UC Davis Recruit

Search Committees Quick Guide

This guide provides essential information intended to assist search committee members with understanding how to access and review applications in UC Recruit.

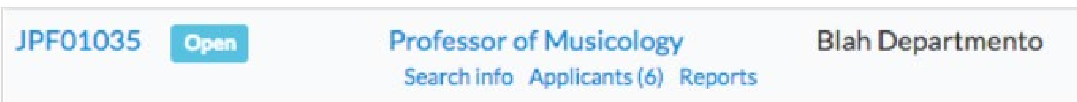
Login

- Navigate to ***https://recruit.ucdavis.edu*** ***(please note: Chrome is the recommended browser)***
- Select "**UC Davis Faculty & Administrators**."
- Enter your UC Davis Kerberos Username and passphrase.

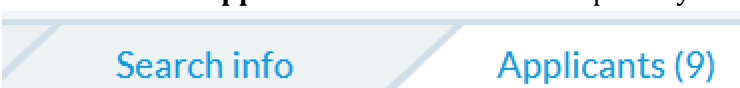
*If you need help with your UC Davis Kerberos Username or passphrase, contact:
https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi

Find the applicants

- Click the "**Recruitments**" link in the top menu bar.
- Locate the recruitment you have been given access to.
- Click the "**Applicants**" link under the name of the recruitment:



- Or look for the "**Applicants**" tab found at the top of any recruitment's details page.



****Notes*:

✓ *The number in parenthesis is the total count of **completed, on time applications**. These are the only applicants you will have access to review in order to comply with fair employment practices.*

✓ ***It is highly inappropriate and non-compliant with fair employment practices to ask the department analyst to provide information regarding applicants who may not be considered. Any concerns about this should be directed to your department manager and/or dean's office.***

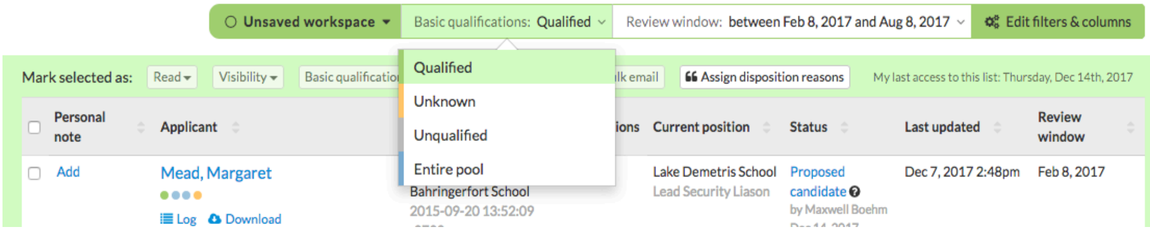
Working with the list of applicants (the grid)

****Note:* *If you are a Search Chair or Committee Reviewer, you will see only **COMPLETED** applicants (those who have finished all recruitment requirements by the deadline, 11:59pm of the Initial Review Date). This is to ensure that we remain compliant with fair employment practices by reviewing only those applicants who met the recruitment requirements by the deadline and assessing if they Meet or Do Not Meet Minimum Basic Qualifications.*

*Applicant information is laid out in a grid view. Adjust the information using filters or column settings. By default, the grid opens to the green "**Qualified**" view. The Analyst or Committee Chair have access to mark **COMPLETED** applicants qualified if they meet basic qualifications or unqualified if they don't. If you see no applicants in this view, most likely the task of marking them hasn't been done yet.*

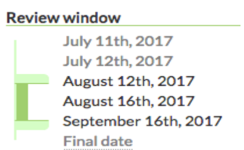
Filter the list of applications

- Filters display on a "workspace ribbon," a horizontal band across the top of the grid.
- In the middle of the ribbon, you'll see which filters are active. Hover over any filter to quickly update it.



- To reset the grid to the essentials, hover over the "Unsaved workspace" button and choose "Default workspace."
- For more workspace management, click the button, "**Edit filters & columns**," found on the right side of the ribbon.

Recruitments with Review Dates *– some recruitments are set up with ongoing pools of applicants, separated by review dates.*



- Adjust the two thumbs to see just the applicants who completed their application by a certain review date.
- If you want to see everyone, move the two thumbs as far apart as you can.

Check the applicant's log

- UC Recruit tracks all actions that have taken place in the applicant's file.

Download the applicant's entire file

- Click the "**Download**" link below an applicant's name. A PDF bundle will stitch together the applicant's documents and includes a title page, interstitial pages, and watermarks that provide other information.

Mark as Read *– use this to keep track of applicants you have reviewed.*

- Put a check in the empty box in the applicant's row.

Add a Personal Note *– use this to make private notations regarding the applicant. Please limit notes to those that are job-related, as they become part of the electronic record.*

- Click the applicant's name to open their review window.
- Click the "**Add Personal Note**" button found on the right side of the window.
- Another window opens, type a note up to 255 characters and click the "**Save changes**" button.
- Click the "**Edit comment**" button to edit or delete the text and save the changes.

Reviewing Individual Applications

Click on an applicant's name to review the application.

About *– find the contact information, degree, dissertation title, etc.*

Specializations *– this section will only display if the selection process, if appropriate for the discipline/field, of the search plan included a list of areas of expertise for the applicants to self-select. Then the search committee will be able to sort applicants based on these self-selected specializations. Specializations will be locked once the first applicant applies, which means creating a list or editing one will not be allowed.*

Documents *– review the applicant's materials (CV, cover letter, etc.).*

- Click the button, **Viewer** to open the applicant's documents within the browser frame.

  or...
- Click on any hyperlinked filename to download the individual document to your computer.

  or...
- Click the button, **Download PDF Bundle** near the top right of the page for all materials provided by this applicant.

