Using iRecruit

Updated 4/22/2013
# Using iRecruit

## Table of Contents

Introduction .................................................................................................................. 3  
Getting Started ......................................................................................................... 4  
Roles ............................................................................................................................ 4  
  iRecruit Roles ........................................................................................................ 4  
  Central HR Roles .................................................................................................... 5  
Initiate a Recruitment ............................................................................................... 5  
  Job Description ....................................................................................................... 5  
  Position Purpose ..................................................................................................... 7  
  Essential Functions ................................................................................................. 8  
  Minimum Requirements ......................................................................................... 8  
  Preferred Qualifications ....................................................................................... 9  
Posting Text ............................................................................................................... 9  
Requisition ................................................................................................................. 10  
Overview ................................................................................................................... 10  
Recruitment Profile .................................................................................................. 11  
Recruitment Plan ....................................................................................................... 12  
Comments .................................................................................................................. 14  
Attachments .............................................................................................................. 14  
Approvals and Check Out Features ........................................................................ 15  
Next Step .................................................................................................................... 16  
Dismiss & Copy .......................................................................................................... 16  
  Dismiss a Requisition ............................................................................................ 16  
  Copy a Requisition ................................................................................................ 17  
Review Application Pools ....................................................................................... 20  
  Search Committee .................................................................................................. 20  
  Application Review ............................................................................................... 21  
  Affirmative Action Statistics ................................................................................ 24  
  Short List Review ................................................................................................... 26  
  Applicants vs. Expressions of Interest .................................................................. 27  
  Comments .............................................................................................................. 28  
  Attachments ........................................................................................................... 28  
  Final Action ............................................................................................................ 29  
  Return Recruitment to Search Committee ............................................................. 33  
  Re-access Applicant Pool ...................................................................................... 34  
Your Recruitments ..................................................................................................... 35  
  Works in Progress .................................................................................................. 36  
  Recruitments to be Finalized ............................................................................... 36  
  Open Recruitments ............................................................................................... 37  
  Complete Recruitments ....................................................................................... 37  
  Assign Default Chair’s Associate ......................................................................... 38  
  Recruitment Reports ............................................................................................. 38  
  Search Engine ....................................................................................................... 40
Introduction
The iRecruit enterprise system allows you to manage the staff recruitment process from beginning to end. Through iRecruit you can initiate recruitments, create job descriptions and recruitment plans, obtain approvals, manage search committees and application reviews, and identify final candidates for open positions.

The iRecruit system is the repository for all documents related to recruitments (e.g. interview questions, work samples, etc.) For a list of recruitment records required to be maintained for audit purposes, please reference UCR Local Procedure 21: APPOINTMENT. iRecruit is fully integrated in the Enterprise Access Control System (EACS) and the R’Space portal. The system provides stakeholders with clear visibility of all recruitment activity within their accountability structure.
Getting Started
In order to access iRecruit, the department Systems Access Administrator (SAA) needs to set up an individual with access as the Departmental or Service Center Human Resource Coordinator in the Enterprise Access Control System (EACS). The Organizational HR Coordinator role is established through EACS by Human Resources. All other roles are established by the Departmental or Service Center Human Resources Coordinator within the iRecruit system.

Once authorized you can access iRecruit within your R’Space authorized applications or by going to https://irecruitportal.ucr.edu and using your NetID and password to login.

Roles
What you see and are able to access in the system is determined by your role.

iRecruit Roles
Departmental HR Coordinator/ Service Center HR Coordinator – The Departmental/Service Center HR Coordinator is responsible for initiating the requisition. The departmental coordinator prepares the job description and ensures proper procedures for review and approval are met at the department level. The departmental/service center coordinator sets details such as the members of the search committee, minimum and preferred requirements, and the recruitment plan.

When a qualified candidate has been found, the requisition is returned to the Departmental/Service Center HR Coordinator for final processing and to notify the candidate. The coordinator may check out the requisition to other users for approvals.

Organizational HR Coordinator – The Organizational HR Coordinator is responsible for reviewing recruitments, providing oversight, and routing online recruitment requests to Human Resources.
Central HR Roles

Human Resources Classification Analyst—Responsible for reviewing job descriptions and classifying appropriately.

Human Resources Recruitment Analyst—Responsible for reviewing and coordinating recruitment plans and posting job descriptions.

