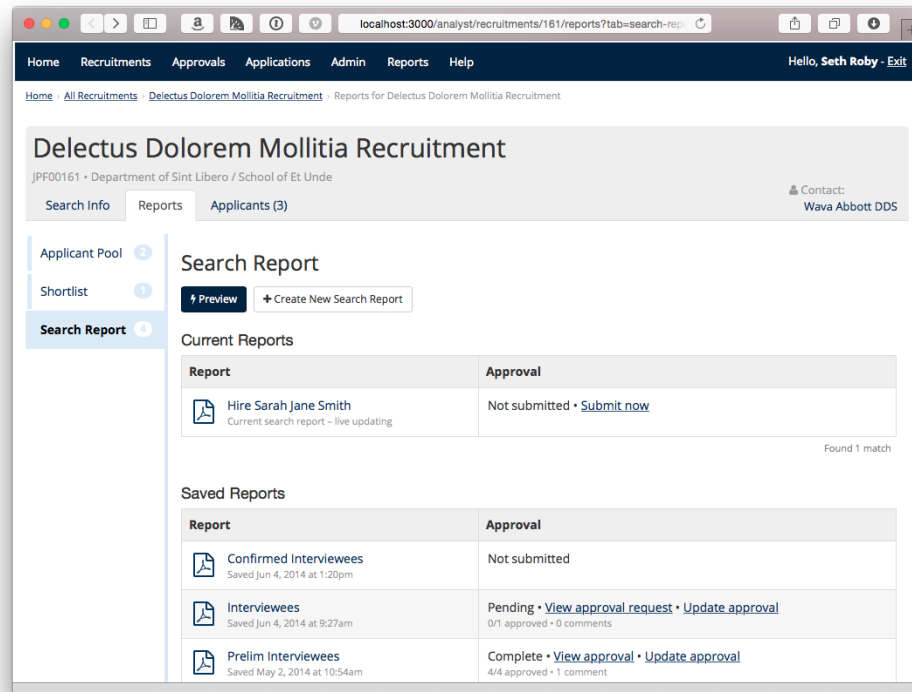


# Recruit Release Notes Changes Launching 2015-02-05

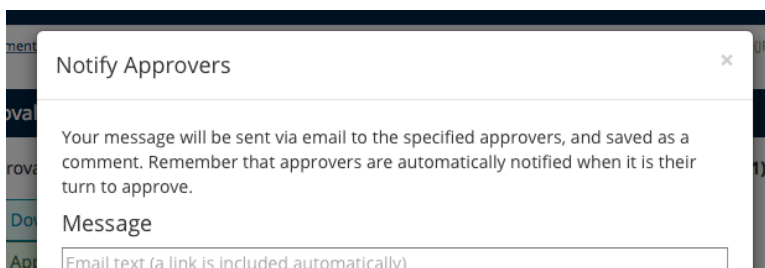
## Reports and Approvals

New **search reports reflect changes immediately**. They now function like search plans always have: the PDF updates as the recruitment 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 or make other changes, you can do so, and the PDF will still be around to see what was approved.



Existing search reports remain in the system, and maintain their current content, approval status and list of signatures gathered. If you need to update a saved and submitted search report to appease an approver, you can simply convert that search report to be live-updating, and any changes made will be reflected immediately.

Analysts can now **notify approvers** right from the approval screen. You can prod the approver who's taking too long, warn the pending approvers about what's coming their way, or highlight a change that previous approvers might need to know about. This is largely in support of the above change: with live-updating PDFs, Recruit won't be sending previous approvers notifications of updates to search report approvals, so we made it simple for the analyst to do that when they feel the need.

