



Office for Faculty Equity & Welfare

Academic Recruitment News and Updates

New Department of Labor, Office of Federal Contract Compliance Programs Executive Order in Effect on April 8, 2015

On July 21, 2014, President Obama signed Executive Order 13672 extending workplace protections to employees in the federal contracting workplace on the bases of sexual orientation and gender identity. The protections require the treatment of applicants without regard to these categories. For more information, see: <http://www.dol.gov/ofccp/LGBT.html>



New and Recent Feature Enhancements to AP Recruit! See below.

Some fields in the Search Plan now LOCK after the search launches!

Both the Title Codes and the Qualifications section lock after the recruitment launches and cannot be changed. Proposed Candidates can only

The University of California already provides protections for sexual orientation and gender identity in its [nondiscrimination and affirmative action policy](#) so this does not significantly change how we conduct recruitments at Berkeley.

What does this mean for you?

As of April 8, 2015 all job advertisements must have the phrase "sexual orientation, and gender identity" in the Equal Opportunity clause that appears at the end of all job advertisements. Please see the [Senate](#) (currently Page 72) and [Non-Senate](#) (currently Page 62) Search Guides for the updated language.

******NEW!******

Academic Recruitment E-Learning Tutorial for New Users!

We have created a training tool for analysts conducting non-senate academic recruitments. The tutorial can be accessed from the [OFEW website](#) and consists of seven lessons that make up the major categories for the AP analyst conducting non-senate recruitments. The entire tutorial takes approximately three hours to complete and can be done over multiple sessions. It is necessary to contact OFEW (ofew@berkeley.edu) prior to starting the tutorial so a fake recruitment can be set up on the AP Recruit Training Site on behalf of the trainee.

Analysts new to Berkeley will now take the tutorial

be hired into a title code that is chosen as part of the Search Plan. Please prepare accordingly!!

Search Committee Chairs and Editors now have the option to edit the following parts of the Recruitment:

- Equity Advisor Role
- Search & Recruitment Efforts
- Advertisement Uploads
- Qualifications
- Selection Process
- Documentation

Initial Search Outcome

prior to receiving access to AP Recruit.

A similar tutorial will be created for senate faculty recruitments - stay tuned for the launch date in the near future.

Analysts now enter the **initial search outcome**—whether the search was successful at identifying any candidates—so that information can be included as part of the Search Report.

Updated Guides and AP Recruit Manual

Updates have been made to the:

Senate Faculty Search Guide
Non-Senate Search Guide
AP Recruit User Manual

All three documents can be accessed and downloaded at ofew.berkeley.edu. **Be sure to refresh your screen** to view the updated documents (dated April 1, 2015 on the website).

Search Reports reflect changes immediately.

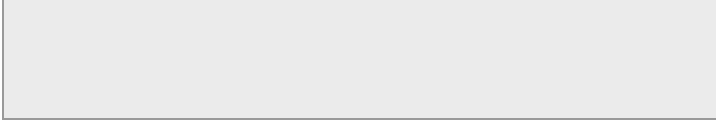
They now function like Search Plans always have: The PDF updates as the Plan changes, and all approvers see changes as soon as they happen. When the last approver signs off, Recruit snapshots the PDF, so if you want to run another Search Report you can do so without affecting the approved one.

AP Recruit Tip for Managing References

Display the References Column on the Applicant Review Page to learn the status of references requested and received on behalf of applicants. Or, hover over the little circles under candidate names to see the status of each reference - references information not entered (empty circle), references information entered but not requested (empty circle), reference requested (filled circle), or reference received (filled circle).

Applicants can now re-request letters from their references even after the final date to apply.

Document requirements can now be edited or



**created on the
Recruitment Details
page rather than
having to go
through the full
'Online Applicant
Requirements'
wizard.**