Ad Hoc Roles

Other Roles—Certain roles are unique to individual recruitments. If you are on a search committee you will be able to review the applicants and make comments, however only the Search Committee Chair/Chair’s Associate has access to the complete recruitments and the ability mark the final decision on each candidate and record hiring information. For more information see Review Application Pools.

Initiate a Recruitment

Select “Initiate a Recruitment” from the home page to begin a requisition. If you are an HR Departmental Coordinator for several departments you will be given a drop down menu to select the organization for the recruitment.

Job Description

The first step is to create a job description. You will be given the option of creating a job description from scratch or copying one already in the system. (Currently you must write a job description from scratch. Creating a job description from an existing template is an upcoming feature that has not yet been released).

*Note on each page of the recruitment process you can access this user guide via the link at the top of the page.
Selecting to “Open a blank job description” takes you to the job description interface and allows you to populate the various job description fields. You will notice the various tabs change when you enter the job description interface. It is important as you go through these tabs to save your work. The “Save” button is located towards the bottom of every page.

<table>
<thead>
<tr>
<th>Overview</th>
<th>General Info</th>
<th>Position Purpose</th>
<th>Essential Functions</th>
<th>Min. Requirements</th>
<th>Pref. Qualifications</th>
<th>Posting Text</th>
</tr>
</thead>
</table>

**General Information**

Selecting “Open a blank job description” automatically bring users to the general info tab of the job description interface.

Selecting a Title Code will automatically populate the Payroll Title, FLSA, Personnel Program Code & Description, and the Bargaining Unit Code & Description fields.

Users must input:

- Pay Grade/Step (if appropriate)
- Working Title
- Department Name
- Department Head
- The Position’s Supervisor
- Title Codes and FTE of employees who will be supervised under this position (if appropriate)
Look over the list of special requirements and check all that apply. Then, using the drop down menu, indicate the level of supervision this position will have.

In the next section list any special equipment, vehicles or tools that the employee is required to operate and click “Add.”

Position Purpose
This tab allows you to describe the purpose of the position.
**Essential Functions**
In the essential functions tab define the functions necessary of the position. Essential functions should be grouped by content area, assigned a percentage of time, and details regarding each function should be listed. All functions must add up to 100% which the system will calculate for you. The essential functions are listed in descending order based on percentage of time.

**Minimum Requirements**
In this tab define the minimum requirements necessary for the applicant. You may set a display order of 1 through 10. Please keep your list of minimum requirements under 10 and do not add multiple requirements within a line.
Preferred Qualifications
In this tab define the preferred qualifications necessary for the applicant. You may set a display order of 1 through 10. Please keep your list of preferred qualifications under 10 and do not add multiple qualifications within a line.

Posting Text
The posting text is a critical aspect of the recruitment. This is the text that will appear on the UCR JOBS website and attract candidates to the open position. The posting text should grab the reader and give them a sense of the department, its mission, and how the position supports this mission. The posted minimum requirements and posted preferred qualifications should include only those items that are essential to the job. There is a character limit on these fields.

The applicant will be able to view the complete job description from the job listing in the UCR JOBS website so there is no need to place the entire job description in the posting text.
Requisition

Overview
The Overview screen displays a summary of all the requisition details existing in the various tabs. This summary allows users to easily review the various requisition elements at any time however editing is not available within this screen.

![Requisition Overview Screen](image-url)
Recruitment Profile
This tab contains the specific information about the position being recruited. Many of these fields are pulled from the job description page and are editable only within the job description interface.

Users must input:

- Work Schedule
- Working Location - This data is pulled from the Facilities Management System
- Appointment Type
- Position Type

You may upload an Organizational Chart - This information should be uploaded in Word (.DOC/.DOCX), PDF (.PDF), Excel (.XLS/.XLSX) or Visio (.VSD) format.

You should also designate the search committee by inputting their NetIDs and choosing their role. For more information please see Review Application Pools.
The Salary Range is automatically generated based on title code. You may select the minimum and maximum advertised salary only for positions that are unrepresented. For represented positions, the entire salary range is automatically posted—you will notice the selection will be greyed out and you will be unable to change it.

Be sure to answer “Yes” or “No” if responsibilities of this position were previously performed by an employee in the CX (Clerical and Allied Services) bargaining unit.

