

Pool recruitments

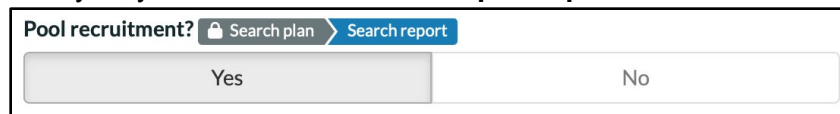
Pool recruitments are a distinct form of recruitment within UC Recruit that differs from simple recruitments. They typically remain **open for up to an entire year** and can **yield multiple hires at different times** throughout that period. A common example is for a department to open a lecturer pool at the start of the academic year, and then hire from the pool whenever a need arises for a lecturer to teach a class in that department, such as when a professor goes on leave. This document provides an overview of the new process for running a pool recruitment

Pool recruitments with Carry over

Our campus uses “**carry over**” for pool recruitments. This means **you will generally evaluate each candidate once** and have those evaluations stand throughout the duration of the pool recruitment.

Starting a pool recruitment

The first step to running a pool recruitment is to let the system know that you want access to pool features. The “**Pool recruitment?**” option is in the Position tab under Position details. Once you set this to yes, your recruitment will have **pool-specific features enabled**.



The image shows a user interface element for 'Pool recruitment?'. It features a lock icon, a 'Search plan' button, and a 'Search report' button. Below these is a toggle switch with 'Yes' and 'No' options. The 'Yes' option is currently selected and highlighted in grey.

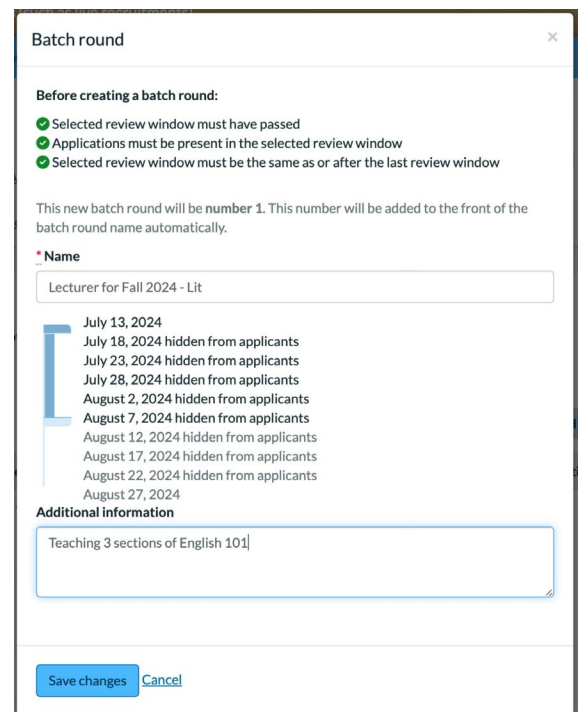
Creating a batch round & reviewing

A **Batch round** is a feature unique to pool recruitments. It provides a way to **group together applicants for evaluation** and helps streamline search reports and approvals. Batch rounds are linked to review windows, and bring in all applicants submitted before the selected review window.

To create a new Batch round, the chosen review window must be in the past, it must have applicants in it, and it must be the same as or after the review window used in the last batch round. All of these constraints are displayed in the Batch round creation modal as you select dates. Batch rounds will **automatically be numbered** to help keep track of the order they were created in.

You must create a batch round in order to disposition applications and assign status. You can have as many batch rounds as you need over the course of a recruitment, but can **only have one active batch round at a time**.

Once you have created a batch round, the committee will begin the review process and you can enter notes, update status, etc, just like in simple



The image shows a 'Batch round' creation modal. It includes a title bar, a close button, and a section titled 'Before creating a batch round:' with three green checkmarks indicating requirements: 'Selected review window must have passed', 'Applications must be present in the selected review window', and 'Selected review window must be the same as or after the last review window'. Below this is a note: 'This new batch round will be number 1. This number will be added to the front of the batch round name automatically.' There is a 'Name' field with the text 'Lecturer for Fall 2024 - Lit'. A list of dates is shown, with a blue bar highlighting the dates from July 13, 2024, to August 27, 2024. Below the list is an 'Additional information' field containing the text 'Teaching 3 sections of English 101'. At the bottom are 'Save changes' and 'Cancel' buttons.

recruitments. When you have identified a candidate to hire, you will create a search report and have it approved as normal. In order to create the search report, **each applicant in the round needs to be dispositioned.**

Dispositioning applicants

In the first round, every applicant will need to be dispositioned. In subsequent rounds, **only new applicants will require dispositions**; applicants who were present in a previous round will have their disposition information carried over. If you do need to update information for an applicant who was already dispositioned, you can do so on the applicant’s hoverboard, but they will not be editable in the bulk disposition grid. **Applicants must be in a current batch round in order to be dispositioned.** Dispositions from completed rounds cannot be edited in order to maintain an accurate record of evaluation, but you can add additional information in later rounds if you need to update or correct the record.

Assign disposition reasons New and updated disposition reasons and comments are saved automatically Done				
Batch round	[5] Latest batch round - 5th one on the grid			
Retention	Evaluations carry over across rounds in pool recruitments, so some disposition reasons and comments are already filled in. Bulk editing of dispositions reasons is not available for those carried over evaluations. If you need to edit a disposition that has been carried over, you can do so on the individual applicant hoverboard.			
Applicants marked as Meets basic qualifications		Edit disposition reasons for selected applicants ▼		Edit comments for selected applicants ▼
20 applicants selected out of 20 applicants available				
<input checked="" type="checkbox"/>	Applicant	Status	Disposition Reason(s) for [5] Latest batch round - 5th one on the grid	Comment for [5] Latest batch round - 5th one on the grid
<input checked="" type="checkbox"/>	Abbott, Kindra	Applied	<input type="text" value="Type the disposition reason to get started"/>	<input type="text"/>
	Altenwerth, Marth	Serious consideration	Lacks sufficient contributions to diversity/cultural competence	
<input checked="" type="checkbox"/>	Blick, Nakisha	Applied	<input type="text" value="Type the disposition reason to get started"/>	<input type="text"/>
	Boehm, Trena	Recommend for interview	Alternate for position	

Pool recruitments feature a unique status, which is **“Permanently Deselected”**. This status should be used to mark applicants who are **not suitable for hiring for any position** that might arise from this recruitment. Applications marked as “Permanently deselected” or “Withdrawn” in a previous round will not show up in subsequent rounds. Similarly, if an application has been marked as “Hired” or higher in a previous round, they will not be included in following rounds.

Creating a search report & concluding a round

Once everyone in the batch round has a disposition reason, you can create a search report for the round. This **search report is then submitted for approval** as is standard in simple recruitments. Once that approval is complete, the round is “concluded”. In order to review more applications or make another hire, you can start a new batch round.

In the search reports, you will see information about **which Batch round the report is for**, and only applicants who are the Proposed candidate for that round will have their CVs included. Applicants who were set to Proposed candidate or higher in a previous round will show up in the separate section of the report, but their CVs will not be present. This helps **streamline the report** and focus attention on the most relevant hires to approve. When you have made all the hires for this pool, conclude the recruitment as normal.

Additional Training Resources

[Overview](#)

[Creating Batch Rounds video](#)

[Completing Batch Rounds video](#)

[Dispositioning Applicants video](#)