Pool Recruitments Overview

Pool recruitments are a distinct form of recruitment that differ from standard recruitments. They typically remain open for up to an entire year and can yield multiple hires at different times throughout that period. A common example is for a department to open a pool for lecturers, and then hire from the pool when the need arises throughout the academic year.
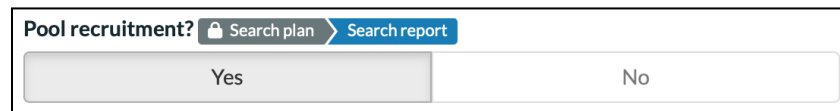
AP Recruit now allows searches to be set up specifically as "pool recruitments." Pool recruitments come with many new features that automate and clarify the process for hiring including:

- Built-in rounds of review, referred to in the system as "batch rounds", with applicants, disposition reasons, proposed candidates and search reports specific to each batch round
- Disposition information and statuses reset for each new round
- Permanent deselection of applicants, which removes them from consideration in future batch rounds

This document provides an overview of the new process for running a pool recruitment in AP Recruit.

Starting a pool recruitment

The first step to running a pool recruitment is to let the system know that you want access to pool features. The "Pool recruitment?" option is in the Position tab under Position details. Once you set this to yes, your recruitment will have pool-specific features enabled.

Creating a batch round & reviewing

Once you have a hiring need within a pool recruitment, you will use batch rounds to indicate your hiring need, review applicants, identify proposed candidates for hire, and submit a search report. A batch round is a feature unique to pool recruitments. It provides a way to group together applicants for evaluation and helps streamline search reports and approvals. Batch rounds are linked to review dates, and bring in all applicants submitted before the selected review date.

Batch rounds use review dates in the same way that search reports do in standard searches. To create a new batch round, the chosen review date must be in the past, it must have applicants in it, and it cannot be before the review date used in the last batch round. All of these

constraints are displayed in the batch round creation modal as you select dates. Batch rounds will automatically be numbered to help keep track of the order they were created in.

You must create a batch round (from the Batch rounds tab within the recruitment) in order to create dispositions for applicants and assign statuses. You can have as many batch rounds as you need over the course of a recruitment, but can only have one active batch round at a time.

Once you have created a batch round, the committee will begin the review process and you can enter notes, update statuses, etc, the same as for standard recruitments. When you have identified a candidate to hire, you will need to create a search report and have it approved. In order to create the search report, each applicant in the round needs to be dispositioned.

Batch round ✕

Before creating a batch round:

✅ Selected review window must have passed
✅ Applications must be present in the selected review window
✅ Selected review window must be the same as or after the last review window

This new batch round will be **number 1**. This number will be added to the front of the batch round name automatically.

* **Name**

Lecturer for Fall 2024 - Lit

> July 13, 2024
> July 18, 2024 hidden from applicants
> July 23, 2024 hidden from applicants
> July 28, 2024 hidden from applicants
> August 2, 2024 hidden from applicants
> August 7, 2024 hidden from applicants
> August 12, 2024 hidden from applicants
> August 17, 2024 hidden from applicants
> August 22, 2024 hidden from applicants
> August 27, 2024

Additional information

Teaching 3 sections of English 101

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Dispositioning applicants

Over the course of a pool recruitment, applicants will receive disposition reasons/comments for each round they are part of, which can be viewed on their application page. Applicants must be in a current batch round in order to be dispositioned. In order to maintain an accurate record of evaluation, dispositions from completed rounds cannot be edited, but you can add additional information in later rounds if you need to update or correct the record.

Review ☁ Download PDF Bundle

Disposition reasons

Round 3: Round 3 ☑ Edit

📋 Specialization or area of expertise for position or department needs shows some deficiencies

Round 2: Round 2
📋 Wrong specialization for this hire

Round 1: Round 1
📋 Wrong specialization for this hire

Statuses

Statuses in pool recruitments function differently from standard recruitments, specifically in the following ways:
- There is a new status, "Permanently Deselected", which should be used to mark applicants who are not suitable for hiring for any position that might arise from this recruitment.
- Applications marked as "Permanently deselected" or "Withdrawn" in a previous round will not appear in the list of applicants in subsequent rounds.
- If an application has been marked as "Hired" in a previous round, they will not be included in following rounds.
- When a new round is created, applicants with statuses between "Applied" but before "Proposed candidate" will get reset to "Applied".

Creating a search report & completing a round

Once a top candidate is selected, and all candidates in the batch round have a disposition reason, you can create a search report for the round. This search report is then submitted for approval following the process used for standard recruitments. Once the search report is approved by the final approver, the round is considered "completed". In order to begin a new round of review, you will need to start a new batch round.

Within search reports, you will see information about which batch round the report is for, and only applicants who are the Proposed Candidate for that round will have their CVs included. Applicants who were set to Proposed Candidate or higher in a previous round will show up in the separate section of the report, but their CVs will not be present. This helps streamline the report and focus attention on the most relevant hires to review. When you have made all the hires for this pool, and/or one year has passed, conclude the recruitment as normal.