HOW TO REQUEST A DIVERSITY STATEMENT IN LADDER RANK RECRUITMENTS

After you have set up a basic recruitment in UC Recruit, you may select "Configure for Online Applicant Management". This is the step in which you will establish what documents are requested, whether they are optional or required, how many reference contacts and/or letters are required, and a few other configurations. These configurations cannot be modified once you have received your first applicant.

If the "Statement of Contributions to Diversity" needs to be added to a recruitment, follow the steps below. Note: applicant requirements cannot be edited after the first application has been initiated.

- Locate the recruitment and select "Update Online Applicant Requirements".
- Select "Documents & References from the left-hand column.
- Select the "Add" button at the top of the document list. A pop-up window will open.
- Enter in the "Document name" field: *Statement of Contributions to Diversity*.
- Enter in the "Optional description" field:
  Please visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for information about why diversity statements are requested and guidelines for writing a diversity statement.
- Select the correct radio button that corresponds with whether or not your department wishes to make this a Required or an Optional document.
- Select the "Add" button in the pop-up. This will add the document to the list.
- Newly added documents appear automatically at the bottom of the list. Use the "Reorder" button, next to "Add", to change the order of how the documents will be viewed by the applicants.