

Recruit Release Notes Changes Launching 2017-05-03

Recruitments: Committee Chair Survey

Committee chairs are busy and may forget to complete their surveys before the search report is sent for approval. We now allow **all approvers to send a reminder email to the Committee Chair** from the Search Report approval page. Visual feedback is provided if the Chair has already been reminded, which should dissuade approvers from sending too many reminders.

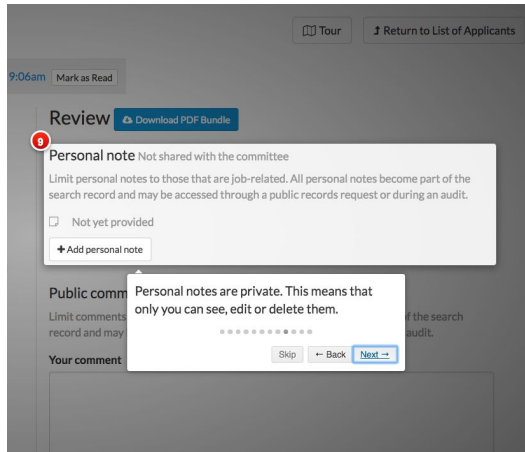
The screenshot shows a window titled "Send email to Jimmy Schiller". At the top, a yellow banner with an hourglass icon states: "Last reminder sent on May 2, 2017 at 11:16am by John Smith". Below this, the "Subject" field contains the text: "Survey needed for Associate Professor - Health Sciences (JPF00218)". The "Body" field contains the following text: "Dear Committee Chair, Please submit the committee chair survey for this recruitment: Associate Professor - Health Sciences (JPF00218) The survey link is: http://recruit.dev:3000/analyst/recruitments/218/committee_chair_survey_response/new Your participation in a UC-wide study on best practices towards diversifying the faculty pool is appreciated." At the bottom of the window, there are two buttons: "Send again" (with an envelope icon) and "Cancel".

Recruitments: Search Conclusion

The screenshot shows a form titled "Update status for Margaret Mead • Enterprise captain (JPF00216)". A blue banner at the top with a lock icon states: "This recruitment has been concluded and applicant statuses are locked". Below this, there is a radio button for "Hired (current): Applicant entered in payroll system in searched title". The "Hire details" section includes fields for "Appointment start date" (Apr 4, 2017) and "Employee ID" (123456). The "Offer" section includes a dropdown for "Department" (Department DEF), a dropdown for "Title" (1100: PROF-AY), and fields for "Step" and "Percent time" (with a % sign). There are also fields for "Anticipated start date" and "Discipline". At the bottom, there are "Update status" and "Cancel" buttons.

In order to maintain an accurate record of how a recruitment concluded, we **now lock applicant statuses once recruitments are concluded**. The form to update the applicant status remains accessible, but changes cannot be made. If a status must be updated after a recruitment is concluded, be sure to reopen said recruitment first.

Recruitments: Unified Applicant Page



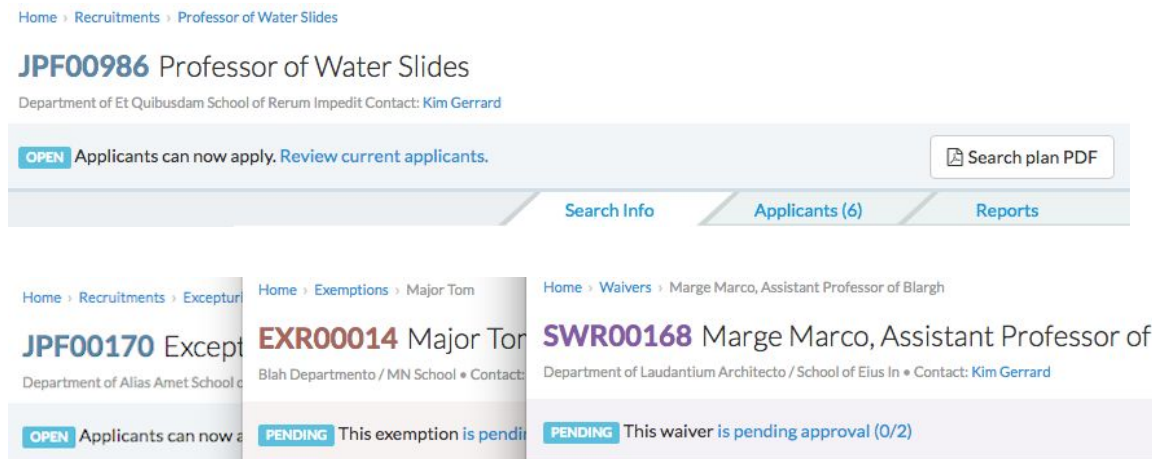
We moved a lot of functionality from the applicant's manage page over onto the review page. Though these changes help streamline the application, it also has the potential to confuse or disorient users accustomed to making edits from the manage page.

To ensure a smooth transition to the unified applicant page, users can now **take a tour of page** to see the various components and features. This tour is currently only available to users with applicant editing permissions, though we may expand these tours to other sections of the application.

Navigation Update

You may have noticed something different about Recruit application's navigation. That's because **we updated the navigation** on

Recruitments, Waivers, and Exemptions to a new design that **returns more screen space** to the user and makes it **easier to tell the difference between recruitments, waivers, and exemptions**.



Documentation

The online help documentation has been updated to remove references to “inactivating” recruitments, and we have updated the section referring to the creation of exemption category-based approval workflows.

Bugs 'n Stuff

- We removed a confusing and unnecessary link from a success banner on the applicant dashboard
- We fixed an issue where an applicant could access the apply process of a closed recruitment. This was only possible if the applicant changed the URL.
- Admins can no longer create the search waiver or search exemption category entitled “other.”