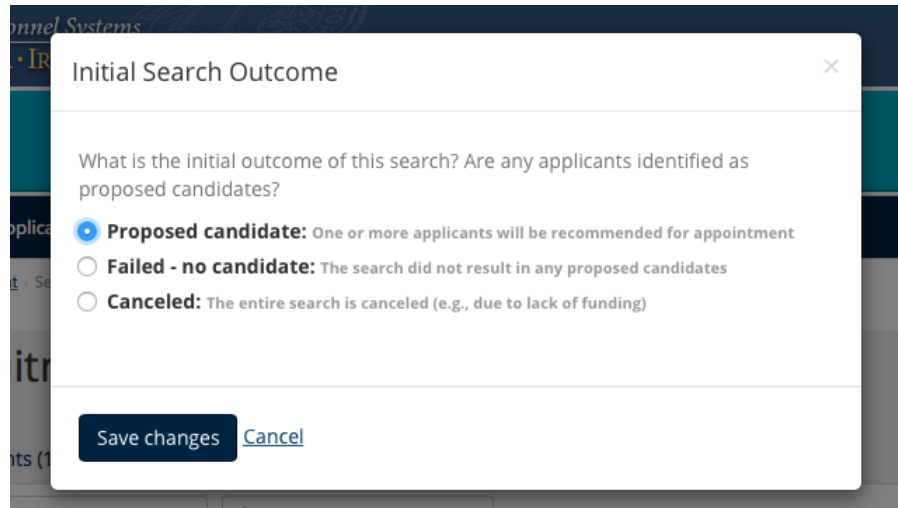


## New Recruitment Fields from AP Search

Analysts can specify 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.

Analysts will be **prompted to select an initial search outcome** when they create search reports.

You can now track a recruitment's **proposed salary and step/rank** in the “General

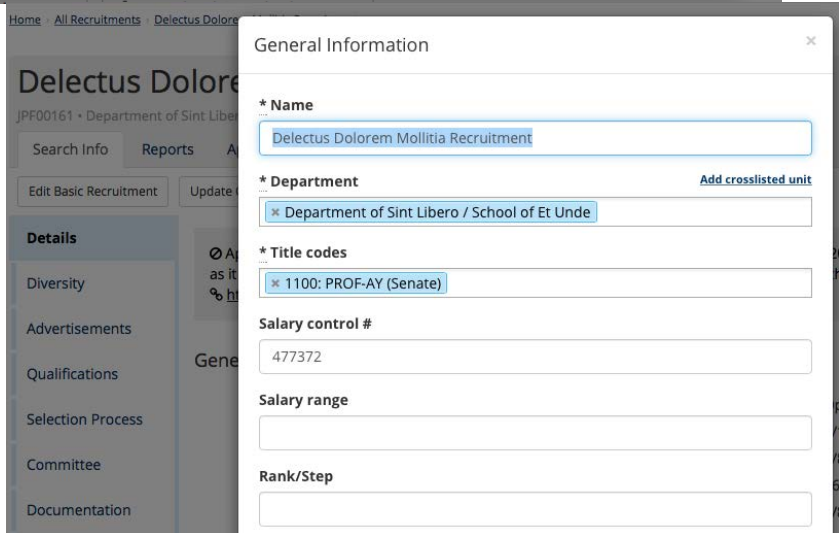


Initial Search Outcome

What is the initial outcome of this search? Are any applicants identified as proposed candidates?

- Proposed candidate:** One or more applicants will be recommended for appointment
- Failed - no candidate:** The search did not result in any proposed candidates
- Canceled:** The entire search is canceled (e.g., due to lack of funding)

Save changes Cancel



General Information

\* Name  
Delectus Dolorem Mollitia Recruitment

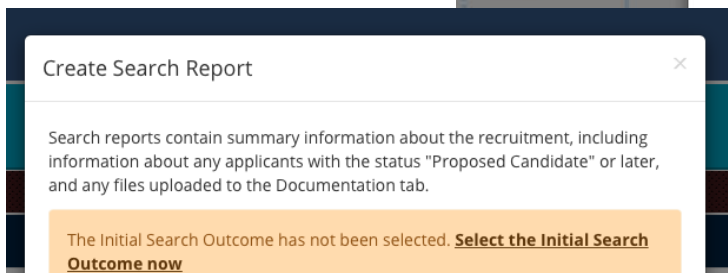
\* Department [Add crosslisted unit](#)  
Department of Sint Libero / School of Et Unde

\* Title codes  
1100: PROF-AY (Senate)

Salary control #  
477372

Salary range

Rank/Step



Create Search Report

Search reports contain summary information about the recruitment, including information about any applicants with the status "Proposed Candidate" or later, and any files uploaded to the Documentation tab.

The Initial Search Outcome has not been selected. [Select the Initial Search Outcome now](#)

Information” popup. This information also shows up in search plans and search reports, as well as in new columns on the recruitment grid.