

## Analyst and Committee Chair Checklist: **NON-SENATE** Recruitments

This document assumes that the hiring unit uses method #1 for gathering the committee's evaluation of the recruitment's applicants that is described on page 51 of the *UCSC Recruit Help Pages- for Department / College Analysts and Committee Chairs*.

Before you begin your review of the applicant pool using the checklist on the following page, ensure that your Workspace Ribbon in the Applicants List Page has the following selected attributes.

### Selected Filters

- Basic Qualifications = **Entire Pool**
- Hidden = **Hidden** and **Not Hidden**
- Status = All statuses **except Not Complete\*** and **Withdrawn**

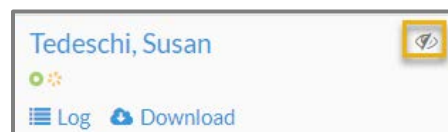
\*The status **Not Complete** is unavailable to Committee Chairs

### Selected Columns for Display

- Applicant
- Basic Qualifications
- Flags (if you use this functionality)
- Status
- Highest Degree
- Completed Date\*
- References (if confidential letters are required)
- Disposition Reasons
- Disposition Comment
- Reviewer Comments (displays any public comments that have been entered)

\*This column is only necessary for Analysts since they can see applications that were completed after the IRD and subsequent application deadlines (if they exist).

Remember that the hidden icon will display to the right of the applicant name if it was completed after the application deadline or it has been marked as *Hidden*.




**IMPORTANT NOTE:** It is recommend that you always begin your initial review of the applicant pool by accounting for all of the recruitment's applications. To do this, update your workspace ribbon with the above filters and columns but be sure to select all of the available applicant statuses including **Not Complete** (n/a for Committee Chairs) and **Withdrawn**. This will help you ensure the following:

- You or the Committee Chair have not inadvertently hidden applications
- You can account for the applicant statuses being used (e.g., Not Complete, Withdrawn, etc.)
- You can identify applications that have been updated since your last review of the applicant pool (provided that you marked the applications as Read at the conclusion of your last review of the applications).

Please see the following page for the *Checklist: Non-senate Recruitments*

## Checklist: Non-senate Recruitments

Action items <u>before</u> committee reviews applications	
√	Action Item
	<p>Are there complete applications missing confidential letters?</p> <p>Either trigger requests to references for confidential letters (for ALL applications missing letters) or assign Section 1 Applicant Screening Criterion <i>Application was incomplete; materials submitted were not the required materials.</i> <a href="#">Assign the criterion equitably.</a></p>
	<p>Are there applicants who are current UC Students?</p> <p>Alert applicant that application will be withdrawn, since UC students cannot be appointed to non-student academic titles. Then update the applicant status to <i>Withdrawn</i> and insert reason in the Public Comment field (in the Application Review Page).</p>
	<p>Do the committee's Reviewers know where to list the assigned screening criteria for each of the applicants?</p> <p>See the section titled, <i>How to Use the Applicants' Screening Criteria</i>, on page 51 of the <i>UCSC Recruit Help Pages</i> document and determine which method you will have your Reviewers use (i.e., via spreadsheet or via Public Comments in Recruit)</p>
Action items after applications have been reviewed	
	<p>Have all eligible applicants been assigned screening criteria in accordance with the instructions provided in the <i>Approved Applicants' Screening Criteria</i> document?</p>
	<p>Do the interviewees' post-interview narratives conform to the instructions provided in the <i>Approved Applicants' Screening Criteria</i> document?</p>
	<p>Have the Basic Qualifications statuses been updated for all applicants reviewed?</p>
	<p>Have the assigned applicants' screening criteria (not the codes) and the interviewees' post-interview narratives been entered in the <i>Assign Disposition Reasons</i> screen for all applicants reviewed?</p>
Actions items for ANALYST before completing the Search Report	
	<p>Have outreach efforts and/or advertising been entered in the recruitment's Advertisement Page?</p>
	<p>Are the correct individuals listed in the Search Report's Approval Request Screen?</p>
	<p>Are all approvers available to review/approve report (i.e., calendars do not indicate they are out of office)?</p>
	<p>Has the Search Report been submitted</p> <p>See  on once report is submitted to the far left of the Committee Chair's row</p>

### IMPORTANT

Once the Dean has approved the Search Report, recruitment compliance has been met for the applicants who were identified as pool-qualified in the batch review and appointment reviews can be initiated.