Letters of Reference

- References' names and letters (if required) appear below the documents section.
- If the letter has been supplied, it is viewable via any of the three methods mentioned above.

Public Comments *– The comments tool is designed to be used as an interaction mechanism between the reviewers on a search committee. Comments should be limited to those that are job-related, as all comments become part of the electronic record.*

- Click the "Add comment" button.
- Another window opens, type the comments in and click the "**Add**" button.
- Click the "**Edit comment**" button to change your comment or delete the text and save the changes.
- Comments are displayed to the rest of the search committee along with the owner's name and a time-stamp.
- One comment is permitted per applicant. You may return and add more text, but it is still considered one comment.
- Remove your comment by clicking "Edit Comment" removing all of the text from the comment box and saving the changes.
- There is no limit on the number of characters permitted in the comment field.

Flag an Applicant *– Flags are designed to be a unique set of labels applied to applicants to help categorize them.*

- Enter a short descriptor in the box provided and click "Add Flag."
- Multiple flags are permitted but each flag must be unique.
- Remove a flag by clicking the "X" beside it.
- ***Flag access***: By default, flags are displayed to the rest of the search committee. However, the department analyst or committee chair may override flag viewing rights on a per applicant basis.

Return to Applicant List

- When you are finished reviewing an applicant, you can either:
  - click the "**Next application**" button located in the lower right corner of the current application window; ***or***
  - click the "**X**" in the upper right corner of the current application window to close it, which will return you to full the applicant grid.

Log out of UC Recruit

- Click the "logout" link located in the top right corner of the screen.

When you are the Committee Chair

Committee Chairs have more access rights than reviewers. Work with your department analyst to coordinate these tasks:

- Categorize applicants who meet the basic qualifications — and those who do not.
- Prior to inviting candidates for interviews, update their statuses to create a shortlist report.

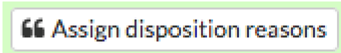
- Assign final disposition reasons to justify why qualified and unqualified applicants didn't move forward in the hiring process.
- **A Shortlist report must be reviewed and approved by the dean before inviting candidates for an interview.**

Assigning Disposition Reasons

Disposition reasons justify why applicants didn't move forward in the hiring process and is an important component of the final ***Search Report.*** *The recruitment's analyst may need the help of the Committee Chair for this task.*

Assigning reasons for Qualified applicants

- Using the Basic Qualifications filter on the ribbon, select "Qualified." Then do the same for "Unqualified."
- Check the boxes beside the applicant names that you wish to disposition.
- With applicants selected, click the button "**Assign disposition reasons**" found at the top.



Here are the default reasons for applicants marked as Qualified:

- *Alternate for position*
- *Duplicates or significantly overlaps existing area of strength in department/school/college*
- *Interview showed some deficiencies*
- *Job talk showed some deficiencies*
- *Lacks sufficient clinical experience*
- *Lacks sufficient contributions to diversity/cultural competence*
- *Lacks sufficient depth/breadth of research/creative excellence or impact*
- *Lacks sufficient leadership experience for position*
- *Lacks sufficient potential for successful attraction, advising, and mentoring of students/trainees/postdocs*
- *Lacks sufficient research achievement/potential*
- *Lacks sufficient teaching achievement/potential*
- *Other, please specify*
- *Publication record shows some deficiencies*
- *References were weak*
- *Specialization or area of expertise for position or department needs shows some deficiencies*

Here are the default reasons for applicants marked as Unqualified:

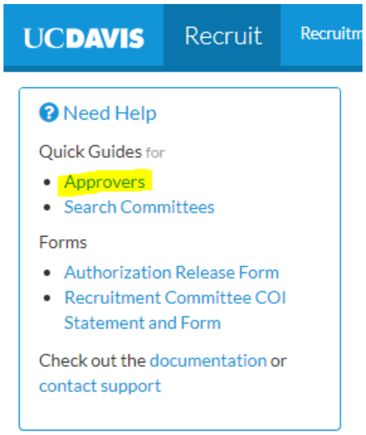
- *Application was incomplete, materials submitted were not the required materials*
- *Candidate withdrew*
- *Degree was not in the advertised field(s) if specific field(s) were required*
- *Did not meet stated basic clinical requirements*
- *Did not meet stated basic research requirements*
- *Did not meet stated basic service requirements*
- *Did not meet stated basic teaching requirements*
- *Did not meet stated basic years of experience required*
- *Did not possess basic degree requirements stated in advertisement*
- *Did not possess stated credentials (e.g., board eligibility/board certification)*
- *Other, please specify*

Find More Help

•Online documentation is available from the "**Help**" link in the top menu bar.
•Email the department contact. The name and email are listed beside the recruitment name.
•Email the UC Davis Recruit Help Desk at ap-recruit@ucdavis.edu

If you are an Approver for a Search plan, Applicant Pool Report, Shortlist Report, or Search Report

- Click on the "Approvers" link found under the "Quick Guides" section on the UC Davis Recruit Home page:



Log out of UC Recruit

The logout link is located in the top right corner:

Thank you for using the UC Recruit system. If you have any questions,
please send an email to the UC Davis Recruit Help Desk at: ***ap-recruit@ucdavis.edu***