts must enter the **hiring outcome** of exemptions before they can be concluded.

Recruitments

Adding an approval has always been easy. Perhaps too easy. We've received feedback that it was too easy to add an accidental approval due to an incorrect button click. In order to prevent these accidental approvals, we have added **confirmation popups** for all approvals. Now, approvers must confirm their approval within a popup before their step is approved.



As discussed at the Governance Board meeting on November 2nd, we have added **Native Hawaiian/Other Pacific Islander** and **Two or More Races/Ethnicities** as options to the Affirmative Action Goal feature found on recruitment Diversity pages. Not every academic unit will have these as goals, but they're now available for those that need them. Of course, this only affects campuses that have the Affirmative Action Goals feature enabled on their Recruit sites.

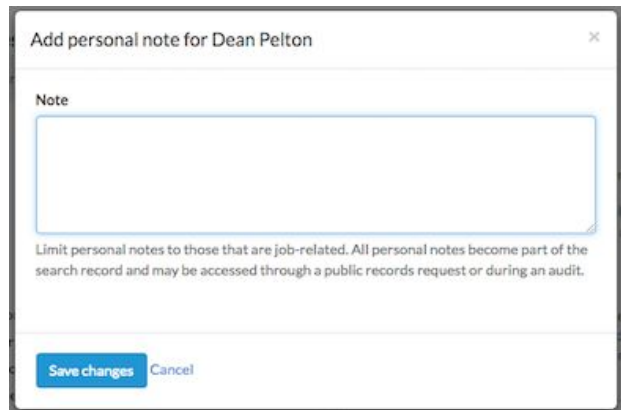
We made a few visual tweaks that we believe will make recruitments easier to user. We have made it so **recruitment titles are clickable**, not just the JPF numbers.

JP #	Name
JPF00260	This recruitment is basic Search Info Applicants (12) Reports



We also **changed the color of the submit for approval link** within the recruitment to make it easier for analysts to see their next step in the recruitment details panel.

Finally, we **updated the personal note popup** design both to improve the feature's usability and make it look like the rest of the site. We also got to remove some old code from Recruit, which makes it easier for us to continue delivering new stuff to you!



The screenshot shows a modal window titled "Add personal note for Dean Pelton" with a close button (X) in the top right corner. Below the title is a label "Note" followed by a large, empty text input area. Underneath the input area is a small disclaimer: "Limit personal notes to those that are job-related. All personal notes become part of the search record and may be accessed through a public records request or during an audit." At the bottom of the modal, there are two buttons: "Save changes" (highlighted in blue) and "Cancel".

Bugs 'n Stuff

- We've added more fields to the exemptions API.
- We fixed a bug on the applicant review page where the proposed offer header was not updated immediately after updating an applicant's status.
- We've updated online help documentation for recruitments as well as for exemptions.