For some recruitments, such as for executive positions, you may wish to receive a résumé only. If so, be sure to select the box next to “Accept application with résumé only” under the salary range. Remember a completed, signed application is required before an offer of employment may be extended.

**Recruitment Plan**

This tab contains key pieces of information about the recruitment:

Select the Posting Period – The Required Posting Period is automatically calculated by the system at 10 business days for Professional Support Staff (PSS) positions or 15 business days for Management/Senior Professional (MSP) positions, beginning the next business day. You can also select “Open until filled” or “Continuous,” however all applications received beyond the set 10 or 15 business day posting period will be considered “expressions of interest” not applicants. The difference between an applicant and an expression of interest is explained in the Review Applicant Pools section of this guide. Note: “Continuous” is only for on-going recruitments such as lab assistants, custodial support, etc.

Recruitment Contact – It is required that you give the NetID of a contact person for applicant inquiries.
Placement Goals – This information outlines specific goals for the recruitment plan that adhere to the UCR Affirmative Action goals. By clicking the “Affirmative Action Placement Goals” link you will be taken to a page where you can look up your department’s current goals. Copy/paste these goals into this box. These goals are important to understand as they drive your advertising efforts to groups currently underrepresented.

Additional Advertising Resources – UCR Staff positions are posted on the UCR Jobs website, Southern California Higher Education, InsideHigherEd.com, CAL Jobs, and HigherEdJobs.com. Also jobs should be posted on Diverse Issues in Higher Education, use the JobTarget link to post the position. For more information about using JobTarget please view the Using Job Target For Recruitment Advertising guide.

The next text field is for any additional recruitment details you wish to provide. Recruitment plans, timelines, etc.
**Comments**
This tab allows users to make comments over any changes, approvals, or details of the requisition. Comments made will be visible to all users related to the recruitment as well as Human Resources.

![Comments Tab](image)

**Attachments**
The attachments tab allows users to upload documents pertinent to the requisition. For example: email approvals, the hired individual’s application, or sample advertising. These documents can be viewed by all users associated with the requisition.

![Attachments Tab](image)
Approvals and Check Out Features

The approvals tab allows the Departmental/Service Center HR Coordinator and Organizational HR Coordinator to check out a requisition to review and approve the changes that have been made to the requisition. Each organization will establish internal procedures for recruitment approvals. The Check Out feature allows the flexibility needed to accommodate the internal department approvals of the recruitment.

A recruitment can be checked out as:

- Approval Required (Read-Only)
- Approval Required (Read-Write)
- No Approval Required (Read-Only)
- No Approval Required (Read-Write)

Those required to give approval can be granted the ability to read and update the requisition, or they may be limited to a read only access. If there are others the department/service center wishes to review the requisition they can be given a non-approval status and granted the same read/write or read only abilities.

A recruitment can be checked out to multiple individuals at one time. However, the system only allows the recruitment to be checked out to one person with Read-Write capabilities at a time.
Next Step
After getting the appropriate approvals the Departmental HR Coordinator routes the requisition to the Organization, the Organizational HR Coordinator then routes to Human Resources where the requisition is classified, reviewed and posted by the Classification and Recruitment Analysts.

Dismiss & Copy
If a recruitment must be cancelled before completion, you must dismiss the requisition through iRecruit. You can also copy any completed or dismissed requisition that you may wish to use to again.

Dismiss a Requisition
Login to iRecruit and go to Open Recruitments. Find the recruitment you wish to dismiss and click on the Requisition ID.

At the top of the page select “Dismiss Requisition.”
A warning screen will appear. If the recruitment has already been posted to the jobs board it will be removed and anyone who applied to the position will receive a notification email alerting them that the position has been cancelled.

After clicking OK the recruitment will be cancelled.

Copy a Requisition

If you wish to reinstate a dismissed requisition or copy a requisition that has been finalized, you may copy the requisition and start the recruitment process once more.

Go to the Search Engine on the main menu.
Search for the requisition by using the Requisition ID or number and click “Create Report.”

When you have found the requisition you wish to use select “Copy as New.”

You will get a pop-up warning you that you are creating a new recruitment with the same information and that as a new recruitment it will need to go through the appropriate levels of approval before recruitment can begin. Click OK.
The copy will be given a new Requisition ID.

