

Recruit Release Notes

Changes Launching 2014-09-30

Compliance

We added in text and links to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. These include a link on the bottom of every recruitment's apply page as well as a longer blurb on the applicant's dashboard.

▼ [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request and receive a copy of the Annual Security Report of any campus of the University at which they are considering employment. Each Security Report includes statistics for the past three years concerning crimes (whether they occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus) reported to campus security authorities. Each Report also provides campus policies and practices concerning security - how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, campus resources, and other matters.

Security Reports for each campus of the University are [available on-line](#).

Changed the "Additional Search Committee Members" area of the Recruitment's Committee section to be an "**Additional Access**" area, to reflect the fact that the people listed there are not actually members of the search committee. This change in terminology should reduce confusion over whether "Additional Search Committee Members" should be included in annual UCOP reporting -- they aren't.

Core Committee

Search Plan

Add

Committee Chair	Jose Hales-Garcia <jose.halesgarcia@uci.edu> Change role Remove Proxy
Faculty Editor	Marian Nedelchev <mnedelch@uci.edu> Change role Remove Proxy
Reviewer	Seth Roby <sroby@uci.edu> Change role Remove Proxy

Additional Access

Search Plan

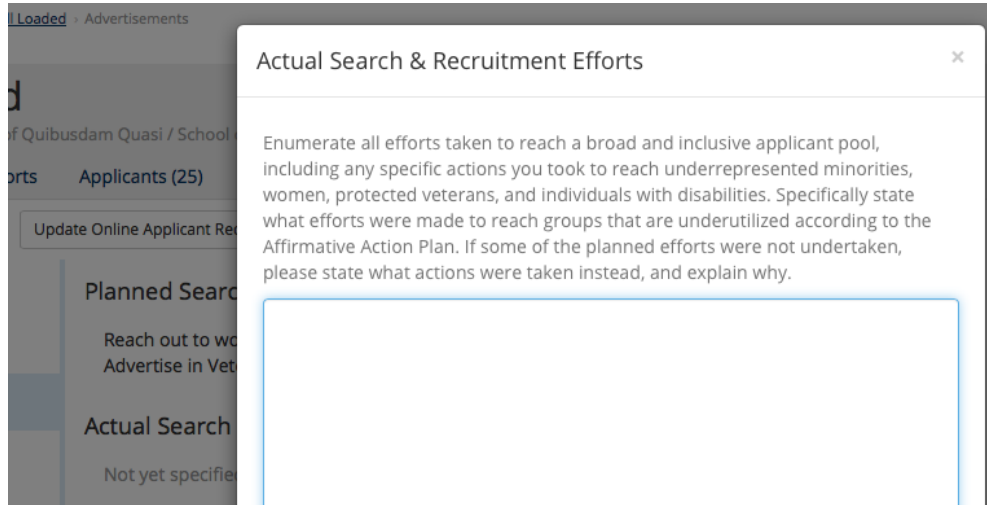
Add

Add'l Chair	Max Garrick <mgarrick@uci.edu> Change role Remove Proxy
Add'l (Staff) Editor	Mark Wong <wongfm@uci.edu> Change role Remove Proxy
Add'l Reviewer	Kim Gerrard <kgerrard@uci.edu> Change role Remove Proxy

Update the definitions of six of the applicant statuses, to cement their intended purpose and make sure all campuses are reporting consistent data to UCOP. The major changes are that the “Invite for Interview” and “Selected Candidate” statuses are now the **committee’s recommendations** and not the campus’ decisions, and that **all offers are specified as the formal, written offers**. These changes were assigned a high priority at the most recent Governance Board meeting.

Status	Old Definition	New Definition
Invite for Interview	Applicant has been invited for an interview	Applicant recommended for interview
Selected Candidate	Recommended that an offer be made to the applicant	Applicant recommended for appointment
Offered	An offer of employment has been made to the applicant	Approvals have been obtained and a formal offer has been made to the applicant
Offer Accepted	The applicant has accepted the offer of employment	Approvals have been obtained and a formal offer has been accepted by the applicant
Offer Declined	Applicant has declined the offer of employment; no further offers will be made to this applicant	Approvals have been obtained and a formal offer has been declined by the applicant
Hired	Formal campus approval following completion of formal appointment process	Applicant entered in payroll system in searched title

Moved “Actual Search & Recruitment Efforts” field out of the Search Report creation process, in order to make it better mirror the “Proposed Search & Recruitment Efforts” field. Added help text to both fields. This is in preparation for an OFCCP and Governance Board request to make this field required before a Search Report can be created.



