ANALYST CHECKLIST:
NON-SENATE SEARCH REPORTS IN **APRECRUIT**

STEP 1: Statuses and Dispositions	
Basic qualifications	Verify that all applicants who applied by the review date used in the search report have been assessed as meeting or not meeting the basic qualifications as stated in the job advertisement (individuals with incomplete applications should remain in the "Unknown" category).
Proposed candidate	Update the status of the proposed candidate from 'recommend for interview' to 'interviewed' to 'proposed candidate.' *Enter the proposed offer information.*
Applicant statuses	Verify that all other applicants have the correct and most up-to-date status for the search report. No applicant should have a status beyond 'Proposed Candidate' (lecturer pools with past approved reports are an exception, where those who were hired in the past should display as 'Hired' in the report).
Applicant dispositions	Verify that all applicants who applied by the review date used in the search report have a disposition reason assigned to indicate why they were deselected for the position. Disposition reasons should not be the same for every applicant. Do not assign a disposition reason to the proposed candidate.
Written comments	Provide written comments from the search committee or faculty PI about candidates who were interviewed (or are the alternate) to state why they were interviewed and why they were not selected. The comments should be based on the requirements for the position; do not use comparative, non-verifiable statements. Provide written comments about the Proposed Candidate to explain why he or she is being put forward for the position. Note that it is fine to state in the Comments field, "see Search Committee Narrative" rather than duplicating the comments in two places. **For lecturer pools:** Written comments must be included for every qualified candidate indicating what semester they were being evaluated, the course or area of hiring need that semester, and whether or not they would be considered again in the future. If someone is being kept in the pool for future consideration, those details must be added for each semester they are considered.
STEP 2: Documentation and Search Outcome	
Advertisement and outreach evidences	Verify that evidence of all advertisement and outreach conducted during the search has been uploaded. Verify that the actual search and recruitment efforts section has been completed.
Other documents	If not already done, refer search committee members to the OFEW guidelines on Search Committee Narratives for guidance on the document requirements (if a Narrative is required). Upload all other documentation, such as the Search Committee Narrative, interview materials and notes, and rating scales.
Initial search outcome	Select the Initial Search Outcome – Proposed Candidate If the search failed select "Failed, No candidate," and follow the guidelines in the Non-Senate Search Guide for information on failed search report requirements.
STEP 3: Submit for Review and Approval	
When complete submit the Search Report for review and approval. The Analyst is responsible for ensuring that approvers review the report. Note that proposed candidates cannot be hired until the Search Report has been submitted and approved. Complete and submit the Search Report early to avoid any potential delays with the appointment request.	
STEP 4: Final Applicant Statuses and Close-Out	
When a final outcome is known – candidate is hired or declines an offer – return to AP Recruit to update the candidate statuses and conclude the search. This is an essential step!	

Resources:

Non-Senate Search Guide: http://ofew.berkeley.edu/recruitment/non-senate-searches
Non-Senate E-Learning Tutorial: http://ofew.berkeley.edu/resources/Nonsenate_E-learning_Tutorial.pdf
AP Recruit User Manual: http://ofew.berkeley.edu/sites/default/files/ap_recruit_user_manual.pdf