Crosswalk for Components of a Search Plan and UC Recruit

Position Description: Broader definitions attract larger pools of candidates who will meet the criteria and Department's needs.
- *Recruit: IMPORTANT - Enter this in the Description field, so Recruit can be used as an advertising board.*
- *Recruit: Upload short and/or long versions of your advertisement in the Advertisements-Ad Documents.*

Recommended FTE & Appointment Level: Any position upgrades must be completed by now.
- *Recruit: Upload approval in Documentation-Search Plan Documents.*

Search Committee Members: List the members, and indicate who will Chair
- *Recruit: List search committee in "Core Committee".*

Selection Criteria:
Be specific
Be directly related to the position description
Be assessable and quantifiable based on the application materials
Reflect requirements of the title
- *Recruit: Enter in Selection Process – Selection Criteria*
- *Recruit: Determine the applicant Disposition Reasons in Qualifications*
    - For applicants marked as "meets basic qualifications"
    - For applicants marked as "does not meet basic qualifications"

Evaluation/ranking Process: Based on established selection criteria, each recruitment committee will determine and describe the system for evaluating and ranking candidates. Include the names and department affiliations of reviewers who are not members of the search committee.
- *Recruit: Enter in Selection Process – Selection Plan*

  If a ranking form or grid is created, include it in the search plan for approval.
    - *Recruit: Enter in Documentation – Search Plan Documents*

Affirmative Action Self-analysis: Figures are obtained from the Dean, but the analysis is done by the Department.
- *Recruit: Enter affirmative action goal in Diversity – Affirmative Action Goal*
- *Recruit: Upload your workforce analysis in Documentation – Search Plan Documents*

Search and Selection Process: A well-written process will…
Ensure fairness and promote consultation
Describe how candidate files are to be reviewed. Determine:
- How complete applications do or do not meet basic qualification
- Assessment and ranking procedures
- Assignment of disposition reasons for those applicant who do not progress in the recruitment process prior to creating a shortlist and, later, before the search report
Describe the Search Committee's role
Describe faculty involvement in developing a list of interviewees
Describe the full interview process, including optional preliminary interview process
Describe the determination process of the top-ranked candidate(s)
- *Recruit: Enter in Selection Process – Selection Plan*

Advertising:
Describes outreach efforts
America's Job Exchange – automatic posting from Recruit!!!
Reflects commitment to the diversity of the campus.
Encourages colleagues to refer potential candidates

Includes notices to other universities

Encourages networking at professional conferences or meetings, targeting groups that represent women and minority members

APM 500 requires that you advertise the position to internal potential candidates, i.e., Unit 18 appointees, those finishing their Ph.D.s, Post Docs.

- *Recruit: Enter in Advertisements – Planned Search & Recruitment Efforts*
- *Recruit: Enter each ad source in Advertisements – Ad Sources*

<u>Availability of Space & Resources</u>: Do you have what the position requires?

- *Recruit: Upload your this documentation in Documentation – Search Plan Documents*

BENEFITS OF A GOOD SEARCH PLAN

- Results in successful searches
- Ensures broad representation for decision-making and candidate selection
- Requires self-review of faculty composition
- Provides an excellent opportunity to diversify that composition
- Provides equal opportunity for all applicants
- Provides Dean with an overview of the Search Strategy
- Ensures all are in agreement in each of the areas

Remember, without an approved Search Plan, you cannot conduct a Search and you will not be allowed to publish your recruitment in Recruit.