OFEW Newsletter

Follow-Up Information from Workshops

Thanks to all who attended one of our recent academic recruitment workshops! We enjoyed our discussions with you and appreciated your questions.

OFEW website

Please take a tour around our new website (ofew.berkeley.edu). You will find new resources, updated Search Guides, and new information and materials!

WHAT'S NEW

1. Analysts can allow Reviewers to add or edit Disposition Reasons. Provide access from the Search Committee page.

2. Search Committee Chairs and Editors can no longer view incomplete or late applications (i.e., submitted after a review date).

We strongly encourage you to review the Search Guides to view changes discussed in the workshops. The Guides can be downloaded as a PDF or viewed directly on the website.

Analysts begin publishing recruitments today (June 8th)!

When the final approval from OFEW is received, go to the Search Information page and Publish the search by clicking "Publish."

Recruitment is not published
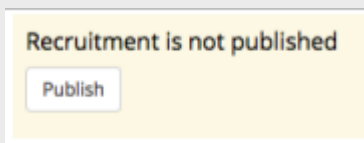
Publish

Please note that your recruitment will not launch until the Publish button is clicked.

Change in minimum posting period

The minimum posting period for non-senate recruitments is now 15 days if outreach efforts result in a sufficient applicant pool. Please review the Non-Senate Search Guide for more information (this does not apply to currently open recruitments).

Outreach and documentation

Reminder:

Do not enter salary information in the 'Proposed Offer Information' for senate faculty searches.

For all searches, enter the Proposed Offer Information when changing candidate status to "Proposed Candidate."

Closing searches:

After a Search Report is approved update the candidate statuses as appropriate:

Formal offer: "Offered"

Offer is accepted: "Offer Accepted"

Offer is declined: "Offer Declined"

If Proposed Candidate withdraws: "Withdrawn"

If campus fails to make offer: "Campus declines"

All new searches (launched on or after June 8, 2015) require full documentation of outreach efforts and uploading of information created during the search. Please review the[Search Guides](#) for more information.

When the candidate information is entered in campus systems: "Hired"

After all is confirmed: "Make Inactive"

unsubscribe from this list   update subscription preferences

MailChimp