

AFTER THE SEARCH PROCESS

Role of Search Chair and Committee

Now that the search is concluded, the committee should hold one last meeting and debrief about the process and make sure the following are completed in AP Recruit:

- Dispositioning of all applicants including applicants that have been interviewed, offered, hired
- All search documents and interview materials have been uploaded
- All tear sheets, receipts, print screens, and proofs have been uploaded
- Respect unsuccessful applicant's time by notifying them of non-selection as soon as a firm decision is made.
- Indicate Search Outcome in AP Recruit

Final Dispositioning

Disposition reasons are an important component of the final Search Report and are required for all applicants on all recruitments. The disposition reason cannot be in conflict with the qualifications and requirements included in the job posting. **While dispositioning can be completed throughout the search process, it must be complete by the end of the recruitment.** All other applicants can be dispositioned by clicking on the "Assign Reasons" button at the top of the applicant list page.

It is extremely important to finalize all dispositions for shortlisted candidates and indicate applicants that have been HIRED.

Notify applicants who have not been selected. Sample language for deselected applicants includes:

Example 1:

Thank you for your interest in the X position. The Search Committee has concluded their review of applicants for this position. There were a number of strong candidates applying for the position, and after much deliberation, we regret to inform you that your application is no longer under consideration.

Example 2:

We appreciate your interest in the University of California, Merced – School of X and the position of X for which you applied. After reviewing the applications received by the deadline, yours was not selected for further consideration. The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions in our University in the future. We wish you much success with your job search and in the future. Thank you again for your interest in our university.

Example 3:

Thank you for your application for the advertised X position in the School of X at UC Merced. Each application has received a careful reading and discussion by all members of the search committee, and I regret to inform you that the committee has decided to not to proceed any further with yours. We appreciate your interest in the position, as well as the time and effort that went into the preparation of your dossier, and we wish you much success in your future professional career.

Records Retention

The Academic Personnel Office is the office of record for all of the following documents. Records of each search must be retained by APO for a minimum of 4 years after the end of the fiscal year in which the specific pre--employment or

recruitment activity has ended. The following documentation should be uploaded to the appropriate section in AP Recruit.

- Copies of all advertisements
- Print screens
- Copies of emails sent/received regarding the recruitment.
- Description of other recruitment methods used
- Notes from the committee deliberations, including interview questions and any evaluation criteria, ranking lists or rubrics should be retained. Copies of all forms used in the recruitment and selection process must be retained with the search records.

Access to Records

Although applicants generally do not have a right of access to their University files pursuant to the Academic Personnel Manual, section 160, they do have a right of access to their files pursuant to the Information Practices Act.

The Information Practices Act (Section 1798.38 of the California Civil Code) states that information compiled for the purpose of determining an individual's qualification for employment must be disclosed to that individual. If the information was received with the promise that the identity of the source would be held in confidence, then the identity of the source may be withheld.

Based on the above, Units should confer with the Academic Personnel Office and respond to applicants' requests by providing them with copies of the requested records. If the requested records contain information about more than one candidate, the records should be redacted so that only information about the candidate making the request is disclosed. The identity of the source may be concealed by redaction, or by providing a comprehensive summary.

Post search committee review

- After the search has concluded hold one last meeting to discuss how applicants will be dispositioned in AP Recruit. Work with school analyst for more information on dispositioning.
- Discuss what worked well and what didn't during the recruitment.