RECRUIT for Committee Members

Online Training for UCSC Academic Recruit

This training will provide information on the basic use of Recruit for academic search committee members at UC Santa Cruz

Once you successfully complete the training, and successfully complete the quiz, you will be granted access to your search and applicants*

The instruction material and quiz should take approximately ½ hour

*Please Note: In addition, Applicant Screening Criteria for your recruitment must be submitted and reviewed by APO prior to the committee having online access
Agenda

• The 5 most important things you need to know or do:
  – Initial Review Date (IRD) and review cut-off dates
  – Recruitment-specific Applicant Screening Criteria
  – Navigating Recruit
    • Column options and preferred display
    • Reviewing an application
    • How to use comments and flags to assess applicants
  – Individual assessment and unified committee voice
  – Where to find the helpful Quick Guide for Search Committee Members
IRD date decision

- The committee can choose a cut-off date that is later than the IRD, but not earlier
  - Inform staff support of this date in writing
- All applications completed in Recruit by the advertised IRD (or later cut-off date if appropriate) must be reviewed
- If the committee wishes to review more applications beyond those received by the IRD (or later cut-off date), the committee can choose another cut-off date
  - Committee must review all applications completed between old and new cut-off dates
  - Inform staff support of this date in writing

*TIP:* For filtering and sorting of applications, please review this information in the [Quick Guide for Search Committee Members](#)
Applicant Screening Criteria

• Each search committee develops a list of Applicant Screening Criteria against which applicants will be assessed
  – Best when done in conjunction with development of flyer and basic and preferred qualifications
  – Reviewed by APO for conformance to policy
  – Must be in place before applications may be reviewed
  – Once review begins, consult APO regarding any changes to your list of criteria

• Individual reviewers use the list of criteria when screening applicants
  – Record the alpha-numeric code(s) that corresponds to the assessment of the applicant in ‘Your Comment’ field
Assessment of an applicant

• Individual review of applications may begin before the IRD, provided training is complete and Applicant Screening Criteria have been reviewed by APO

• When evaluating applicants:
  – Have agreed-upon screening criteria handy for reference
    • Search Committee Chair will receive the finalized Applicant Screening Criteria
  – Assess the applicant against those criteria
  – Record corresponding alpha-numeric code(s) in ‘Your Comment’ field in Recruit

!! IMPORTANT: No committee discussion or status determinations may take place prior to the search committee determined cut-off date
Reviewing applications

- The following slides will cover:
  - Logging into UC Recruit and finding your recruitment
  - Choosing columns to display in the applicant list to assist your online review
  - Downloading the selected columns into a spreadsheet to assist note-taking during committee meetings
  - Using applicant name to expand record and review submitted materials
  - Viewing individual documents by name, ‘Document Viewer’ or ‘PDF Bundle’
  - How/where to enter reviewer comments, flags, and personal notes for assessing applicants
  - Best use of flags
  - Marking applications as read and finishing up
  - Recording the Committee’s determination for each applicant

- Be sure to...
  ...Mark applications as read! You then will be alerted if materials change
  ...Review all applications which met the review cut-off date
Logging In

Once you have been granted access:

• Using any web browser, navigate to https://recruit.ucsc.edu/

• Select “UC Santa Cruz Faculty & Administrators.”

• Enter your CruzID and Gold password.*

*If you do not know your CruzID and Gold password, contact the ITS HelpDesk at help@ucsc.edu, or (831) 459-HELP (4357) (campus ext. 9-4357).
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10/15/12 UCSC Academic Personnel Office

This is the Recruit entry page view

When Logging in to Recruit, choose ‘UC Santa Cruz Faculty & Administrators’ (you will use your CruzID Gold and password)
Logging In

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• Select "UC Santa Cruz Faculty & Administrators.
• Enter your CruzID and Gold password.*

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Select ‘Applications’ and you will arrive at the ‘Applications List View’

Recruit home page
This is page view once you have logged in with CruzID Gold and password

‘Help’ within Recruit is very informative and useful

Refer to the Quick Guide for Faculty for the most current best practices used in Recruit

Entry page will be updated with recruit system news

UCSC Academic Recruit News & Updates

Updates as of October 10, 2012

The UC Recruit development team has launched the updates to UC Recruit. Those that are relevant to our faculty and staff users are:

**New indicator on applicant list if an applicant has not requested all of their letters of reference

Stay Tuned for More Good Things To Come!