![Message from webpage]

Copy to new requisition completed successfully. New requisition id: 201203081645

OK

Return to the Main Menu and go to your Works In Progress to continue working on the new recruitment. Find the recruitment and click on the Requisition ID.

![UCR iRecruit]

Main Menu

Recruitments – Work in Progress
(Click on any column header to sort the records)

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Working Title</th>
<th>Payroll Title</th>
<th>Department</th>
<th>Route Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>201107180976</td>
<td>Senior Associate Athletics Director for Compliance and Student Services</td>
<td>MANAGER (FUNCTIONAL AREA)</td>
<td>D01090 - Intercollegiate Athletics</td>
<td>Routed to HR - Initial</td>
</tr>
<tr>
<td>201107190976</td>
<td>Assistant Coach, Women's Basketball</td>
<td>COACH, INTERCOLLEGIATE ATHLETICS</td>
<td>D01095 - Intercollegiate Athletics</td>
<td>Routed to HR - Initial</td>
</tr>
<tr>
<td>201107160781</td>
<td>Programmer Analyst II</td>
<td>PROGRAMMER/ANALYST II</td>
<td>D01094 - VC - Finance &amp; Business Ops</td>
<td>Routed to Recruitment</td>
</tr>
<tr>
<td>201105160580</td>
<td>Capital Projects Manager</td>
<td>ANALYST IV</td>
<td>D01322 - Housing Services</td>
<td>Routed to Recruitment</td>
</tr>
<tr>
<td>201105200599</td>
<td>Contracts Specialist</td>
<td>ASSISTANT III</td>
<td>D01211 - Design &amp; Construction</td>
<td>Routed to Recruitment</td>
</tr>
</tbody>
</table>

Everything from the original recruitment will be saved, except for the search committee details. Once search committee members have been added you will be able to “Route to Organization.” The job must then go through the various approvals until it is routed to Recruitment in Human Resources, who will verify the appropriate advertisement has been done and post the job to the UCR Job’s site.

* If you’ve copied a dismissed requisition: when the job is reposted to the site, applicants who previously applied to the dismissed job will be notified that recruitment for the position has been reinstated and be invited to submit an application again. This is not true of finalized recruitments that have been copied; previous applicants will not be notified in those cases.
Review Application Pools
Once the position has been posted by the Recruitment Analyst, applications can be viewed under Review Application Pools. The interface of the application review system varies based on the role held by the user. There are three roles within the Application Review System: Search Committee Chair, Chair’s Associate, and Search Committee Member.

Search Committee
The review applicant interface feature in iRecruit is designed to be flexible to accommodate search committee procedures as established by organizational units/departments. Before establishing roles, you may want to determine the following: individuals who will actively manage the search, that will screen the applicants, and that will make final decisions related to applicants invited for interviews.

Search Committee is made up of the:

- **Committee Chair** – Adds or removes members from the search committee; sees all comments made about applicants; has authority to limit the applicant pool to “Meets Minimum Requirements” applicants for member viewing; enters selection codes for every candidate; chooses candidates for interviews; selects final candidate; and forwards to the Departmental HR Coordinator.

- **Chair’s Associate** – Same authorities as the Committee Chair.

- **Member** – Ability to view and screen applicants (if prescreening has not been done by the Chair or Chair’s Associate); provide comments on applicants. Can view other committee members’ comments only if allowed by Chair.

- **AACL** – Assigned by the Search Committee with the status and authority to ensure all aspects of the recruitment process are fair and unbiased and in compliance with Affirmative Action and Equal Opportunity laws. The AACL has the same view and abilities in iRecruit as the rest of the search committee members.

The Chair/Chair’s Associate also has the choice to “make comments visible” to the members. This allows members to see one another’s comments regarding applicants.
**Application Review**
This tab allows the Chair/Chair's Associate to view the applicant pool. The Chair/Chair's Associate may view and filter prospective applicants as well as label interview information and view comments. You may choose to “Hide My Comments” if you wish. Applicants who do not meet minimum requirements by the Chair/Chair's Associate will automatically be removed from consideration status. This means members will not be able to view the applications for those members.

