This template is a supplement to the following documents: [AP Recruit User Guide](http://cnc.ucr.edu/aprecruit/ucr_aprecruit_user_guide.pdf) and [AP Recruit Search Plan User Guide](http://cnc.ucr.edu/aprecruit/recruit_analyst_search_plan_checklist.pdf). Recruit Analysts may use this with the Department Chair, Search Committee Chair and others in their department to create a draft of the recruitment plan prior to entering the information in AP Recruit.

This serves as a general template for the colleges/schools/units and may be customized according to respective processes and needs.

**Proposed Search Plan**

**Recruitment Details**

**Basic Information**

*Recruitment Name:* Enter the name of the recruitment. This should match your ad.

-Click here to enter text-

*Description:* [Enter the description of the recruitment. This should match your ad. In AP Recruit, this field accepts an unlimited amount of text (and may include links). When applicants apply to this recruitment, this description will display.]

-Click here to enter text-

IMPORTANT: Remember to check with your college/school/unit AP Recruit SME or EEAA for the most current information on Equal Employment Opportunity (EEO) mandatory tagline. If unsure, send an email to [affirmativeaction@ucr.edu](mailto:affirmativeaction@ucr.edu) or [aprecruit@ucr.edu](mailto:aprecruit@ucr.edu). You can also refer to the [Academic Hiring Toolkit](http://academicpersonnel.ucr.edu/policies_and_procedures/Academic%20Hiring%20Toolkit.pdf).

Include the following EEO mandatory tagline:

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

In addition to the EEO tagline, the following two paragraphs must be included in the body of

the advertisement, but may be combined with other items. This applies to advertisements

placed in journals, on college, department, society or personal websites, as sent out to

departments at other universities, and the copy reproduced in AP Recruit.

1. UCR is a world-class research university with an exceptionally diverse undergraduate

student body. Its mission is explicitly linked to providing routes to educational success

for underrepresented and first-generation college students. A commitment to this

mission is a preferred qualification.

1. Advancement through the faculty ranks at the University of California is through a

series of structured, merit-based evaluations, occurring every 2-3 years, each of which

includes substantial peer input.

Paragraph (a) must be included under Preferred Qualifications. Refer to the [PEVC & VPAP memo](http://cnc.ucr.edu/aprecruit/pevc_and_vpap_memo-additions_to_advertisements.pdf) dated 3/20/15 and [FAQs](http://cnc.ucr.edu/aprecruit/faqs_additions_to_advertisements3.20.2015.pdf) for more information.

Paragraph (b) may be adjusted to reflect the advancement process for the title series being advertised. It may be omitted when not applicable to the search such as for temporary lecturer positions.

*Approved Search Area:* State unit for which the FTE was approved (e.g. Medieval Studies, etc.)

*Department*: State the Department Name. This is a drop-down menu in AP Recruit.

-Click here to enter text-

*Salary Control:* Leave blank

*Salary Range:* Enter the salary range

*Rank/Step:* Enter the rank/step; if not applicable, leave blank

*Job Location:* [System Generated]

*Application Submission Dates:*

There are 2 options: Open/Close/Final (OCF) and Initial Review Date (IRD). Note: The selected option cannot be changed once the recruitment is published.

Option 1: OCF refers to a one-time search that will complete when the vacant spot is successfully filled.

Open Date: *[This is the anticipated date when applicants can begin applying. The recruitment will need approvals and the recruitment will then be published.]* -Click here to enter date-

Close Date: *[The date that no new applications will be accepted.]*  -Click here to enter date-

Final Date: *[This is the last date for existing applicants to modify their applications. Match your close date if you don’t want to use this optional grace period.]* -Click here to enter date-

Option 2: IRD refers to a long-running search in which pools of applicants are collected and evaluated separately at different times.