Updates as of September 11, 2012

For Faculty/Staff/Admins:

Recruitment grid now supports pagination and column sorting

Applicant summary cover page on the PDF bundle

Admin: References lookup tool

Campus Integration: Couple of new text customizations available to tenants:
Customize the text for the "faculty reviewer guide URL", displayed on the home page for analysts/search committee members upon login
Add a string of text displayed to applicants after the dates, indicating if there is anything to note about the date (such as notice of possibility of initial review date)

General UI/Theme Updates: More areas now key off of tenant blue color (background, analyst menu bar)
Updated recruitment view screen. Bonuses for adding/editing/deleting recruitment documents now styled. Upgraded layouts to...
This window opens up when you click on ‘Applications’.
If your Recruit role is assigned to multiple recruitments all will be listed.

To enter ‘applicant list’ view click on ‘List Applicants’.
This window opens up when you click on ‘List Applicants’ next to the recruitment.

Click ‘Entire Pool’ to view all completed applications.
Click 'Change Columns' to select columns for list view.

Recruit records, reviewer name stamp: then alpha-numeric entries from Applicant Screening Criteria.
Definitions: ‘Applied On’ (application first started), ‘Last Updated’ (last modified), ‘Completed date’ (completed date when all required docs submitted, references requested or contact info provided)

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Highest Degree</th>
<th>Current Position</th>
<th>Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garaud, Pascale</td>
<td>PhD</td>
<td>Department of Applied Mathematics UC Santa Cruz Professor of Applied Mathematics</td>
<td>Complete by Thukin Bloom Sep 17, 2013 10:37am</td>
<td>Sep 17, 2013 10:37am</td>
</tr>
<tr>
<td>Hankamer, Jorge</td>
<td>PhD</td>
<td>UCSC Professor</td>
<td>Complete by applicant</td>
<td>Sep 9, 2013 7:12pm</td>
</tr>
<tr>
<td>Nimmo, Francis</td>
<td>PhD</td>
<td>UCSC Professor</td>
<td>Complete by applicant</td>
<td>Sep 17, 2013 10:50am</td>
</tr>
<tr>
<td>Kellen, Sean</td>
<td>PhD</td>
<td>UCSC Associate Professor of Literature &amp; Provost, Porter College</td>
<td>Complete by applicant</td>
<td>Sep 10, 2013 9:41am</td>
</tr>
<tr>
<td>Leslie, Lisa</td>
<td>Ph.D.</td>
<td>UCSC Professor</td>
<td>Invite for interview</td>
<td>Sep 17, 2013 10:41am</td>
</tr>
</tbody>
</table>

Once you make your column choices, click ‘Save Columns’

This is window opens up when you click on ‘Change Columns’

Indicates the recommended column choices
Columns you choose and save become viewable on the screen and can be downloaded into a spreadsheet.

*Suggestion: Use for note taking and committee meeting discussion*

‘References’ displays # letters received/# references supplied by the applicant.
Download this Data

The spreadsheet option *(Best used after IRD)*

- Option to download applicant list to a spreadsheet
  - An alternative to individual commenting in Recruit
  - List must be generated after review cut-off date, and filtered accordingly*, to ensure all those who submitted a complete file by the review cut-off are considered

- Change columns
  - Select the fields you want to include in your spreadsheet

- Click ‘Download this Data’

- You will still download/view materials as described earlier, but can make notes in spreadsheet rather than, or in addition to, in Recruit

