We have a number of important updates and reminders to share with you, including newly updated Search Guides, news about the old AP Search system, updated information about completing Search Reports for senate faculty searches, and reminders and activities for both senate and non-senate searches.

Change in Office Hours for December

We will hold Office Hours in the computer lab in 212 Wheeler on Tuesday, 12/9, from 10am - 11am. Please feel free to drop in with your questions.

Newly Updated Search Guides

Updated versions of the Senate and Non-Senate Search Guides are available on the OFEW website (dated December 2, 2014). A number of minor changes were made throughout the guides to clarify many topics and provide additional information as needed. If you use a hardcopy of the Guides please replace your current version with this new one.

Senate search guide
Non-senate search guide

Reminder: OFEW will no longer accept Search Reports in the old AP Search system after December 19, 2014

For recruitments that were launched in the old AP Search/AP Recruit system and are currently either accepting applicants (including lecturer pools) or have not yet resulted in a selected candidate (or will continue to result in future selected candidates), you must move the recruitment fully to AP Recruit by 12/19/14.

CONTINUE TO USE AP SEARCH FOR SEARCH WAIVERS

Instructions for moving Search Plans:

1. Go to the Summary page of the approved Search Plan in AP Search.
2. Click “Print Preview” in the upper right corner of the Summary page.
3. Print to a PDF and save on your computer with the JPF# in the title.
4. Upload the PDF in the Documentation tab in AP Recruit under “Search Plan Documents.”

Instructions for moving approved Search Reports for recruitments that are still open (will possibly result in additional selected candidates):

2. Click “Print Preview” in the upper right corner of the Summary page.
3. Print to a PDF and save on your computer with the JPF# and last name of selected candidate(s) in the title.
4. Upload the PDF in the Documentation tab in AP Recruit under “Letters and Memos.”
For all Searches: Remember to enter the 'Proposed Offer Information'
When you move a candidate's status to Selected Candidate click on the button "Enter proposed offer information." This is necessary for the Search Report and can only be entered when moving a candidate to Selected Candidate.

If you’ve entered a proposed offer, you can always edit it from the applicant's information screen:

New this year for Senate Faculty Search Reports!
To streamline the Search Report process for departments and save time, do not upload the Departmental Recommendation Letter that is part of the paper appointment case submitted to AP into AP Recruit. AVP Stacy will review this letter at a later stage in the appointment review process.

Senate Faculty Searches: Reminders and activities for department analysts
Begin preparing the Search Report as soon as the application window closes!
1. Assess basic qualifications at time of application.
2. Submit Applicant Pool report.
3. Assign disposition reasons for unqualified individuals.
4. Upload evidence of advertisement placements and enter information on actual search efforts (as provided by the search committee chair).
5. Support the search committee in their review of applicants and use of AP Recruit.
6. Keep all applicant statuses up-to-date (review definitions) - only use Invite for Interview and Interviewed for shortlist candidates (use Serious Consideration for informal, conference, or Skype interviews).
7. Assign disposition reasons for applicants not under Serious Consideration (the "long shortlist”).
8. Submit Shortlist report of proposed shortlisted candidates prior to initiating invitations for campus visits.
9. Assign disposition reasons for applicants not selected for the shortlist.
10. Provide guidance to the search committee on Search Committee Narrative requirements (See the senate search guide for more information).
11. When the proposed candidate is selected, update the statuses and enter the Proposed Offer Information.
12. Provide a brief written narrative for those interviewed and the proposed candidate (can be extracted from the Search Committee Narrative if relevant) - do not select a disposition reason for the Selected Candidate.
13. Submit the Search Report for review and approval.

Non-Senate Searches: Reminders and activities for department analysts/HR partners
Begin preparing the Search Report as soon as the application window closes!

1. Assess basic qualifications at time of application.
2. Assign disposition reasons for unqualified individuals.
4. Support the search committee in their review of applicants and use of AP Recruit.
5. Keep all applicant statuses up-to-date (review definitions).
6. Assign disposition reasons for applicants not under Serious Consideration if using this status, or for those not being interviewed.
7. When the proposed candidate is selected, update the statuses and enter the Proposed Offer Information.
8. Provide a brief written narrative for those interviewed and the proposed candidate (can be extracted from the Search Committee Narrative if relevant) - do not select a disposition reason for the Selected Candidate.
9. Submit the Search Report for review and approval - the proposed candidate should have the status of Selected Candidate.
10. Remember that approval of the Search Report is not approval to hire. Follow established procedures for hiring approval.