

# Recruit Release Notes

Changes Launching 2014-10-29

## Workflow Improvements

Added a **popup editor for General Information**, allowing analysts to quickly change recruitment names, departments, title codes, and more.

General Information

\* Name  
IRD Recruitment

\* Department [Add crosslisted unit](#)  
\* Department DEF / School of Hard Knocks

\* Title codes  
\* 0110: ASST DEAN (FUNCTL AREA)-EXEC (Non-senate)

Salary control #  
SC101

\* Search breadth

Inside the new editor, admins and analysts can **crosslist recruitments**, allowing campuses to more quickly resolve these frequent requests. Users can cross-list between any departments they have access to.

General Information

\* Name  
IRD Recruitment

\* Home Department  
\* Department DEF / School of Hard Knocks

Crosslisted units  
Department D / School of QA \* Department X / School of QA

Change unit  
School of Aut Pariatur  
School of Consequatur Nihil  
School of Deleniti Natus

A)-EXEC (Non-senate)

**Warn the user** when they are about to delete a file that would make the applicant incomplete. This should alleviate our other most-frequent support request.

**Are you sure you want to delete the Curriculum Vitae for tai mai?**

- Deleting this file will make tai mai's application status incomplete.
- They will be removed from their review window.
- They will not be visible to the search committee even if you later replace the file.
- This action cannot be undone.

Yes, Delete the File and Mark Status Incomplete No, Don't Delete

Display the **recruitment descriptions in the recruitment grid** to let people who post jobs in HERC to have easy access to them.

Change Columns Download as CSV

Q- Name, JP#, Salary control #, etc Search

Type and press Enter to search.

JP #	Name	Department	Description	Submission Dates	Actions
JPF00534	Another Pool Recruitment with IRD <a href="#">Search Info</a> <a href="#">Reports</a> <a href="#">Applicants (4)</a>	Department DEF Kim Gerrard kgerrard@uci.edu	Project Scientist positions are occasionally available throughout the year in ... <a href="#">Show more</a>	Final and Closed 7/1/2013 – 7/31/2014 Last review date: July 1st, 2014	<a href="#">Make Inactive</a>

## AP Search Enhancements

The analyst who submitted something for approval now **receives copies of notification emails sent to the next approvers**. Analysts can turn off the notification from the “Approval Notifications” form by unchecking “Send me an email when: An approval I submitted gets a new signature”

Approval Notifications ×

**Send me an email when:**

It is my turn to approve

A report I've already approved changes

An approval I submitted gets a new signature

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

**Sort applicants alphabetically** on disposition reasons assignment page to allow analysts to find applicants in the list. The names are in the format “Last, First” to be consistent with the applicants list and the Search Report.

Assign Disposition Reasons		
Applicants marked as <b>Meets basic qualifications</b>		
Applicant	Status	Disposition Reas
Abbott, Frederic	Offered	Type the dispositi
Adams, Hershel	Offered	Type the dispositi
Anderson, Astrid	Hired	Type the dispositi
Anderson, Tracey	Hired	Type the dispositi
Ankunding, Cordelia	Hired	Type the dispositi
Ankunding, Robert	Selected candidate	Type the dispositi
...	...	...