

Recruit Release Notes Changes Launching 2023-11-16

NEW ADVANCE Report project

We've started the ADVANCE Report project that currently provides an overview of recruitments by school and departments within an academic year. Collaborating closely with the SMEs, we aim to refine the report to ensure the provided data will be useful to all of the campuses.

Affirmative Action Report Project

When managing multiple recruitments, it can be difficult to remember to return to the recruitment to conclude them. To help remind analysts, we've created a **conclusion reminder email**. The email will list all unconcluded recruitments that have indicators that they need to be concluded, such as applicants with statuses that require terminal statuses (offered, accepted offer, campus declined offer, hired), or applications with anticipated start dates that have already passed. The email will be sent every September 1st by default, but the email can be scheduled to fit the business practices of a campus. If you'd like to send the reminder email at a different date, please contact our team.

Recruitments

Hello Kerry Kemmer,

The following recruitment may be ready for conclusion.

Please review the following recruitments to determine if they need to be concluded. If there are hired applicants with a pending employee id or a passed anticipated start date, you can check the payroll system to see if they have been assigned an employee ID and update their information accordingly.

When all hires are complete, mark a search outcome and conclude the search. Concluding searches gets them out of your way, allowing you to focus on what needs attention. Plus, it starts the clock for their data retention period, which is important to maintain compliance with the UC policy for Academic Personnel Records.

testing alignment: first position's opening (JPF02448)
School: Cyan Dogs
Department: Mathematics

For your convenience, [this workspace](#) will list all the unconcluded recruitments that may need a status update, and [this workspace](#) will list all the applications you can see who are hired but lack an employee id.

Why am I getting this email?
You are receiving this reminder because you own


UCI
Mathematics
1 recruitment

Recruitments that may need attention:
[Unconcluded recruitments](#)
[Pending employee IDs](#)


Status	School	External ID	Departments
Active	School of the Arts	arts	Department of Music Department of Art Department of Dance Department of Drama

This sprint, **we created a School page and grid** that will carry over the existing functionality from the school section of the Manage Academic Hierarchy tool. These pages will also provide administrators with more information about the school by listing out the active recruitments, waivers, and exemptions running in that school, as well as any users with roles associated with the school.

We have **replaced the Manage Academic Hierarchy tool with the Schools and the Departments** tools. This change will both provide a more useful UI for Recruit Administrators, as well as help set the groundwork for future projects.

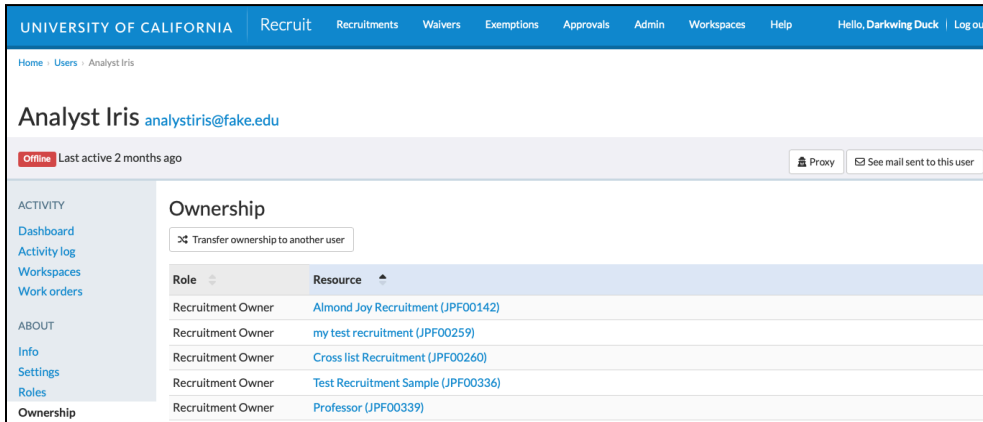


Schools
Create and manage the broader academic units



Departments
Create and manage the more focused academic units

When a Recruit analyst separates from the campus, they are still listed as the recruitment owner on all of the recruitments they created / owned. In order to make it easier to support this transition, we created a tool that allows **users to transfer all recruitment ownership between analysts.**



Role	Resource
Recruitment Owner	Almond Joy Recruitment (JPF00142)
Recruitment Owner	my test recruitment (JPF00259)
Recruitment Owner	Cross list Recruitment (JPF00260)
Recruitment Owner	Test Recruitment Sample (JPF00336)
Recruitment Owner	Professor (JPF00339)

The **“Standard text” labeling has been updated to “About [Campus name]”**. This clarifies that the text provides campus specific information. This change will be visible in the Recruitment configuration admin tool, the Description tab for a recruitment, and on the recruitment ad.

