AP Recruit Implementation and Related Process Changes

AP Recruit Launched at UCSF on July 1, 2013

AP Recruit is a web-based tool used to facilitate the academic hiring process and to facilitate compliance with federal and state affirmative action/equal opportunity regulations.

AP Recruit is a system-wide initiative that was developed by UC Irvine in 2006 and which is now in use at all UC campuses. At its core, the system will create a standard paperless process for all academic searches

- Search committees and support staff can quickly review and manage applications online
- Applicants can manage and monitor their application process
- Referees can log in and securely upload their letters of reference (as required)
- Data on academic recruitments will be reported to UCOP via AP Recruit rather than manually collecting information from Departments

Creating Recruitments in AP Recruit

- The VPAA's office will set-up all new recruitments in AP Recruit based on information provided on the Academic Recruitment Plan (ARP).
- Departments will be provided with links and instructions on accessing their recruitments in AP Recruit with each approval notification of the ARP.

Department Training

- The VPAA's office will provide just-in-time training to department staff and committees. With each APR that is received, our office will reach out to the staff contact and committee chair to schedule a training session for AP Recruit. The training will provide them with information they need to review and manage applications within the system. In addition, guides and additional help materials are available on our website. The training sessions will begin as live PowerPoint presentations and will evolve into webinars.

Opening and Closing Searches – Process Changes

- All requests to open searchers that are received by the VPAA on July 1st or later must be submitted on the new ARP forms and must be managed using AP Recruit
- To facilitate ARP's currently in process within the departments, between July 1st and July 15th we will accept the old ARP form with the first page of the new form completed and attached; however, please be sure that the advertisement attached reflects the new template language requiring applications in AP Recruit and the application requirements specified on the new ARP form for AP Recruit.

ADS

- ADS will be no longer be utilized for new searches opened in AP Recruit, however, existing searches opened before July 1st should continue with the old ADS and SPR process. You cannot mix and match the old process with the new. In other words, new searches use new forms and AP recruit, but old searches us old SPR form and ADS process.

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More on ADS and the transition of old Searches…..

- You will have until October 31, 2014 to close any existing searches in ADS. After the close out date, any searches needing to continue will have to be reopened as new searches using the AP Recruit process. NOTE: Anyone who previously applied under the old search that you wish to still consider as an applicant will have to reapply via AP recruit.

- Approximately 3-months before ADS is closed the VPAA will provide the service centers with a list of all searches still open in ADS, which will no longer be valid on November 1, 2014.

Affirmative Action Reporting for Applicant Pools - Process Change

- AP Recruit will collect all affirmative action demographic data from each applicant within the system and as such this information no longer needs to be collected as part of the SPR process.

- We have implemented a new process as part of the applicant management that will require departments to consult with the Office of Diversity and Outreach to review their applicant pool before they conduct interviews. This process change has been documented on the new forms and all training materials. The service center is not responsible for reviewing the applicant pool and will not have access to this data in AP Recruit. If you get questions about an applicant pool or the process, please direct them to Misty Loetterle in the Office of Diversity and Outreach.

Roles in AP Recruit – ACCESS IS OPTIONAL FOR SERVICE CENTERS

- The AP Recruit is a role based system that allows different access levels and functionality. Since the service center will not have an active role in managing applications, the simplest role available to allow you to see recruitments is the reviewer role. This is the same role that is available to all committee members.

- Assigning roles will be done by the VPAA's office; however, it must be requested by each service center, either from the managers or the directors. We ask that for the initial set-up each service center send Jennifer Polce in the VPAA's office a spreadsheet listing all the generalists in the service center who need access to view recruitments in the system. Please carefully consider your business needs before sending us the list. With each name, please tell us which department they will need access to. The system does not allow you to filter recruitments by department (although it will allow you to sort alphabetically), so if you ask for multiple departments for each individual the expectation is that this person needs to see all recruitments at all times. This can become extremely cumbersome.

- If someone leaves or a new person needs access, you will need to notify your service center's VPAA specialist to have access removed or new access granted.

- School AP Managers will automatically be given access to all recruitments in their school and Service Center Managers and Directors will be given access to all departments and their service center, unless you tell us that access is not necessary.