Open Date: *[This is the anticipated date when applicants can begin applying. The recruitment will need approvals and the recruitment will then be published.]* -Click here to enter date-

Initial Review Date: *[This marks the closing of the first pool of applicants. Once the recruitment is posted in AP Recruit, the IRD cannot be changed. Please allow a minimum of 30 days after the Open Date]* -Click here to enter date-

Review Date: *[After the Initial Review Date has passed and if the initial applicant pool does not yield a qualified candidate, you may update the recruitment to establish more review dates. See: Specifying Additional Review Dates, AP Recruit User Guide, Pages 8-9.]* -Click here to enter date-

Private Date (checkbox):  *[Check for an internal review date, not advertised to applicants.]*

-Click here to enter date-

Final Date: *[This is the last date when applicants can apply. If you add an additional review date that is after the final date, the final date automatically moves forward to accommodate it.]* -Click here to enter date-

*Search Breadth:* Is it Open/General or Specialized/Targeted search? (An example of a general search is a recruitment for the Department of Chemistry regardless of area of specialty. An example of a targeted search is a recruitment for a Biological Chemist whose research focuses on cell membranes.)

-Click here to enter text-

*Initial Search:* Is this position newly allocated or is it being re-listed from a previous academic year?

-Click here to enter text-

*Information Link:* Enter a website that you want your applicant to see. For example, the website to your college/school.

-Click here to enter text-

**Title Code and Availability Data**

*Title code:* This is a drop-down menu in AP Recruit -Click here to enter text-

*Hiring type:* [System Generated based on the Title Code(s)]

*Availability Data:* Select the broad fields of study that best fit this recruitment. These fields will be used to generate availability data that will help evaluate the diversity of the applicant pool. The fields of study selected here will not be visible to applicants; they will only be used for reports.

-Click here to enter text-

**Contact and Notes**

*Contact Name/Email:* Analysts, administrators, and the online search committee will use this address.

-Click here to enter text-

*Mailing Address:* The mailing address that applicants may use.

-Click here to enter text-

**Configure for Online Recruitment**

**Documents and References:** Define the required or optional documents to be provided by the applicants. The applicants will see any description you provide.

Curriculum Vitae: Optional Required

Cover Letter: Optional Required

Statement of Research: Optional Required

Statement of Teaching: Optional Required

Other/Misc./Additional: -Click here to enter document name- Optional Required

Other/Misc./Additional: -Click here to enter document name Optional Required

Other/Misc./Additional: -Click here to enter document name- Optional Required

IMPORTANT: The document requirements will lock after the first applicant applies. You will still be able to add optional documents to collect additional information from applicants, but you will not be able to require new documents.

**References:** You may choose to have your applicants provide self-solicited reference letters OR reference contact information with their application OR nothing at all.

None – this recruitment does not require references

Only contact information – only ask for reference email and address - letters will be requested by the department as needed

Letters of recommendation – allow references to login and provide their letters when requested by the applicant. Minimum:      Maximum:

IMPORTANT: Reference requirements will be locked after the first applicant applies. You may add optional documents if you need to collect additional data from applicants. You must notify all applicants that additional documents are being requested, if applicable.

Show References To: This is a drop-down menu in AP Recruit. You can select to restrict reference viewing to certain members of the search committee

**Email Settings**

Contact for Applicants: Help Email Address is the address where questions from applicants will be directed.

-Click here to enter name-

Contact for Applicants and References: This address is also used in the “From” line in a number of other correspondences between the department, applicants, and references.

-Click here to enter name-

Reference Thank You Email: “Thank You” Email Sent to References is a fully customizable template that AP Recruit sends to references after their letters of recommendation are uploaded into the system.

-Click here to enter text-

Job number: [System Generated; also referred to as the JPF#]

Academic year: [System Generated]

**Additional Search Plan Details**

**Diversity** [For questions regarding this section, contact EEAA at affirmativeaction@ucr.edu.]

1. *Affirmative Action Goals*[Identify the affirmative action goal for the title series by indicating which groups are underutilized on the campus for the specific job grouping.]

