

AP Recruit 4.0 Quick Guide

Department Staff

GETTING STARTED

Step 1

To get started, select “Create New Recruitment Plan” under the Recruitments tab.

COMPLETING THE SEARCH PLAN

Step 2

Locate the newly created recruitment (still in draft form), and select the “Search Info” link or the JP# link to complete the sections for the Search Plan.

*The appropriate fields are marked **Search Plan** under the sections for Diversity, Advertisements, Qualifications, Selection Process, Committee, Documentation, and Disposition Reasons.*

Step 3

Submit the Search Plan for approvals.

Step 4

Publish the recruitment after the Search Plan has been approved.

Applicants will now be able to apply between the Open and Closed date window.

MANAGING THE RECRUITMENT

Step 5

Qualify applicants as meets or does not meet basic qualifications as applications come in. Complete the disposition reasons for applicants that do not meet basic qualifications.

Step 6

Generate Applicant Pool Diversity Reports throughout the search to compare your applicant pool to the national averages. Prior to finalizing your Short List, submit your Applicant Pool Diversity Report to the Search Committee Chair, using the “submit for approval” process.

Step 7

Update applicant statuses and continue to update disposition reasons as needed.

Step 8

After you finalize your Short List and prior to inviting for interview, generate the Short List Diversity Report and submit for approval.

DO NOT include anyone from the Search Committee or PI as approvers.

Anyone part of the selection process should never see the candidate names associated with their demographics.

Step 9

Update the finalist’s status and offer information when the final candidate has been selected.

Step 10

Finish updating the disposition reasons for the applicant pool and areas for the Search Report.

*The appropriate fields are marked **Search Report** under the sections for Advertisements and Documentation.*

Step 11

Mark your selected candidate as “Selected Candidate”, generate a Search Report, and submit for approval.

Step 12

When the formal appointment has been approved, please go back into Recruit and update the finalist’s status to “Offered” or “Hired.”

Step 13

When appropriate, make the recruitment inactive.