If a user would like to view a specific application again, they may filter the results of the application pool by using the links above the applicant’s information. Selecting “All” will show all applicants not just those “Under Consideration.”

Committee members will have a different view of the application review. They may view and filter all applicants in the applicant pools, mark satisfaction of minimum requirements, or leave comments on the individual applicants.

Clicking the candidate’s name will bring up their application details.
At the top of this screen is a link to “Download PDF”. This generates a PDF of the candidate’s application, cover letter (if provided) and résumé (if provided) combined into one file. The PDFs can be printed or otherwise provided to committee members who lack access to iRecruit.

The search committee can mark if the user meets the minimum requirements and input comments. If the Chair/Chair’s Associate has decided to allow members to view one another’s comments they will see the comments below their own.
If you would like to compare several candidates side by side select the check box next to their names, go to the bottom of the screen and click “Compare Selected Applicants.”

You will be given a side by side list of all the candidates’ information. You can download this side by side in excel for easier viewing.
**Affirmative Action Statistics**
The search committee will also have the ability to see the Affirmative Action Statistics on the general applicant pool.

- On the Application Review click the Affirmative Action Stats

This will show the search committee an overview of their pool statistics as well as their placement goals as determined by Affirmative Action. There must be a minimum of five applicants before these statistics will be viewable. There is also the option to download these statistics to Excel to be used outside of the iRecruit system.

**The Applicant Pool Statistics** reflect the race/ethnicity and gender of all candidates in the applicant pool. This list is generated through iRecruit for each Job Requisition. It is based on each applicant's self-reported diversity demographics.

**The Availability Statistics** estimate the proportion and numbers of minorities and women available in the relevant job market who possess the training and skills necessary to qualify for employment.
Applicant Pool Statistics/Availability Statistics Comparison generates a table that compares the Applicant Pool Statistics to the Availability Statistics. The data are presented as a percentage difference between the number of applicants and the availability of those with the requisite training and skills.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Applicants</th>
<th>Ethnicity</th>
<th>Appl. Pool%</th>
<th>Avail</th>
<th>Difference between Applicant Pool% and Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>2</td>
<td>8.7%</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>2</td>
<td>8.7%</td>
<td>2.97</td>
<td>5.73%</td>
<td>above availability</td>
</tr>
<tr>
<td>Hispanic</td>
<td>4</td>
<td>17.39%</td>
<td>12.77</td>
<td>4.62%</td>
<td>above availability</td>
</tr>
<tr>
<td>Asian/PI</td>
<td>12</td>
<td>52.17%</td>
<td>28.40</td>
<td>23.77%</td>
<td>above availability</td>
</tr>
<tr>
<td>Amerind/AN</td>
<td>2</td>
<td>8.7%</td>
<td>0.73</td>
<td>7.97%</td>
<td>above availability</td>
</tr>
<tr>
<td>Unknown</td>
<td>1</td>
<td>4.35%</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Applicants</th>
<th>Ethnicity</th>
<th>Appl. Pool%</th>
<th>Avail</th>
<th>Difference between Applicant Pool% and Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>15</td>
<td>Male</td>
<td>65.22%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>8</td>
<td>Female</td>
<td>34.78%</td>
<td>23.33%</td>
<td>11.45% above availability</td>
</tr>
<tr>
<td>Sex Not Stated</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>23</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An “above availability” statement is returned when the percentage of women and/or minority applicants is equal to or greater than their availability; otherwise, a “below availability” result is returned in red.

*Note: More information on these statistics and the best practices can be found on the Affirmative Action website under Best Practices - Diverse Applicant Pool – Staff.*
**Short List Review**
Chair/Chair’s Associate should indicate whether applicants meet the minimum requirements and whether they would like to set up an interview, those who meet the requirements and are selected for interview will be considered to be the “short list” of applicants. The short list must be submitted to Affirmative Action for analysis and approval. The Chair/Chair’s Associate will be unable to select an interview date or choose an interview status until the short list has been approved by Affirmative Action.

To Request Short List review:

- Indicate “yes” for all applicants selected for interview.
- Select “Request Short List Review.”

*Note: The Chair/Chair's Associate will be unable to make any changes until Affirmative Action has made a decision. There will be a warning to make sure the user is aware of this before proceeding.