Enabled the “Pool Diversity” table in the “Diversity” section of the recruitment, to enable search committees charged with ensuring a diverse applicant pool to better perform that task. As before, the suppression thresholds for each row are up to each campus, but default to suppression when there are less than 5 responses in the first two rows and 0 responses in the last row.

- Details
- Diversity**
- Advertisements
- Qualifications
- Selection Process
- Committee
- Documentation
- Disposition Reasons

Specialties and Benchmark Data Search Plan Edit

The diversity of candidates available in each specialty identified.

Specialty	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
Campus: Algebra	69.2%	30.8%	2.3%	2.5%	9.1%	0.3%	14.9%	85.1%

Pool Diversity

The diversity of the pool as the search progresses. Watch for any large shifts from one row to the next.

Pool	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
All Responses ?	63.6%	36.4%	21.1%	42.1%	0.0%	10.5%	73.7%	26.3%
All Applicants ? see candidates	63.6%	36.4%	21.1%	42.1%	0.0%	10.5%	73.7%	26.3%
Shortlist ? see candidates	Suppressed <small>Less than 5 applicants are on the shortlist, so statistics have been suppressed to protect their anonymity.</small>							

The table also houses the links to **personally-identifiable race and ethnicity** that was in the shortlist report, but was removed last sprint to allow more campuses to use that report. Those links are available only to Equity Advisors, Diversity Analysts, and admins.

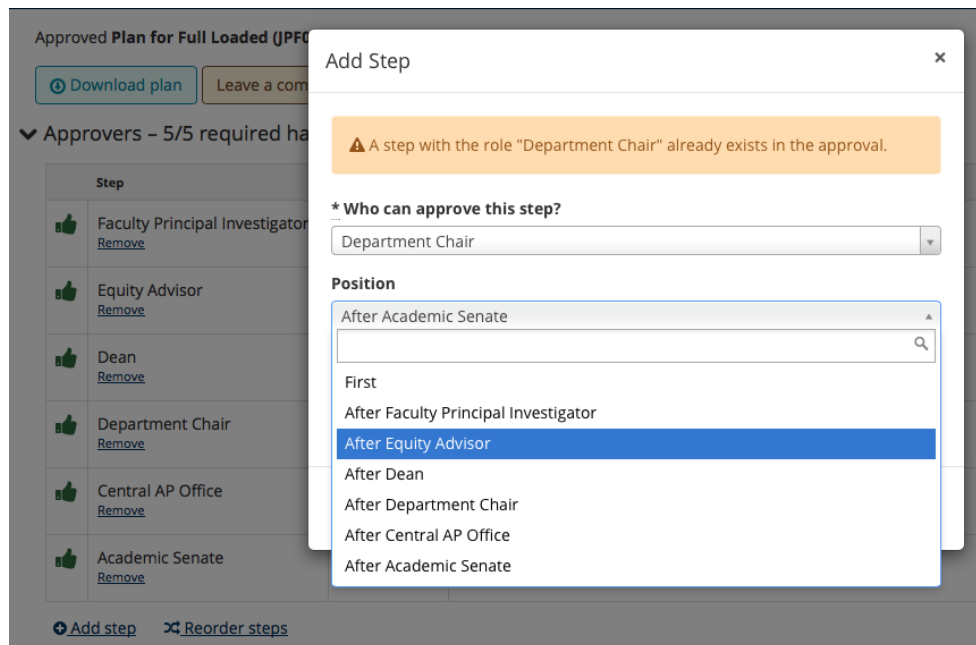
All Applicants

Applicant	Status	Gender	Ethnicity
Reilly, Trenton	Complete by applicant	Declined	Black/African American
Gislason, Mozelle	Complete by applicant	Male	Black/African American
Gutmann, Vernon	Complete by applicant	Female	Hispanic
Little, Carson	Complete by applicant	Declined	Black/African American

Approvals

In preparation for a future enhancement that would let campuses prevent analysts from reordering approver steps, we now **allow new steps to be added anywhere** in the approval instead of always at the end.

We also added a few more guards to that process, to prevent some weird behavior when you tried to **add a role that already existed**, or a role that was equivalent to one that already existed. We made similar changes to the Approval Workflow admin tool.



Campus Support

- Added a fallback that will populate the **Search Report** with the applicants' **“Resumé”** (or “Resume”) if no “Curriculum Vitae” document is present, to allow for recruitments that use the other term.
- Updated text to reflect the changed name of **UC Merced’s Diversity Office**