

UCR AP Recruit 15-16AY

Most Commonly Used Tasks	UCR AP Recruit Roles									
	Administrator	Central AP Analyst	Diversity Analyst (OFSAA)	Dept Analyst	School/ College Analyst	Equity Advisor	Committee Chair	Committee Editor (faculty/staff) (AACO)	Search Committee Reviewer	Approver
Prepare & create a recruitment plan	✓			✓	✓					
Submit a recruitment plan for approval	✓			✓	✓					
Approve a recruitment plan										✓
Edit & view recruitment plan details	✓			✓	✓		✓***	✓***		
View recruitment plan details	✓		✓	✓	✓	✓	✓	✓	✓	✓
View a recruitment plan (PDF)	✓			✓	✓	✓****				✓
Set up new recruitment	✓			✓	✓					
Publish a recruitment	✓			✓	✓					
Manage applicants files	✓			✓	✓		✓	✓		
View applicants files	✓		✓	✓	✓	✓	✓	✓	✓**	
Manually add an applicant	✓			✓	✓		✓	✓		
Build search committees	✓			✓	✓					
Assign Disposition Reasons	✓			✓	✓		✓	✓	✓*****	
Create Applicant Pool Report	✓		✓	✓	✓	✓				
Create Shortlist Report	✓		✓	✓	✓	✓				
Submit Shortlist for approval	✓		✓	✓	✓	✓				
Approve Shortlist										✓
Create Search Report	✓		✓	✓	✓	✓				
Approve Search Report										✓

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Inactivate (archive) recruitment	✓			✓	✓					
Reactivate recruitment	✓			✓	✓					
Assign, edit & remove user roles	✓			✓*	✓*					
Manage approval workflows	✓									
Manage front page news	✓									
Proxy as user	✓									
Create OP Reports	✓	✓								

* For Search Committee Roles only

** For *completed* applications only

*** Chairs and Editors have access to edit the following Search Plan sections: Advertisements, Qualifications, Selection Process, and Documentation

****Only if Equity Advisor is part of the plan's approval workflow

*****Only when a Recruit Analyst opt to give disposition permission to any reviewer when assigning them to a committee