

New “Search Conclusion” Feature for all Recruitments

AP Recruit now has a way to indicate that a recruitment is complete/concluded. The new **“Search Conclusion”** feature supports this necessary process and will collect required information on new hires (Employee ID and appointment start date) to comply with University, state, and federal policies and laws. Analysts no longer need to make recruitments inactive, because concluding the search removes the recruitment from view of the committee and applicants.

A new **“Search Status”** column on the Recruitments grid indicates the status of all recruitments – for example, Pending, Open, Final and Closed, Concluded. To view the column click the **“Change Columns”** button and select Search Status. **We strongly recommend that you make this column visible on your recruitment grid to keep track of searches that need to be concluded.**

When to Conclude the Search

The **“Conclusion”** tab replaces the **Search Outcome** tab. A search should be concluded after the **Search Report** is approved, when no new hires will be made, and as soon as one of three conditions is met:

- A candidate for a non-pool recruitment was hired by the University and the appointment start date and Employee ID are available;
- A pool recruitment reaches the end of the open period (typically 12 months), and appointment start dates and Employee ID information are available; or
- The recruitment is failed or cancelled

Initial Search Outcome

Now that the Conclusion tab has replaced the Search Outcome tab, the **“Initial Search Outcome”** feature is no longer available. In order to indicate the initial search outcome when submitting the search report, **please include the following information in the Search Report TITLE:**

- Name(s) of the candidate(s)
- For pool recruitments include the Round Number, the teaching semester and the teaching area(s). For example, “Yolanda Smith, Round 2, spring 2017, Biology of Cancer.”

Concluding Old Recruitments

In order to ensure that all records are accurate and up-to-date, analysts must use the new Conclusion feature to go back and formally conclude all searches that **began** in academic years 2014-15, 2015-16, or 2016-17.

FAQs

Where can I find more information about when and how to use this feature, including screen shots showing steps?

- [AP Recruit User Manual](#) (pages 66-69)
- [Senate Search Guide](#)
- [Non-Senate Search Guide](#)

What about recruitments that are already “Inactive?”

All recruitments, both active and inactive need to be concluded.

When do I need to finish concluding recruitments that occurred in previous years?

All past recruitments for the required search years should be concluded no later than **May 31st, 2017**.

Who do I contact if I still have questions?

Please send email to OFEW@berkeley.edu or call 642-1935, and we will troubleshoot any remaining concerns.