June 18, 2014

DEPARTMENT CHAIRS
DEPARTMENT MANAGERS
COLLEGE PROVOSTS
COLLEGE PROVOSTS ASSISTANTS

Dear Colleagues:

As most of you are aware, UCSC moved to a web-based academic recruitment system, "UC Recruit", that enables applicants and references to submit materials online and provides search committees with 24/7 access to their academic recruitments in the system.

The next phase of the implementation is to transition all pool searches to UC Recruit no later than September 1, 2014. This will also serve to purge the pools of applicants who are no longer interested.

In order to accomplish this move, it is necessary for units to take the following steps:

1. **Review the flyer**: The unit should review the flyer to ensure the language is up-to-date. A sample pool flyer can be accessed from the web at: http://apo.ucsc.edu/docs/FLYER-Sample-Pool.doc, and the pool flyer template can be accessed at: http://apo.ucsc.edu/docs/FLYER-Template-Pool.doc. Please note that as a result of using an online system, some aspects of the flyer have changed (e.g., Minimum Qualifications are now referred to Basic Qualifications and the definition of what constitutes a basic qualification has changed).
2. **Position Approval Packet**: Complete a pool position approval packet. This provides the information needed to open the pool in UC Recruit. The packet can be accessed from the web at: http://apo.ucsc.edu/docs/PositionApprovalPacket-Pool.doc. Procedures for approvals and submitting the packet are included within the document.
3. **Communicate with the applicants in current non-UC Recruit pool searches**. Once the new search is established in UC Recruit, the old search in DivData will be closed shortly thereafter. As a result, it will be necessary to communicate to the applicants in that current pool to inform them that they must apply to the new search in order to be considered in the future. DivData has functionality that will allow units to inform previous applicants of the new process. Sample email language can be accessed from the web at: http://apo.ucsc.edu/docs/SampleEmailAllDivDataPools.doc.

APO will provide in-person trainings beginning in July 2014. The training will guide users through the management of pool searches in UC Recruit and the production of compliant documentation. The training schedule will be announced shortly.

If you have any questions or need any further clarification, please contact Leslie Marple at lesliem@ucsc.edu or by phone at 459.3849.

Sincerely,

Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

cc: Divisional Academic Personnel Coordinators