

## POOLED RECRUITMENT GUIDELINES

### **Recruit: Pooled Recruitment Guidelines**

A pooled recruitment may be conducted to recruit for multiple positions within a single title series in a department or college/school. A pooled recruitment allows a college/school to secure an extensive pool of diverse applicants with a range of specialties from which to choose from in a short period of time. Pooled recruitments may be useful to fill several similar temporary positions or where need fluctuates from quarter to quarter based on enrollment or funding. A pooled recruitment may span up to one year requiring annual renewal.

**1. Notification & Consultation prior to submission of Search Plan**– Before setting up your search plan in Recruit, send an email notification to your dean's office academic personnel analyst that you are planning to setup a pooled recruitment. The notification should include the department, title series, and length of recruitment and proposed schedule of hires.

**2. Prepare search/recruitment plan in UC Davis Recruit** – One or more search plans may be established in UC Davis Recruit for pooled recruitments.

- When there is a significant difference in disciplines/specialties AND separate *distinct* search committees for each discipline then there should be a separate search plan set up in UC Davis Recruit.
- When multiple search plans are established, the Recruitment Name should be standardized so that they are easily identifiable by applicants (ex. "Lecturer Open Recruitment 2017-18 Soils & Biogeochemistry" and "Lecturer Open Recruitment 2017-18 Hydrology").

**3. Advertisements** – College/school level advertisement should include:

- the title series of the position and the range of possible duties (e.g. criteria for title series, or list of areas of expertise, or specialties/fields)
- the term of the recruitment including beginning of application review period
- the period during which possible appointments will be made (e.g., January 1- June 30, winter or spring quarters, or 2017-18 academic year).
- the specific URL where the applicant will find the individual title series recruitment by department.

**4. Search Committee Members**

- When a single search plan is established for a pooled recruitment for multiple positions within a single title series and there is a need to rotate individual search committee members on and off a committee, two permanent Search Committee members are required to be appointed to the pooled recruitment for the term of the recruitment.
- The college/school will appoint at least one additional member as requests for hires are made (e.g. the PI may be added as an additional member).

**5. Search Report and Applicant Status codes** – For each pool Shortlist and Search Report the following information needs to be clear for every complete applicant (see following Round 1 and Round 2 examples):

- The year of the specific hiring need (for example, 2017-18 academic year).
- The specific area the individual was considered for (e.g., soils, biogeochemistry, etc.)
- The individual's status at the time the Search Report is submitted:
  - **Permanent deselection** (minimally qualified, reviewed, deselected – will not be considered again). When this is used it only needs to be stated once.
  - **Wrong specialization** (minimally qualified, reviewed, incorrect specialization, deselected for current specific search area, will be reviewed again next time)
  - **Deselected for current need** (minimally qualified, reviewed, correct specialization, not selected for an interview, will be reviewed again next time)
  - **Interviewed** (minimally qualified, reviewed, interviewed, not proposed candidate, will be reviewed again next time)
  - **Proposed candidate** (minimally qualified, reviewed, interviewed, selected).

**EXAMPLE: Round 1 – Need for spring 2018 in soils**

Candidate outcome for current need	Candidate status	Disposition reason(s)	Disposition reason/comment
Permanent deselection. Will not be hired	Complete	Select reason(s), or choose 'Other' and state the reason.	Spring 2018 (soils): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future.	Complete	'Other'	Spring 2018 (soils): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Select reason(s), or choose 'Other' and state the reason.	Spring 2018 (soils): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Select the disposition reason(s).	Spring 2018 (soils): Brief statement about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Spring 2018 (soils): Several sentences about why this person is the proposed candidate for this particular need.

**EXAMPLE: Round 2 – Need for spring, 2018 in biogeochemistry**

Candidate outcome for current need	Candidate status	Disposition reason	Disposition reason/comment
Permanent deselection. Will not be hired.	Complete	Select reason(s), or choose 'Other' and state the reason.	<b>Only given to candidates who applied after the review dates for the last Search Report.</b> Spring, 2018 (biogeochemistry): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future	Complete	Disposition reason spring 2018 (soils): Reason selected.  Disposition reason spring, 2018 (biogeochemistry): 'Other'	Spring, 2018 (soils): Correct area, not selected. Disposition reason provided. Will consider again for future needs.  Spring, 2018 (biogeochemistry): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Disposition reason spring 2018 (soils): 'Other'  Disposition reason spring, 2018 (biogeochemistry): Select reason(s), or choose 'Other' and state the reason.	Spring, 2018 (soils): Wrong specialization, will consider again for future needs.  Spring, 2018 (biogeochemistry): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Disposition reason spring 2018 (soils): 'Other'  Disposition reason spring, 2018 (biogeochemistry): Select the disposition reason.	Spring, 2018 (soils): Wrong specialization, will consider again for future needs.  Spring, 2018 (biogeochemistry): Brief statement about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Spring, 2018 (soils): Wrong specialization, will consider again for future needs.  Spring, 2018 (biogeochemistry): Brief statement about why this person is the proposed candidate for particular need.