

Successive Applicant Pool Review Stages and How to Use Them

Statuses in UC Recruit can be used to provide recruitment committees, particularly those with large applicant pools, three opportunities to assess the demographics of their pool against the availability pool, and to assess demographics through successive stages of the search process. The three stages are:

- Serious Consideration
- Recommended for Preliminary Interview/Preliminary Interview Completed
- Recommended for Interview/Interview Completed

Preliminary interviews can be helpful in narrowing down an applicant pool. As a best practice, a provision for preliminary interviews should be included in the Selection Plan field as part of the Selection Process for the Search Plan. If the provision is not included as part of the Search Plan, then preliminary interviews cannot be conducted.

When conducting preliminary interviews, be sure to assign applicants the “Recommended for Preliminary Interview” and “Preliminary Interview Completed” statuses to track the recruitment process. A Shortlist Report must be approved prior to contacting applicants for either preliminary or on campus interviews.

If other review methods will be used to narrow down an applicant pool, such as requesting and reviewing letters of recommendation, it may be appropriate to use the “Serious Consideration” status. While not required, a Shortlist can be submitted to document the serious consideration pool. An approved Shortlist Report is always required *prior* to contacting applicants for on-campus interviews.

We provide guidance below on how these statuses may be used as part of the applicant management process in UC Recruit.

Conducting preliminary interviews

Please follow these steps when the search plan indicates that the recruitment committee will be conducting preliminary interviews to narrow down the applicants that will be invited for the campus interview.

- 1) Make sure the Conflict of Interest (COI) Disclosure Form for Faculty Recruitments is uploaded in UC Recruit.
- 2) All applicants you wish to consider for preliminary interviews should be given the status of “Recommended for Preliminary Interview”. This will show the demographic data of the preliminary interview pool, but not the individual details of the applicants.
- 3) Before inviting applicants for preliminary interviews, obtain approval of a “Preliminary Pool” by creating and submitting a Shortlist Report. Use the routing within UC Recruit for this approval.
- 4) Upon approval, conduct the preliminary interviews as outlined in the Selection Plan and update the applicant status to “Preliminary Interview Completed” for those applicants interviewed over the internet/phone.
- 5) When an updated shortlist is formed following the preliminary interviews, all applicants the

recruitment committee wishes to consider for interviews should be given the status of “Recommended for Interview.” This will retain the gender/ethnicity of the preliminary interview pool applicants who were not moved on to the second round and create a separate gender/ethnicity pool for the shortlisted applicants.

- 6) Before inviting applicants for on campus interviews, obtain approval of the “Shortlist” by creating and submitting a second Shortlist Report. Use the routing within UC Recruit for this approval.
- 7) Upon approval, invite applicants from the approved shortlist for an interview as outlined in the Selection Plan and update the applicant status to “Interview Completed” for those applicants who were interviewed on campus.
- 8) Assign disposition reasons to those who will not be offered the job and change the status to “Proposed Candidate” for the applicant(s) proposed for appointment.
- 9) Submit a Search Report for approval.

What if we want to have three tiers of applicants? How do we proceed with the preliminary interview of the tier 2 to determine the tier 1?

- 1) Make sure the Conflict of Interest (COI) Disclosure Form for Faculty Recruitments is uploaded in UC Recruit.
- 2) Update the status of “tier 3” applicants to “Serious Consideration”. This will show the demographic data of the serious consideration pool, but not the individual details of the applicants.
- 3) Give the “tier 2” applicants the status of “Recommended for Preliminary Interview”. This will show the demographic data of the preliminary interview pool, but not the individual details of the applicants.
- 4) Before inviting applicants for preliminary interviews, obtain approval of a “Preliminary Pool” by creating and submitting a Shortlist Report. Use the routing within UC Recruit for this approval.
- 5) Upon approval, conduct the preliminary interviews as outlined in the Selection Plan and update the applicant status to “Preliminary Interview Completed” for those applicants interviewed over the internet/phone.*
- 6) When the shortlist is formed following the preliminary interviews, all applicants the recruitment committee wishes to consider for interviews should be given the status of “Recommended for Interview”. This will retain the demographic data of the preliminary interview pool applicants who were not moved on to the second round and create a separate demographic pool for the shortlisted applicants.
- 7) Before inviting applicants for on campus interviews, obtain approval of a “Shortlist” by creating and submitting an additional Shortlist Report. Use the routing within UC Recruit for this approval.
- 8) Upon approval, invite applicants from the approved shortlist for an interview as outlined in the Selection Plan and update the applicant status to “Interview Completed” for those applicants who were interviewed on campus.
- 9) Assign disposition reasons to those who will not be offered the job and change the status to “Proposed Candidate” for the applicant(s) proposed for appointment.
- 10) Submit a Search Report for approval.

*If after Step 5, the recruitment committee needs to invite the “tier 3” applicants for preliminary interviews, return to Step 3 and give those “tier 3” applicants the status of “Recommended for Preliminary Interview” and submit another Shortlist Report following Step 4.

What if we will not be using preliminary interviews?

If your search plan does not include preliminary interviews or your recruitment advisory committee determines preliminary interviews are not required to narrow down the applicant pool, please follow these steps:

- 1) Make sure the Conflict of Interest (COI) Disclosure Form for Faculty Recruitments is uploaded in UC Recruit.*
- 2) All applicants you wish to consider for further consideration should be given the status of “Serious Consideration”. This will show the demographic data of the serious consideration pool, but not the individual details of the applicants.
- 3) (Optional)** Before reviewing “Serious Consideration” applicants further, obtain approval of a “Serious Consideration Pool” by creating and submitting a Shortlist Report. Use the routing within UC Recruit for this approval.
- 4) Upon approval, review applicants as outlined in the Selection Plan.
- 5) All applicants the recruitment committee wishes to consider for interviews should be given the status of “Recommended for Interview.” This will show the demographic data and individual details of the applicants on the shortlist.
- 6) Before inviting applicants for on campus interviews, obtain approval of a “Shortlist” by creating and submitting a Shortlist Report. Use the routing within UC Recruit for this approval.
- 7) Upon approval, invite applicants from the approved shortlist for an interview as outlined in the Selection Plan and update the applicant status to “Interview Completed” for those applicants who were interviewed on campus.
- 8) Assign disposition reasons to those who will not be offered the job and change the status to “Proposed Candidate” for the applicant(s) proposed for appointment.
- 9) Submit a Search Report for approval.

*Steps 2 through 4 may not be required depending on your Selection Plan.

**Step 3 is optional.