

UC-RECRUIT TRAINING Guide for:

Creating Basic Recruitments

This training guide walks Analysts through the steps of setting up a “basic recruitment”. Academic Recruitments with title codes that *don’t* fall into Tenure, Tenure track or certain other professorial ranges (for School of Medicine) are not configurable in RECRUIT for online applicant management – so applications are collected and managed outside of RECRUIT via the standard paper method. In such recruitments, RECRUIT is used only for managing diversity reporting of the applicant pool.

OBJECTIVES

To understand how Department Analysts use RECRUIT for Lecturers, Specialists, Post Docs, Scientists, etc.

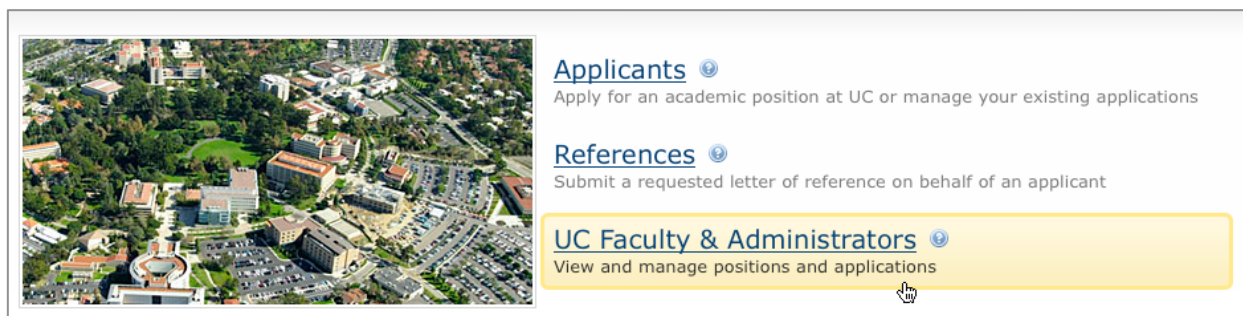
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LOGIN INFORMATION

1. Navigate to <http://recruit.ap.uci.edu/training>
2. Click on “UC Faculty & Administrators.”



3. Log in with your UCInetID and password.

EXERCISE #1: CREATE A BASIC RECRUITMENT

1. Click the **Recruitments** tab in the top menu bar.



2. Click the button, **Create New Recruitment**.



3. On the overview page, click the **Next** button.



4. Fill in the recruitment information:

- a. Recruitment Name: **Assistant Specialist**
- b. Department: **Select your department from the menu**
- c. Academic year: **2011-2012**

Basic Information

Recruitment Name:

Department:

Note: If this is a cross-listed position, [contact us](#) before continuing.

Academic Year:

Salary Control Numbers:

(optional)

- d. Recruitment Open: **Select today's date**
- e. Close Date: **Select six months from today**
- f. Final Date: **Select two weeks past the Close Date**

Application Submission Dates

Recruitment Open:

Close date:

Last day to accept new applications

Final date:

Last day for online applicants to modify their application

- g. Search Information section: **Open search**
- h. Initial search allocation: **Newly allocated**

Search Information

Search breadth:

Is this an open/general search or a targeted/specialized search?

Initial search allocation:

Is this position newly allocated or is it being re-listed from a previous academic year?

- i. Skip the section, "Optional Information Link" for now and click the **Next** button.

5. Fill in the title codes and specialties:

- a. Title code: **3300, 3320, 3330**
- b. Click the button, **Add Title Codes**.

Title Code	Name	Action
1100		

- c. Type: **Campus**
- d. Specialty: **Civil Engineering**

Specialty Type	Name	Action
Campus	-- Specialty -- Specialty Accounting Acoustics Adult and Continuing Continuin Aerospace, Aeronaut & Astronau Agricultural Business & Mgmt Agricultural Economics	

Click the **Next** button.

6. Fill in contact information:

- a. Contact Name: **type your name**
- b. Contact Email: **type your email**

Analysts, administrators, and the online search committee will use this address.

Contact Name:	Persona Berkeley
Contact Email:	persona@berkeley.edu

- c. Address: **type your department's mailing address**

The mailing address that applicants and references may use.	
Address:	200 California Hall, MC 1500 Berkeley, CA 94720-1500

- d. For this exercise, skip the "Internal Notes" section and click the **Next** button.

7. Look over the information for accuracy.

- a. Check the confirmation box at the bottom of the screen and Click **Save & Done**.

You will see this notification when you are finished creating the basic recruitment. The JP# and the survey link are both unique.

✓ **Recruitment JPF00012 Successfully Created!**

The survey link for your applicants is:

<https://demo.recruit.ap.uci.edu/survey/take/12>

Ordinarily, you would copy and paste this survey link into an email message for your applicants, requesting they complete the confidential Diversity Survey. This won't be necessary for this training exercise.

NOTE: IN THE EMAIL TO APPLICANTS, IT SHOULD BE EMPHASIZED THAT THE DIVERSITY SURVEY SHOULD ONLY BE TAKEN ONE TIME.

EXERCISE #2: MANAGING THE SURVEY ON DIVERSITY

Reports may be created at any time, or multiple times throughout the search period and afterward.

1. Locate your recruitment on the Recruitments page.
2. Click the link, "Manage Diversity Reports."

Assistant Specialist JPF00012
Open August 26th, 2011 – August 26th, 2011 (Survey & modification close August 26th, 2011)
Contact: [Kim Gerrard](#)
Basic: [Edit Basic Recruitment](#) | [Manage Diversity Reports](#) | [Make Inactive](#)

[Open \(Survey Only\)](#)

2. Click the button, Create New Report.



3. # applicants: Type 2

(This number represents the number of applications you have received outside of the system.)

Create New Report	
Recruitment:	Assistant Specialist
Job #:	JPF00012
Department:	Department for UCI
Diversity data set:	Other Professorial / Non-Tenured
Salary control #:	None
Specialties:	Criminology
Title codes:	3300: SPECIALIST
# applicants:	2

4. Your report will be generated when you click the button, **Create Report**.
5. You will be returned to the Diversity Reports page. Click the link, "Download" to look at the report.
6. This opens a PDF showing the aggregated results of the Survey on Diversity for this particular recruitment.
7. Close your PDF, return to the browser window, and click the **Done** button.

Congratulations!

You have completed the training needed to create a basic recruitment and manage the diversity surveys.

Now download the Module 2 training guide to learn to use Recruit with its full functionality in Tenure, Tenure Track and Other Professorial positions.