

Recruit Release Notes Changes Launching 2015-05-18

Update Applicant Status

Step 1: Choose new status Step 2: Confirm & provide add'l info (if needed)

Keeping the applicant's status up to date will make sure that the search committee is always aware of the current status, and is also required for UCOP and diversity office reporting.

Applicant Information

Recruitment: Cat Wrangler (JPF00744)
Applicant: Frederic Fredericks
Current Status: Accepted offer
Offer Details: Department booya, as a 1100 PROF-AY

New Status:

Hired: Applicant entered in payroll system in searched title
 Declined offer: Approvals have been obtained and a formal offer has been declined by the applicant

Need to choose a status not listed here?

Applicant Statuses

You can now **move an applicant from Accepted Offer to Declined Offer**, to reflect the reality that sometimes things don't work out like we want them to.

Compliance

You can now **select and deselect applicants inside the dispositions editor**, allowing you to sling disposition reasons and comments as quickly as your fingers will fly. This should help out when an upcoming update requires these reasons before reports can be run.

Assign Disposition Reasons New and updated dispositions

Applicants marked as **Meets basic qualifications**
88 applicants selected out of 91 applicants available

Edit disposition reasons for selected applicants

Applicant	Status
<input checked="" type="checkbox"/> Bahringer, Breanna	Complete
<input type="checkbox"/> Bartoletti, Conrad	Complete
<input type="checkbox"/> Bernier, Toni	Complete

- Alternate for position
- Duplicates or significantly overlaps existing area of strength in department/school/college
- Interview showed some deficiencies
Will be added to 88 applicants. [undo](#)
- Job talk showed some deficiencies
Will be removed from 3 applicants. [undo](#)
- Lacks sufficient clinical experience
- Lacks sufficient contributions to

Review

[Download PDF Bundle](#)

Personal Note Not shared with the committee
Limit personal notes to those that are job-related. All personal notes become part of the search record and may be accessed through a public records request or during an audit.

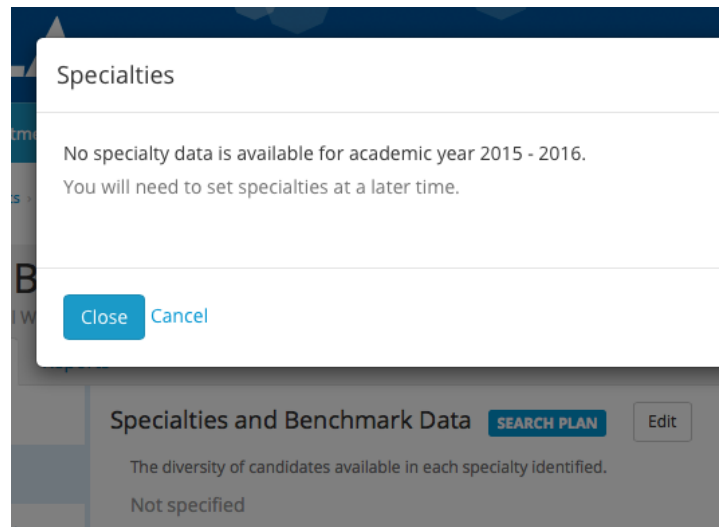
The force is strong with this one.

Public Comments The entire committee sees these
Limit comments to those that are job-related. All comments become part of the search record and may be accessed through a public records request or during an audit.

Your Comment Updated May 28, 2015 at 1:40pm

The applicant review screen now **includes a clear warning** that comments— even private notes— are still discoverable, and should be job-related.

You can now **create recruitments before we have availability data**, eliminating the yearly support calls about picking academic years that aren't yet available. Analysts will not be able to select specialties or run reports on recruitments that lack availability data, but they will be able to submit plans, publish the recruitment, and gather applicants. We hope to always have the availability data before you run reports, but we've often not had it when you need to create the recruitment, so this gives us more time to get the data.



Notable Bugs Fixed

- Search committee members are now prevented from returning to inactive recruitments they might have bookmarked
- Recruitment descriptions containing lists made with simple returns between items now render properly again
- Fixed an issue where you could bypass Search Reports' requirement that you fill out the actual search efforts by clicking the link in the table
- Fixed an issue where the creator of a search plan or search report was confusingly tied to the download timestamp.