The search committee will still have access to view all applications while awaiting approval. If a user should forget to include someone in their short list or change their mind about someone included, they will need to wait until Affirmative Action either approves or rejects their short list selection; changes can then be made and will need to be resubmitted to Affirmative Action for further analysis.

Once Affirmative Action has conducted their review, they will either approve or decline the short list. The Chair/Chair's Associate will receive an email notification of approval or declination.
Should the short list be declined Affirmative Action will be asked to provide comments and the Chair/Chair’s Associate will need to work with Affirmative Action to resolve any issues. If the short list has been approved, the Chair/Chair’s Associate can proceed with selecting an interview status and scheduling an interview date.

Each candidate must also have a decision code selected. For each candidate click “Make Selection” then choose from the list of decisions.

If you choose a decision code that requires you to given details use the text boxes provided to list why the candidate is not qualified, you will not be allowed to move on until you do so.

**Applicants vs. Expressions of Interest**

If there are “Expressions of interest” an additional link will appear at the top of the application review tab. In order to view expressions of interest the entire pool must be pulled into the
existing list of applicants and must be considered and marked as a candidate. Before a recruitment can be closed, all applicants must be categorized as either “does meet” or “does not meet” minimum requirements. Anyone who meets minimum requirements must be interviewed or have a decision code selected.

Comments
The comments tab allows for comments about the particular requisition and can be submitted by all committee members. These comments will be available to Human Resources and other members of the requisition to better understand any necessary supplemental information pertinent to the recruitment. It is also suggested that when the position is filled, the name of the candidate should be noted here.

Attachments
The attachments tab allows the search committee members to attach any necessary files or documents to the requisition for HR or other members of the department and committee to review.

**Final Action**

The final action tab allows the Chair/Chair's Associate member to make their selection and offer the position to a qualified applicant. Committee members will not see this tab. The applicant must first be marked: “Best Qualified- Selected for Hire” in the application review and all other applicants must have a decision code selected. Interview notes, reference checks and other documents for all applicants as outlined in the Recruitment and Selection Guidelines should be attached.
Chair/Chair’s Associate can officially define the terms of employment for the new employee; including salary and salary justification. There is also a check list where it should be indicated if the prospective employee has undergone a reference check and if the offer letter has been completed. The offer letter should then be uploaded as well. Be sure to indicate if the candidate is a previous UC employee.

Once the final action is complete the Chair/Chair’s Associate will route the requisition to the Departmental/Service Center HR Coordinator. If multiple candidates are being hired, i.e. more than two candidates have been selected as “Best Qualified- selected for Hire,” then their names will show up under final action.

Via the Actions/Routing links at the top of the page the Chair/Chair’s Associate has two options:

**Save & Route Candidate to Human Resource Coordinator** will only route the selected candidate to the HR Coordinator and the recruitment will still be open and will not be pulled from the UCR JOBS site, the search committee can therefore continue reviewing additional candidates.

**Route Requisition to HR Coordinator** sends the candidate information to the HR Coordinator, the job is removed from the website, and the HR Coordinator can effectively close out the recruitment at this point.
If the requisition was an “Open Until Filled’ recruitment, the job will be displayed within the UCR Jobs site until it is again routed for finalization. If it was a standard recruitment with a required 10 or 15 business day posting period, it will be available in the Departmental/Service Center HR Coordinator’s Works in Progress under Finalize Processes.

The Departmental/Service Center HR Coordinator will then, after reviewing the requisition, go to the final action tab and select “Mark Final Successful.” This will effectively close the recruitment and move it to Complete Recruitments. Once completed the requisition cannot be edited or changed.

At this point an automatic email will be sent to all applicants who were not interviewed, that the position has been filled. It is the departments responsibility to inform those who interviewed for the position with an email or phone call.
To end a recruitment which has been unsuccessful, all candidates have been given a decision code but none have been marked as “Best Qualified - Selected for Hire,” the Chair/Chair’s Associate should go to the Final Action tab and Route Requisition to HR Coordinator.

The requisition will be moved into the Departmental/Service Center HR Coordinator’s Works in Progress under Finalize Processes. After reviewing the requisition, the Coordinator will go to the final action tab and select “Mark Final Unsuccessful.”
**Return Recruitment to Search Committee**

If after a candidate has been chosen and the recruitment has been forwarded to the HR Departmental Coordinator for finalization, the candidate drops out or for whatever reason the hiring process cannot continue, the requisition can be returned to the Search Committee.

