**Academic Ongoing Pools Recruitment Process Flow Chart**

**Recruitment Policy – Campus Academic Personnel Manual (CAPM) 100.500**

- **Hiring unit submits completed Ongoing Pool Position Approval Packet to the division.**
  (See [https://apo.ucsc.edu/employment/academic-recruitment/Initiating%20Recruitments/index.html](https://apo.ucsc.edu/employment/academic-recruitment/Initiating%20Recruitments/index.html))

  - **DIVISIONAL ANALYST REVIEWS THE PACKET’S DOCUMENTS AND RETURNS IT TO HIRING UNIT WITH CORRECTIONS (IF APPLICABLE).**

- **Dean approves the packet and the Divisional Analyst forwards it to APO for final review.**

  - **APO REVIEWS PACKET FOR CONFORMANCE TO LAW AND POLICY, COMPLETES ANY NECESSARY REVISIONS TO THE PACKET’S DOCUMENTS, AND SETS UP RECRUITMENT IN UC Recruit.**

  - **APO EMAILS HIRING UNIT AND DIVISIONAL ANALYST FINAL VERSIONS OF THE DOCUMENTS (IF APPLICABLE) ALONG WITH DETAILS OF THE DRAFT RECRUITMENT SET-UP FOR REVIEW AND APPROVAL.**

  - **HIRING UNIT APPROVES FINAL VERSIONS OF THE DOCUMENTS AND THE RECRUITMENT SET-UP.**

  - **APO PUBLISHES THE RECRUITMENT AND IT GOES LIVE; POSTS THE RECRUITMENT FLYER ON THE Academic Positions web page; and it provides the hiring unit the final Recruitment Flyer, Approved Applicants Screening Criteria and the UC Recruit Applicant Pool Report (aka Preliminary Diversity Report).**

- **RECRUITMENT’S OPEN DATE**

  - **Recruitment period begins and applications can be completed in Recruit.**

  - **HIRING UNIT CONDUCTS OUTREACH THAT IS APPLICABLE TO THE POOL’S FIELD/S OF STUDY AND AVAILABLE LABOR POOL.**

  - **HIRING UNIT DOCUMENTS ITS OUTREACH EFFORTS IN Recruit (this can be an ongoing effort throughout the life of the pool).**

- **Thirty Days After Open Date**

  - **Search Committee may complete its first formal review of completed applications.**

  - **EVALUATE POOL’S APPLICANTS**

  - **Search Committee reviews applications and assigns the applicable Approved Applicants Screening Criteria to each of the applicants.**

  - **HIRING UNIT MAKE THE FOLLOWING UPDATES IN Recruit FOR EACH OF THE COMPLETED APPLICATIONS:**
    1. Updates Basic Qualification status
    2. Enters applicable Applicants Screening Criteria
    3. Updates Applicant Status for those applicants identified as pool-qualified.

  - **HIRING UNIT CREATES SEARCH REPORT AND TRIGGERS APPROVAL PROCESS. APPROVERS OF THE REPORT OCCUR IN THE FOLLOWING ORDER:**
    1. Search committee Chair
    2. APO
    3. Divisional Analyst
    4. Dean

  - **HIRING UNIT RECEIVES SYSTEM-GENERATED EMAIL THAT DEAN HAS APPROVED THE SEARCH REPORT.**

  - **The date that the Dean approves the report is the recruitment compliance begin date.**

  - **HIRING UNIT CAN NOW INITIATE APPOINTMENT REVIEW/S IN DivData Review for ANY OF THE POOL-QUALIFIED APPLICANTS.**

  - **For each subsequent review of applicants, return to the Evaluate Pool’s Applicants step and proceed from there.**

    *The hiring unit can review as many batches of applicants as it deems necessary for the life of the pool.*