

| Search Recruitment |

Use these steps to search recruitment actions. The Recruitment module can also be used to initiate, edit, and search for recruitments. Additional Recruitment job aids can be found in the [HRMS website](#)

Navigation: R'Space > HRMS > Recruitment > Search Recruitment

**Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.*

<p>1. From the HRMS Gateway page, click the Recruitment tile.</p>	<p>The screenshot shows the HRMS Gateway Home page. At the top, there is a navigation bar with the UCR logo, 'Human Resource Management System', and buttons for 'SUPPORT' and 'SWITCH BACK'. Below the navigation bar is a 'HOME' breadcrumb and a 'Welcome' message. The main content area contains a list of module tiles: 'Job Code Information', 'Job Builder', 'Recruitment', and 'Review'. The 'Recruitment' tile is highlighted with a red box, and a red circle with the number '1' is placed over it.</p>
<p>2. The Recruitment landing page displays. Click the Search Recruitment tile.</p>	<p>The screenshot shows the Recruitment landing page. It features a 'Recruitment' header and a descriptive paragraph. Below the text, there are four tiles: 'Short List Review' (7), 'Posted Recruitments' (172), 'Finalized Recruitments' (88), and 'Search Recruitments'. The 'Search Recruitments' tile is highlighted with a red box, and a red circle with the number '2' is placed over it.</p>
<p>3. The Search Recruitment landing page displays.</p> <p>4. The search criteria defaults to the user's accountability structure under the Org. Dept field.</p>	<p>The screenshot shows the Search Recruitment page. At the top, there is a navigation bar with 'HOME', 'RECRUITMENT', and 'SEARCH RECRUITMENT' breadcrumbs. The main heading is 'Search Recruitment'. Below the heading, there are four dropdown menus: 'Job Family', 'Personnel Progra...', 'Employee Classifi...', and 'Status'. Below these is an 'Org/Dept' field with two selected options: 'ORG39 - Planning Budget & Administration' and 'ORG19 - Auxiliary Services'. A red box highlights these two options, and a red circle with the number '4' is placed next to it.</p>

5. Search for recruitments by using one or more of the **filter fields**.

Note: Four new search filter options have been added – **Routing Queue, Posting Date Posting Close Date and Display Columns.**

6. Click the **Search** button to display the search results

7. The **Routing Queue** filter allows you to search for and view recruitments which are in a specific queue or queues.

Click the **Routing Queue** field, next **select** the **checkbox(s)**, then **click Search**.

New Search Filter

8. The **Posting Date** field allows you to search and filter recruitments by their posting date.

In the **Posting Date** field, choose **Equals**, **Less Than**, **Greater Than** or **Between**, then select the **Posting Date** from the drop-down calendar.

New Search Filter

9. **Posting Close Date** field allows you to search and filter recruitments by their closing date.

In the **Posting Close Date** field, choose **Equals**, **Less Than**, **Greater Than** or **Between**, then select the **Posting Close Date** from the drop-down calendar.

New Search Filter

10. The **Display Columns** option allows you choose which column headings to display in your search results.

Click the **Display Columns** field or drop-down arrow.

Recruitment ID	Org Code	Org Name	Dept Code	Dept Name	Job Code	Job Title	Working Title	Status	Actions
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11. From the drop-down menu, **select the column headings** by **clicking** one or more of the **heading checkboxes**.

Note: Recruitment ID is a default column heading and cannot be unchecked.

12. Then **click Search**.

13. In the **Search Recruitment** results page, click any of the **column heading** to sort the recruitment results.

14. Click the **Filter** field to filter the search results by job code or description.

15. Under the **Actions** column, click the **Launch** icon to view the recruitment.

16. The **HRMS Job Description** displays as **“View-Only”** unless it is in the user’s WIP queue

Note: Three NEW Tabs have been added to the tab menu – Search Committee, Application Review and Final Action

17. Search Committee Tab

The names of the **Search Committee members** and their roles are visible from this tab.

This tab is in **read-only** mode unless your role is a **Chair, Chair's Associate, or AACL**.

If you are in one of these roles, you will be able to edit the members and roles of the **Search Committee**.

UCR Net ID	Name	Role
jandreu	Joe Andreu	Chair
mburke	Matthew Burke	Member
abowdan	Adrienne Bowdan	Chair's Associate
bobbib	Bobbi McCracken	Chair's Associate
suetint	Sue Tintorer	Chair's Associate
jschiff	Jacob Schiffer	Chair's Associate
judyab	Judy Abbey	Chair's Associate

18. Application Review Tab

This tab is viewable and editable only if you are in a **Search Committee role**.

From this tab, as a **Search Committee member**, you may review the candidates' applications.

Compare	First Name	Last Name	Date Submitted	Is Current UCR Employee	Decision	
	Lucy	Whitmore	8/25/23	<input type="checkbox"/>		⋮
<input type="checkbox"/>	Recommend? Does recommend: 0 Does not recommend: 0		Meets Minimum Requirements Yes	Comments Add/View Comments		
	Interview? Yes		Interview Status Undecided	Interview Date Undecided		
	Kelly	Kapoor	8/25/23	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Recommend? Does recommend: 0		Meets Minimum Requirements Yes	Comments		

19. Final Action Tab

This tab is viewable and editable only if you are a **Search Committee Chair, Chair's Associate, or AACL**.

From this tab, as a **Search Committee member**, you can enter the selected candidate(s) new hire information.

Recruitment Checklist No Candidates

File	Title	Uploaded By	Date Uploaded ↓	Comments
No recruitment checklist was uploaded...				

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20. Review & Submit Tab

This tab is viewable as **read-only**. It contains a summary of the **Job Description**, **Recruitment Profile**, and **Recruitment Plan** tabs.

- HRMS JOB DESCRIPTION
- RECRUITMENT PROFILE
- RECRUITMENT PLAN
- RECRUITMENT ATTACHMENTS
- RECRUITMENT COMMENTS
- SEARCH COMMITTEE
- APPLICATION REVIEW
- FINAL ACTION
- REVIEW & SUBMIT

Review & Submit

+ HRMS Job Description

+ Recruitment Profile

- Recruitment Plan

Posting Period	Open until filled	I need help In Identifying sources and wish to be contacted	No
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Placement Goals

Female	Minority	Black or African American	Hispanic or Latino	Asian / Native Hawaiian or Pacific Islander	Native American or Alaska Native
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