Description

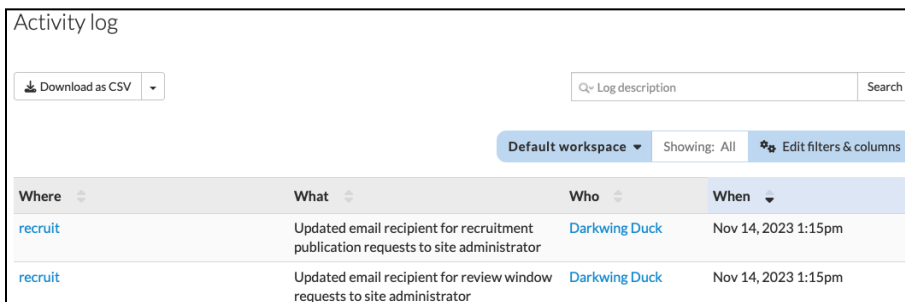
Position description ✎ Edit 🔒 Search plan

AD Sint distinctio suscipit corrupti.

About UC Irvine

About campus text is set by your campus admin and will appear in the ad

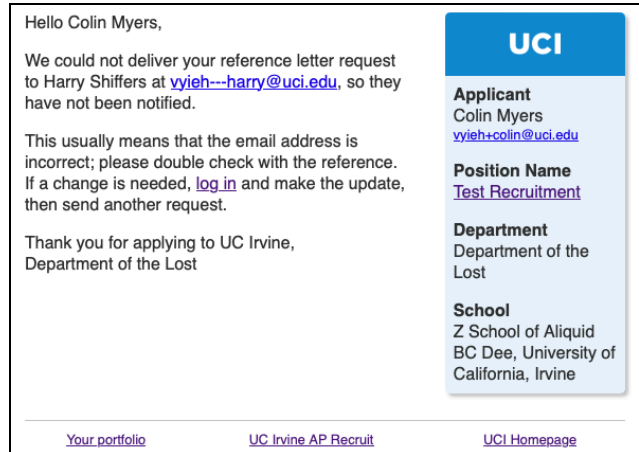
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Where	What	Who	When
recruit	Updated email recipient for recruitment publication requests to site administrator	Darkwing Duck	Nov 14, 2023 1:15pm
recruit	Updated email recipient for review window requests to site administrator	Darkwing Duck	Nov 14, 2023 1:15pm

The Activity log admin tool will now **log changes to the “Request review window” and “Publish request” email options** in the Email recipients admin tool.

A new “Reference request could not be delivered” email notification will be sent to applicants if a reference letter request could not be delivered due to an incorrect/bad email address.



Hello Colin Myers,

We could not deliver your reference letter request to Harry Shiffers at vyieh---harry@uci.edu, so they have not been notified.

This usually means that the email address is incorrect; please double check with the reference. If a change is needed, [log in](#) and make the update, then send another request.

Thank you for applying to UC Irvine,
Department of the Lost

UCI

Applicant
Colin Myers
vyieh+colin@uci.edu

Position Name
[Test Recruitment](#)

Department
Department of the Lost

School
Z School of Aliquid
BC Dee, University of California, Irvine

[Your portfolio](#) [UC Irvine AP Recruit](#) [UCI Homepage](#)

API Documentation

For more information on the Recruit API, please review our [API documentation](#).

Bugs & stuff

- Helpdocs have been updated with the latest changes to Recruit
- Fixed an issue where a link to grant/request an exception to an applicant was displayed simultaneously with the link to submit for an applicant. This has been fixed, and the banner will now only display one action at time.
- If a recruitment was created before the “other users” modal update, and an entire department was added to a committee role, then those department members no longer have access to the recruitment. This has been fixed.