Once the recruitment has been sent to the HR Departmental Coordinator for finalization they will be able to select the recruitment in “Recruitments to be Finalized”.

If the person selected for hire should be removed from consideration the coordinator should select the “Return Recruitment to Search Committee” under Actions/Routing within the requisition interface.
The requisition will be moved out of “Recruitments to be Finalized” and back to Posted status. However, the posting date will not be reset.

If the requisition was an “Open Until Filled” recruitment, the job will be displayed within the UCR Jobs site until it is again routed for finalization. If it was a standard recruitment with a required 2 to 3 week posting period, it will be displayed or not displayed based on the original posting day. In other words, if more than three weeks have passed since the original posting the job will not return to the UCR Jobs website.

Once the requisition has been returned to the Search Committee, the committee chairs will be able to access the recruitment as they did before routing for finalization. They can review the applicant pools and change their selection.

The requisition will automatically show the candidate(s) selected for hire, to view all candidates select “All.” To remove the candidates from the final action tab their decision code must be changed, since they are no longer available for hire their decision code should be changed from “Best qualified-selected for hire.” Another candidate can be selected or if there are expressions of interest, those will be available to download as well.

Once a candidate is selected for hire the requisition can be once again routed to the HR Departmental Coordinator for finalization.

**Re-access Applicant Pool**

If within three months of your recruitment being finalized in iRecruit, the employee should leave, you can request to access the applicant pool once again to select another candidate.

To do this you must first contact the Recruitment Analyst in Human Resources to re-open the requisition. Re-opening the requisition will send the recruitment back to the Departmental HR Coordinator’s Recruitments to be Finalized.
The HR Coordinator can view the applicant pool but cannot make any changes, in order to change the final decision the recruitment must be returned to the Search Committee. The Search Committee Chair/Chair’s Associate will now be able to find the recruitment in their Application Pools and can select another candidate for hire.

**Your Recruitments**
From the main iRecruit portal you can access all of your recruitments. You can edit requisitions in progress, view your open recruitments that are still undergoing approvals and classifications, set default search committee co-chairs, as well as view all of your past completed recruitments.
Works in Progress
This page shows you all current recruitments you have initiated and their current status. You can sort by Requisition ID, Working Title, Payroll Title, Department, and Route Status by clicking the header.

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Working Title</th>
<th>Payroll Title</th>
<th>Department</th>
<th>Route Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>201107190969</td>
<td>Senior Associate Athletics Director for Compliance and Student Services</td>
<td>MANAGER (FUNCTIONAL AREA)</td>
<td>D01099 - Intercollegiate Athletics</td>
<td>Routed to HR - Initial</td>
</tr>
<tr>
<td>201107190970</td>
<td>Assistant Coach, Women's Basketball</td>
<td>COACH, INTERCOLLEGIATE ATHLETICS, ASST</td>
<td>D01099 - Intercollegiate Athletics</td>
<td>Routed to HR - Initial</td>
</tr>
<tr>
<td>201106300271</td>
<td>Programmer Analyst II</td>
<td>PROGRAMMER/ANALYST II</td>
<td>D01094 - VC - Finance &amp; Business Ops</td>
<td>Routed to Recruitment</td>
</tr>
<tr>
<td>2011053160580</td>
<td>Capital Projects Manager</td>
<td>ANALYST IV</td>
<td>D01322 - Housing Services</td>
<td>Routed to Recruitment</td>
</tr>
<tr>
<td>2011053200599</td>
<td>Contracts Specialist</td>
<td>_____ASSISTANT III</td>
<td>D01211 - Design &amp; Construction</td>
<td>Routed to Recruitment</td>
</tr>
</tbody>
</table>

By clicking the Requisition ID you can edit your saved requisitions, send them for review, check them out for approval and make comments.

Recruitments to be Finalized
Here are all of the HR Departmental Coordinator’s requisitions that are waiting to be finalized. These have received approval and are ready for a final action and to be marked either “successful” or “unsuccessful.” The Departmental Coordinator could also return the requisition to the search committee if a candidate should drop out.

