

Recruit Release Notes Changes Launching 2017-04-20

Recruitments: Search Conclusion

Request applicant pool closure

Please explain why the pool should be closed early and an administrator will get back to you.

Closing the pool will immediately make it impossible for new applicants to apply, lock existing applications from making further changes, and remove the recruitment from the public list of recruitments. Advertisements that contain direct links to the recruitment will let applicants see that the recruitment exists, but will inform them that applications are no longer being accepted for this position.

Subject

[UC Recruit] Applicant Pool Closure Request - Jedi Padawan (JPF00170)

Body

Please review and close the applicant pool for this recruitment:

Jedi Padawan (JPF00170)
<http://recruit.puma:3000/analyst/recruitments/170/conclusion>

This applicant pool should be closed early because _____

--

Send request Cancel

We added the ability to **close an applicant pool early**. This shuts out applicants from applying and from modifying their applications, so it acts a lot like inactive to the public, but it lets approvals and search committee members continue their work. For open-until-filled recruitments that are already filled, closing the applicant pool lets you wait on that last approval. For recruitments that still need one more *Hired* status, closing the applicant pool will make sure you're not wasting applicants' time providing materials for positions they'll not be considered for.

Before search conclusions were added, analysts finished off recruitments by marking them inactive. But now that we have conclusions, we no longer need inactive, so we're **removing the ability to make a recruitment inactive**. Now instead of one

big "inactive" shelf where old recruitments sit, we have new labeled shelves: these recruitments resulted in hires, these didn't, these get canceled, etc. The labels help you know how things went, and let you determine which recruitments are *actually done* and which are just *waiting* for final updates. To reap these benefits, use the new labelled shelves.

Recruitments: Unified Applicant Page

Analysts can now **edit existing reference contact information from the applicant review page**. This marks the penultimate story required before we can remove the Applicant Manage page from the Recruit application.

Exemptions

When picking which approval workflow an exemption should use, **we can now take the exemption category into account**. So your recalls can now route to different offices than your summer session lecturers, and no one needs to be bothered with exemptions they don't have anything to do with.

Edit Approval Workflow

* Name

WOS

This is shown to analysts before they create an approval that will use this workflow.

Context

Search Exemption

Conditions

Search exemption categories

All categories

Only in categories

Non-Salaried (0% time) or Without Salary (WOS) Appointment

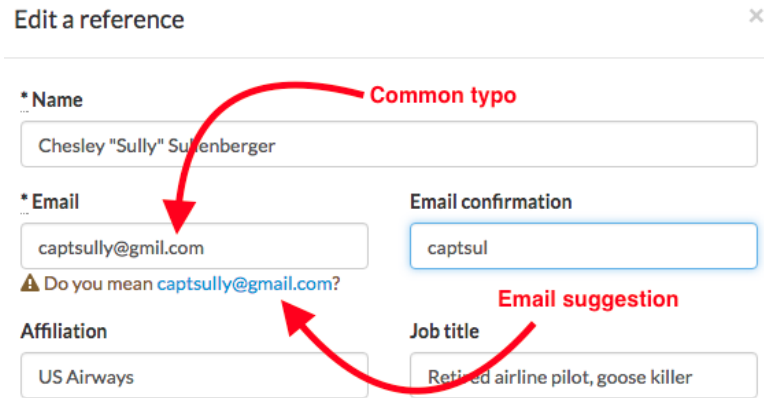
Concurrent WOS Appointment

Internal Hire (Change in Series)

Emails

Typos: everybody makes them. While most of the time they are inconsequential, they are a problem when it comes to an applicant or a reference's contact info.

Typos in the email domain were causing many emails to be sent out into the ether. We have implemented a change that we feel will make it less likely that a user will enter an incorrect email to begin with. When an odd email domain, such as *hutmail.com* or *gmel.co* is entered, **we now display an email suggestion alert** to the user to point out the possible mistake.



The screenshot shows a form titled "Edit a reference" with a close button (X) in the top right corner. The form contains several input fields and a warning message:

- * Name**: Input field containing "Chesley 'Sully' Sullenberger". A red arrow points from the text "Common typo" to this field.
- * Email**: Input field containing "capsully@gmil.com". A red arrow points from the text "Email suggestion" to this field.
- Email confirmation**: Input field containing "capsul".
- Warning**: A yellow triangle icon followed by the text "Do you mean capsully@gmail.com?".
- Affiliation**: Input field containing "US Airways".
- Job title**: Input field containing "Retired airline pilot, goose killer".

Red annotations include the text "Common typo" pointing to the Name field and "Email suggestion" pointing to the Email field.