- Can be useful for committee meeting discussions

- Be sure to:
  - Review all those who meet the review cut-off

*See Quick Guide for filtering and date sorting guidance*
Click on applicant name to expand record and review materials
AFTER clicking the applicant name, the individual record opens up. Materials and information can be reviewed in three different ways:

1. ‘Use Document Viewer’ allows you to view files without downloading them to your system (works on most operating systems, not compatible with Mac & Firefox, recommended: Mac & Safari and Windows & Firefox)

2. Click to the linked file name to review an individual document

3. Click to ‘Download PDF Bundle’ to view of ALL this applicant’s materials
Comments, Flags, and Personal Notes

• **Comment Field:**
  
  For recording individual alpha-numeric screening criteria for each applicant:
  
  – Committee must decide which member (usually the chair) will record the unified voice for each applicant and document it for the support staff
  
  – Unified voice alpha-numeric criteria recorded in comment field
  
  – Unified voice will be visible to other reviewers
  
  – May be edited throughout review process

• **Flags:**
  
  Helpful in managing pool for easy online viewing
  
  – Visible to other reviewers
  
  – Multiple flags per reviewer, may be edited throughout review process

• **Personal Notes:**
  
  – Are not seen by any other Recruit user
  
  – CAUTION: IT IS RECOMMENDED YOU DON’T USE THE PERSONAL NOTES, as they stay in system until you delete them. If used, only include search-specific comments.
Enter alpha-numeric code from Applicant Screening Criteria list. Click ‘Add Comment’ to save. May be used by individual committee member during preliminary review (prior to IRD). Must be used by search committee to record final committee determination.

Personal Note may be entered, but no other reviewers will be able to see them and they do remain in the database until you delete them!
Continued....AFTER you review materials and information, you may also annotate with a flag if necessary.

Flags are entered one at a time. Enter information in ‘Add Flag’ field, once entered, click ‘Add Flag’ to save. *(suggestion: committee may choose to decide on default set of abbreviations)*
Best use of flags

• Flags can be used to annotate applications to assist with online management
  
• Examples/Suggestions:
  – For bi-level searches: “asst” or “assoc”
  – MBQ (meets basic qualifications), DNMBQ, Invite, Alt, etc.
  – “ADDL” – request additional information

These are just suggestions – search committee may decide on best use of flags for a particular search

NOTE: As a result of the search committee meeting, ‘Your Comment’ field is where the unified committee voice will be recorded and Flags are recommended to help manage the pool
Continued...AFTER you review materials and information, be sure to mark as read! Choose ‘Return to List of Applicants’ to continue reviewing.

Be sure to mark applicant as read! You will be alerted if any changes occur. Green ‘read’ check ✔️ will change to a red alert sign 🔄.
Once done reviewing – be sure to click on ‘Logout’ to end your Recruit session.
Committee determinations

- Once IRD has passed, committee can confer and make final determinations

  - Unified committee voice
  - Noted in Recruit by the chair OR designated committee member
  - Best practice example of unified voice entry in ‘Your Comment’ field: “CMTE: 31, 33, 37”

- Communicate in writing to staff which committee member (usually the chair) is capturing the unified voice in Recruit

- The alpha-numeric code from the [Applicant Screening Criteria](#) that the unified voice records in Recruit is then translated onto Part B of the recruitment documentation by the support staff
More Help

- Online Help documentation
- The [Quick Guide for Committees](#) is on the Recruit information page (available from Home screen)
- The Recruit support team: recruit@ucsc.edu
- The department’s recruitment support staff
- System is still improving! Which means changes can, and likely will, occur
- Please always use online documents for most up-to-date information!
Almost done....... 

Take Quiz to Complete Training

Please complete all questions and “SUBMIT”
This prompts an email response to be sent to recruit@ucsc.edu

Once your quiz results have been reviewed and final Applicant Screening Criteria is verified, you will be notified of your access to Recruit
Please see last slide for system information

If you have any questions, problems, or suggestions, please contact recruit@ucsc.edu or call 831.459.3849