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Working Title</th>
<th>Payroll Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>20120271480</td>
<td>Testing Salary Range</td>
<td>ANALYST III</td>
<td>D01140 - Multimedia and Classroom Tech</td>
</tr>
<tr>
<td>20120281508</td>
<td>Search Engine Application Review</td>
<td>ANALYST III</td>
<td>D01140 - Multimedia and Classroom Tech</td>
</tr>
<tr>
<td>201203071625</td>
<td>Testing Salary Range</td>
<td>PROGRAMMER/ANALYST III</td>
<td>D01135 - Enterprise App Development</td>
</tr>
<tr>
<td>20120231470</td>
<td>Search Engine Application Review</td>
<td>ANALYST III</td>
<td>D01140 - Multimedia and Classroom Tech</td>
</tr>
<tr>
<td>20120281526</td>
<td>Testing Salary Range</td>
<td>ANALYST III</td>
<td>D01140 - Multimedia and Classroom Tech</td>
</tr>
<tr>
<td>201202051885</td>
<td>Testing Salary Range</td>
<td>ANALYST III</td>
<td>D01129 - C&amp;C Associate Vice Chancellor</td>
</tr>
<tr>
<td>201105180083</td>
<td>Office Assistant</td>
<td>_____ASSISTANT III</td>
<td>D01103 - Human Resources</td>
</tr>
<tr>
<td>201105180577</td>
<td>Enterprise Application Developer</td>
<td>PROGRAMMER/ANALYST III</td>
<td>D01119 - Fleet Services</td>
</tr>
<tr>
<td>201105180578</td>
<td>Programmer Analyst</td>
<td>PROGRAMMER/ANALYST III</td>
<td>D01119 - Fleet Services</td>
</tr>
</tbody>
</table>
**Open Recruitments**
Here you can access all your current recruitments including works in progress, requisitions pending approvals or classification, and jobs that have been posted and are currently recruiting applicants.

**Complete Recruitments**
This page shows you the recruitments you have finalized.
Assign Default Chair’s Associate

This tab allows you to specify a default Chair’s Associate for all search committees for recruitments in your particular accountability structure. This way if there is someone in your organization, division, or department who is always involved in recruitments they will be automatically selected for the Chair Associate role for all recruitments within that accountability structure.

Select the accountability structure you wish the default to be set in and then add the user. These defaults chairs can be deleted at any time. Note: if a recruitment is created for a department and there are default Chair Associates currently assigned at the department, division, and organization levels, the recruitment will pick up all of these individuals as default Chair’s Associates.

Recruitment Reports

Using the Reports feature you can pull detailed information regarding your recruitments.

If you select Recruitment Overview you will be asked to choose an organization.

Once you’ve selected a department click run report to see an overview of all the recruitments from that organization. You can see which department has jobs currently in progress and where the recruitment
for that job is currently being processed, as well as how many recruitments have been finalized and closed.

By clicking on the numbers you will see a list of jobs and can access further information about each job.
If you selected Recruitment Detailed Report

You will be able to narrow your results based on organization, where the recruitment may currently be routed to (i.e. department, organization, HR, classification), and what category the recruitment is (i.e. administrative, management, food service, athletics).

This will provide a similar report to the one above but rather than show the organizations entire recruitment activity it will be narrowed based on your selections.

**Search Engine**

This tool allows you to search iRecruit for a specific recruitment open, closed or in progress.
Search results can also be exported to Excel.

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Organization</th>
<th>Department</th>
<th>Payroll Title</th>
<th>Working Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>201303190579</td>
<td>Finance &amp; Business Operations</td>
<td>Human Resources</td>
<td>ANALYST II</td>
<td>Financial Analyst</td>
<td>Posted</td>
</tr>
<tr>
<td>201303200588</td>
<td>Finance &amp; Business Operations</td>
<td>Transportation &amp; Parking Svcs</td>
<td>ANALYST III</td>
<td>Financial Analyst - TEST</td>
<td>Mark Final Complete</td>
</tr>
<tr>
<td>201306010637</td>
<td>Computing &amp; Communications</td>
<td>Enterprise App Development</td>
<td>COUNSELOR II - SUPERVISOR</td>
<td>Jon’s Tester</td>
<td>Mark Final Complete</td>
</tr>
<tr>
<td>201107060739</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WIP</td>
</tr>
</tbody>
</table>