

Adding Submission to Recruit

Starting **April 6th, 2023**, Recruit is changing how people apply for jobs. Now, draft applications will be private to the applicant until they are submitted, and locked afterward. Let's break down how that works.

Applicant Impact

Applicants still use the same tools to log in to their portfolios, provide documents and references, and take the survey. But we've added one more step: **when they're done, they hit the "Submit now" button.**

For the applicant, this button makes the process clearer. Before they submit, their in-progress work cannot be seen by the search committee. They can only submit when they've completed their application. And everything locks once they've submitted, to make

JPF001723 Professor of Academics and Learning		
Application status	● Application complete – Submit when ready	Submit now
Recruitment deadline	🕒 Recruitment window closes on Friday, Jun 30, 2023 at 11:59pm (Pacific Time) Submit your application by this date for full consideration	

Recruitment deadline



No further changes may be made to your application as it has been submitted

sure they know that they're done.

Committee Impact

Committee members benefit from this change by getting **peace of mind**: they know that they will only see submitted applications that the applicant is done with. Those applications are complete and locked, and will not change during review.

Committee members should note that **the "Applied" status has replaced "Complete"**. Because there is now a formal handoff when the applicant is done with their application, we can confidently say that they have applied. Before, we could only say that they had completed the required fields, but they might still make changes, or fill in additional optional fields. We've moved from monitoring requirements to knowing when the applicant submitted their application to the campus for review.

Committee chairs and editors should familiarize themselves with **review dates** in order to take advantage of the ongoing review process they allow. Discuss how to adopt this process and move away from the single, long window you may have used previously.

Analyst Impact

In addition to the “Applied” status, analysts will also notice that **the “Draft” status has replaced “Not complete”**, and for the same reasons. The new name makes it clear that those applications are still in progress, and are not visible to the search committee.

All new recruitments will use the new “Review windows” submission process, which closely resembles the old Initial Review Date (IRD) process, but requires applicant submission. Applicants are also grouped into review windows based on when they were submitted instead of when they were completed. Because all recruitments are adopting this submission process, you no longer need to choose between submission processes: new recruitments will just use it automatically.

Be aware of how review dates will affect your ability to hire. As in IRDs, **Search Reports** include only applicants in closed review windows, so you cannot run a search report until a review date has passed and a review window has closed. Since making a hire requires a search report getting approved, make sure you pick an appropriate initial review date that will enable you to make a hire when needed.

Frequently asked questions

Why was application submission added to Recruit?

First, it **clarifies who owns the application**. Before this change, applications became visible to the committee as soon as they were complete, which is an unreliable indicator. Applicants could fill in the required fields, get reviewed, and then optional documents that were uploaded later would get missed. Or committees could review a complete application and then miss a subsequent update to the previously supplied materials. Now, the application “belongs” to the applicant before submission, and they can make any changes they want, as many times as they want. After submission, the application belongs to the campus, and they can rest easy knowing that the material will not change.

Secondly, **the submission button is a visible goalpost** for the applicant to aspire to: they know they want to submit, and they know that once they submit they are done.

What is a Review Window?

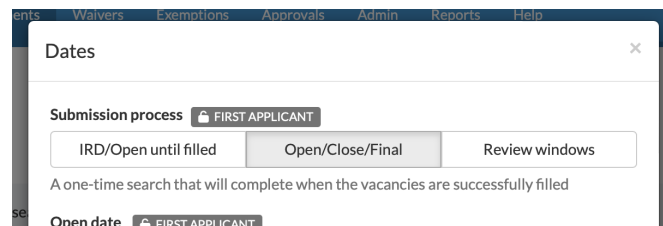
A **review window** is the time when applicants can apply to a recruitment and receive full consideration for the position; it ends with a **review date**, when the committee will get together to evaluate and review the applications.

Applicants apply “in a review window” if they submit before the review date. They can also apply “outside all review windows” if all review dates have passed, and hope that a new date is added to allow their application to be reviewed.

Can I opt in to the new process?