-Click here to enter text-

1. *Equity Advisors*[This is system generated based on established roles in AP Recruit.]
2. *Equity Advisor Role*[Leave blank]

**Advertisements** [For questions regarding this section, contact OFSAA at affirmativeaction@ucr.edu.]

1. *Planned Search & Recruitment Efforts:*State what actions will be undertaken by the search committee to meet the affirmative action goals for the title series in order to achieve a broad and inclusive pool with respect to gender and race/ethnicity. If you do not know what to put here, work with your committee chair or contact EEAA.

-Click here to enter text-

1. *Actual Search & Recruitment Efforts:*This is to be completed after the search and must include the actions completed by the search committee*.*
2. *Ad Documents*: Upload copies of all advertisements that will be posted
3. *HERC Category*: Select which category and area of expertise best fits the recruitment from the list of choices. This is a drop-down menu in AP Recruit.
4. *Ad Sources:* List the sources/venues where your recruitment will be advertised

-Click here to enter text-

1. *Evidence of Advertisements*: Upload proofs of advertisements

**Qualifications**[If you are unsure what to put in this section, contact the Department Chair or EEAA at affirmativeaction@ucr.edu.]

1. *Basic Qualifications:* State the \*minimum\* qualifications required to be considered an applicant for the position. These qualifications must be met at the time of application.

-Click here to enter text-

1. *Additional Qualifications:* State other qualifications \*required\* for the position. These qualifications must be met by the start date of the position.

-Click here to enter text-

1. *Preferred Qualifications:* State other preferred, but \*not required\*, qualifications for the position. Include the following: ”UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.” This may be adjusted to reflect the advancement process for the title series being advertised. It may be omitted when not applicable to the search such as for temporary lecturer positions.

-Click here to enter text-

**Selection Process** *[If you are unsure what to put in this section, contact the Department Chair or Equal Employment/Affirmative Action, EE/AA formerly OFSAA at affirmativeaction@ucr.edu].*

1. *Selection Criteria*[Provide a detailed description of the selection criteria to be used in evaluating candidates in priority order.]

-Click here to enter text-

1. *Selection Plan*[State how the search committee will evaluate the applicants and select the shortlist and finalist (screening process, interview procedures, role of the search committee, etc.)]

-Click here to enter text-

1. Specializations: Leave blank.

**Committee**[Assign committee roles per recruitment]

*Core Committee Members:* Enter the roles and the names of the Search Committee Members that will be named on the Search Plan.

Committee Chair: -Click her to enter name-

Editor (Faculty): -Click here to enter name-

[At UCR, this is assigned to the AACO or Affirmative Action Compliance Officer]

Reviewer: -Click here to enter names-

*Additional Access:* Enter the roles and the names of the Additional reviewers who are not named on the Search Plan. This may be added later.

Additional Chair: -Click here to enter name-

Additional Editor: -Click here to enter name-

Additional Reviewer: -Click here to enter names-

**Documentation:** Recruit Analysts can archive and retrieve various materials associated with the recruitment in this section of AP Recruit. Follow University and departmental best practices and policies when uploading information under this section.

**Disposition Reasons:** Contact EEAA at [affirmativeaction@ucr.edu](mailto:affirmativeaction@ucr.edu) if you have questions or need to add a custom disposition reason. Refer to the [Applicant Management User Guide](http://cnc.ucr.edu/aprecruit/aprecruit_managing_applicants_user_guide.pdf) for more information on how to assign disposition reasons to applicants.

**Conclusion:** Refer to the [Applicant Management User Guide](http://cnc.ucr.edu/aprecruit/aprecruit_managing_applicants_user_guide.pdf) for more information on how to conclude a search.

*Thank you for using the AP Recruit system. If you have any questions, please contact your College/School/Unit Recruit Analyst (*[*http://cnc.ucr.edu/aprecruit/contacts.html*](http://cnc.ucr.edu/aprecruit/contacts.html)*) or the AP Recruit support team at* [*aprecruit@ucr.edu*](mailto:aprecruit@ucr.edu)*.*