



This is a supplement to the AP Recruit User Guide ([link](#)). For more detailed information on the steps, please refer to the AP Recruit User Guide.

What You Need to Know Before You Start

The Search Report

What is a Search Report? A Search Report is a document that includes all the information that was collected for a particular recruitment. It is system generated based on the data that was entered in AP Recruit. This is used at the conclusion of a search to ensure that the system has complete and accurate data for UCOP and compliance reporting. ALL searches are required to submit a Search Report for review and approval after the search is completed. Search Plans for the following academic year will not be approved until a Search Report has been submitted for the previous academic year ([Vice Provost Walker memo 5/22/15](#)).

Who can generate a Search Report? Recruit Administrators, Diversity Office and Recruit Analysts have access to generate a report. The Recruit Analyst is responsible for generating the report for review and approval.

When is a Search Report generated? The Search Report is generated 30 calendar days after a search is completed (hire is finalized or search has failed). See the schedule below.

Who approves a Search Report? The Search Report is reviewed and approved by the Dean (or equivalent), Equal Employment & Affirmative Action (EEAA) and Academic Personnel Office (APO). The approval workflow is managed within APRecruit. Additional approvers may be added before the EEAA and APO roles.

PART 1 – THE SEARCH REPORT CHECKLIST

Step 1: Schedule for Submitting a Search Report

30 calendar days after a search is completed a Search Report must be submitted for review and approval. A search is considered complete in AP Recruit when one of the following occurs:

- a. A formal offer has been accepted by a proposed candidate
- b. The search is unsuccessful and did not result in a hire (e.g. the proposed candidate declined the offer)
- c. The search failed – the search did not result in any proposed candidates
- d. The search was cancelled

For pooled searches or cluster hire searches, a report must be submitted for every hire or declination per the schedule above.



Step 2: Search Report Components

The various pages in AP Recruit will denote if the data field is included in the Search Report.

Advertisements

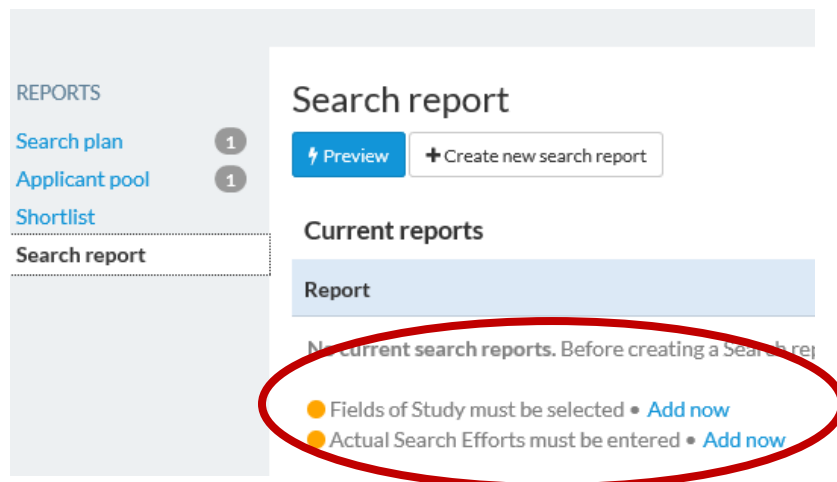
Planned search & recruitment efforts [SEARCH PLAN](#) [Edit](#)

Accusantium ut quae omnis et at qui eius numquam.

Actual search & recruitment efforts [SEARCH REPORT](#) [+ Add](#)

Missing

When you create a Search Report, the system will prompt you if data is missing for a required field.



Before submitting your search report in AP Recruit, the following documents and data fields must be completed.

- a. Disposition Reasons for ALL applicants
- b. Status for ALL shortlist and seriously considered applicants
 - i. This should include the status of “Accepted offer” for successful searches
- c. Ad Evidences (Under Advertisements)
- d. Selection Criteria (Under Selection Process)
- e. Signed Appointment/Offer Letter (Under Documentation > Letters & Memos)
 - i. The final candidate signed formal offer letter must be uploaded.
- f. Interview Materials (Under Documentation)



g. Actual Search and Recruitment Efforts (Under Advertisements)

DATA FIELD	EXAMPLE
Ad Evidences	Proof of ad submissions e.g. receipts, screen shots, scanned copies from journals
Selection Criteria	Criteria used for RANKING applicants
Selection Plan	Plan for selecting candidate e.g. interview schedule, required presentations
Letters & Memos	SIGNED appointment letter
Interview Materials	<ol style="list-style-type: none"> 1. Written Justification of the interview outcome for each candidate <ol style="list-style-type: none"> a. Interview Notes for each candidate from each search committee member* AND/OR b. Notes from faculty discussion regarding each interview candidate 2. Itinerary for each interview candidate

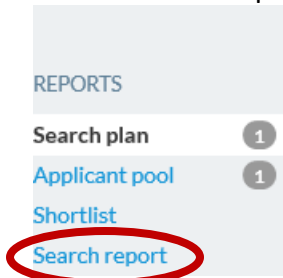
h. Search Outcome (under Conclusion)

Step 3: How to Generate a Search Report

- a. From the recruitment page, find the recruitment in the list and click on the JPF#
- b. Click on "Reports"



- c. Select "Search Report"



- d. Click the button "Create New Search Report"





- e. Fill in the summary information and click “Create Search Report.”