Any recruitment that **doesn't yet have applicants** can convert to the new “Review windows” submission process using the recruitment's dates section, on the details tab.

To keep the applicant pool equitable, recruitments with applications cannot change submission processes: existing applicants did not have to submit, so we can't require new applicants to do so.



How do review windows recruitments work?

The new “Review windows” submission process **requires applicants to submit** their applications. Applications are not visible to the committee until they are submitted. They can only submit once they have provided all required material. Once submitted, applications lock and the applicant can no longer make changes.

Applicants can start to apply on the Open Date. They cannot apply after the Final Date passes.

There is **at least one review date**, which is visible to the applicant. If they submit before that date, they are “in a review window”, and are guaranteed to be reviewed. If all review dates have passed, they are “outside of all review windows”, and the applicant is told that their application may or may not be reviewed.

Analysts can **add a review date** once the existing review dates have passed. When a review date is added, all applications that were submitted before that date are made visible to the committee. This allows the committee to examine the existing applicant pool, then decide to pull candidates from that pool or to continue outreach to expand the pool.

What happened to Initial Review Date (IRD) recruitments?

The old “IRD/Open until filled” submission process is **being retired** in favor of the “Review windows” submission process, which keeps review dates but adds the submission requirement.

In an IRD recruitment, there is a review window for each review date. Applicants are put into whichever window is open when they complete; they do not have to submit their applications.

If you're already familiar with IRD recruitments, the new submission process should be very familiar: the only real change is the submission requirement.

What happened to Open/Close/Final (OCF) recruitments?

The old “Open/Close/Final” submission process is **being retired** in favor of the “Review windows” submission process. The new process requires application submission, but also

uses review dates to segment the applicant pool, allowing for earlier review and quicker hires.

In an OCF recruitment, there is a single implicit review window that stretches from the open date to the final date. Applicants are put into the window as soon as they are complete; they do not have to submit their applications.

You can still run a “Review windows” recruitment with a single window and the submission requirement. But because you can’t run a Search Report to propose a hire until a review date passes, this can delay your ability to make a hire. You’ll likely want to schedule your review date sooner, enabling earlier reviews. As each review date passes, the committee can meet to look at the pool for suitable candidates. If more candidates are needed, the committee can opt to add an additional review date to expand the pool and schedule another round of reviews.

Why did the status names change?

Some of the **old status names reflected the importance of completeness** in the old system: applications that were “Not complete” had yet to finish the application process, and were hidden from the search committee, while applications that were “Complete” had done so and were visible to the committee. But “Complete” didn’t mean “done”, just that the applicant had checked off the boxes we really cared about. Were the optional documents still pending? Was a revised CV coming soon? You could never tell.

The **new statuses reflect the ownership of the application**: “Draft” applications belong to the applicant, while “Applied” applications belong to the campus.

In “Review windows” recruitments, applications move to “Applied” only when they hit the submit button. The transition happens only when the applicant is ready and willing to relinquish ownership. Once submitted, the applicant is prevented from making further changes to their application materials.

In order to maintain equitable treatment within each recruitment, applications in existing “Open/Close/Final” recruitments and “IRD/Open until filled” recruitments continue working as they always have, moving applications to “Applied” as soon as the requirements are met. Applications in these recruitments can still be edited while in the “Applied” status, because existing applicants were given that chance, and new applicants must be afforded the same opportunity. This freedom extends to the applicant deleting required material and pushing their status back to “Draft”, which hides their application and takes them out of consideration. All these pitfalls are removed in the new submission process.

Can applications be unsubmitted? Can I unlock their application?

No. When an applicant submits, they are relinquishing control and sending their application to the campus for review. They cannot make any further changes to the application materials.

However, applicants can always do the following actions, even in locked applications:

- Update their name and contact information
- Send letter reminders to references that have previously been notified
- Take the demographic survey

Additionally, the applicant's references are free to upload their letters at any time.

Can applicants submit a second application to update their locked and outdated application?

No. Applicants can only apply to each recruitment one time.