The following tasks should be completed by the AP Analyst after the search plan has been approved by OFEW and published on AP Recruit. For detailed information on academic recruitment policies, refer to the Non-Senate Search Guide.

**APPLICANT OUTREACH PERIOD**

- **Advertisements**
  Place the approved advertisement in all locations specified in the Search Plan, using Job Elephant or directly through locations. These include listservs, discipline-specific email groups, etc.

- **Emails and other contacts**
  Support the search committee/faculty PI in sending emails about the position to other universities, or other specified individuals.

- **Applicant and referee correspondence**
  Respond to questions received from applicants and referees about the position (and refer to the Search Committee Chair as needed). Provide assistance to applicants and referees who cannot use AP Recruit for their materials.

- **Assess individuals for the basic qualifications**
  Mark each incoming application as ‘meets’ or ‘does not meet’ the basic qualifications as specified in the advertisement and AP Recruit. Assign disposition reasons for each individual who does not meet the basic qualifications.

- **Support the search committee**
  Provide information and support as needed to the search committee/faculty PI. This could include instruction on how to review applicants, how to use ‘mark as read,’ comments, flags, filters, and other features.

**APPLICANT EVALUATION PERIOD**

- **Assessing initial applicants**
  If a minimum 15-day recruitment period has been selected it is necessary to evaluate the applicant pool immediately after 15 days. If the pool has less than ten qualified applicants, another public review date must be established for at least 15 additional days. At the end of the review period, finish assessing the basic qualifications, and assigning disposition reasons for individuals who did not meet the basic qualifications.

- **Actual search and recruitment efforts**
  Identify any ways in which the stated search and recruitment efforts actually undertaken were different than what was specified in the Plan. Provide explanation for differences. Do not enter information that was already planned. Upload evidence of all outreach efforts – advertisements, listservs, emails, log of calls made, list of contacts, etc.

- **Review of applicants**
  Support the search committee/faculty PI in their review of applicants and use of AP Recruit. Keep all applicant statuses up-to-date. Use ‘Serious Consideration’ when necessary for a “long short list.” Mark short-listed candidates as ‘Recommend for Interview.’ Assign disposition reasons for all candidates not recommended for an interview.

- **Finalists and interviews**
  Support the Committee/faculty PI in conducting interviews. If on-campus interviews are conducted, schedule and oversee all activities, and offer support as needed to candidates. Change statuses of candidates who were interviewed to ‘Interviewed.’ Assign disposition reasons to all candidates who were not interviewed for the position.

- **Final candidate selection**
  Assist the Search Committee/faculty PI as needed with committee meetings following interviews. When a final candidate is selected, change the status to ‘Proposed Candidate’ and enter the Proposed Offer Information. Send rejection emails to all candidates who were deselected. Send personal emails to individuals who were interviewed but not selected.