Create search report ×

Search reports contain summary information about the recruitment, including information about any applicants with the status "Proposed Candidate" or later, and any files uploaded to the Documentation tab.

* Report name

Create search report Cancel

Step 4: Submit Search Report for Approval

Submitting a search report for approval follows the same process as submitting Search Plans or Shortlist Reports.

- a. Scroll to the Search Reports section on the reports page
- b. Click “Submit Now” to initiate the approval process

Search report

Preview + Create new search report

Current reports

Report	Approval
Test Search Report Current search report – live updating	Edit NOT SUBMITTED Submit now

- c. A pre-defined workflow will be displayed. If you think the workflow is incorrect, do not proceed and contact aprecruit@ucr.edu. If the workflow is correct, click “Yes, Submit for Approval”

Are you sure you want to submit this report for approval? ×

This report will be submitted for a **new round** of approvals.

Using workflow “**Search Report - Test**”, which includes the following steps:

1. Diversity Office
2. Academic Personnel

You will be able to add steps after creation.

If this is not the correct workflow, please contact [Support](#).

Yes, submit for approval Cancel



Note: Automatic email notifications are sent to approvers. As soon as they approve, the next in line in the workflow will be notified. Notifications include a direct link to the approval screen where approvers may download the report, comment, and approve. See [AP Recruit User Guide](#), Appendix A, “How Approvers Use Recruit” and Appendix B, “Notifications Sent to Approvers.”

Live-Updating

Search reports update **in real time**. This means you can make changes to the information contained in the Search report and the approvers will see those changes as soon as they happen. When the last approver signs off, AP Recruit creates a snapshot of the PDF so if you want to run another Search Report or make other changes, you can do so, and the PDF will still be around to see what was approved.

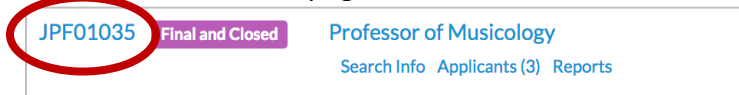
Best Practice: Consider sending an FYI about the change to the approvers. Click Notify Approvers and type a message to email them.



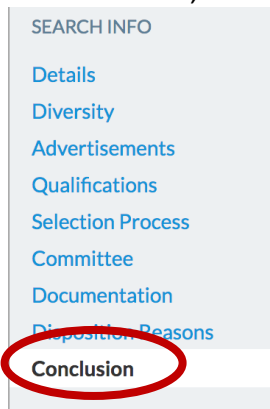
Step 5: Conclude the Search

Once the recruitment has run its course, analysts will specify how the recruitment ended so that its history and year-end reports can reflect the outcome. When the hired applicant is entered into the payroll system, the status for the chosen applicant should be changed from Accepted offer to Hired to indicate that the applicant has been entered into the payroll system in the searched title

- a. From the Recruitments page, find the recruitment in the list and click on it



- b. From the menu, click “Conclusion”



For more information on concluding a search, refer to the AP Recruit User Guide ([link](#)).



PART II – THE SEARCH REPORT APPROVER’S TASK

Approver’s tasks are the same as approval tasks for Search Plans and Shortlist Reports. That is, once logged into AP Recruit, approvers will immediately see a link to the report that awaits their review. The request approval screen is where the report may be downloaded, approved, and a comment may be written. If there are other approvers, their names will be listed too.

Note: Automatic email notifications are sent to approvers. As soon as they approve, the next in line in the workflow will be notified. Notifications include a direct link to the approval screen where approvers may download the report, comment, and approve.

For more information, refer to the [Approvers User Guide](#) or the [AP Recruit User Guide](#), “How Approvers Use Recruit” and “Notifications Sent to Approvers” for more information.

PART III – 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: <http://cnc.ucr.edu/aprecruit/>
- iv. UCI Project Site and Recruit Updates: <http://sites.uci.edu/ucrecruit/about-recruit/>

B. Contact Information

- i. College/School/Unit: <http://cnc.ucr.edu/aprecruit/contacts.html>
- ii. [Academic Personnel Office](#): Antonette Toney, Sara Umali, Danessa Murdock, Kameron Johnson – aprecruit@ucr.edu
- iii. [Equal Employment & Affirmative Action](#): 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: <http://cnc.ucr.edu/aprecruit/training.html>
- ii. AP Recruit User Guide: http://cnc.ucr.edu/aprecruit/ucr_aprecruit_user_guide.pdf

Thank you for using the [AP Recruit](#) system. If you have any questions, please contact your College/School/Unit Recruit Analyst (<http://cnc.ucr.edu/aprecruit/contacts.html>) or the AP Recruit support team at aprecruit@ucr.edu.