

Reference Check Information UC Davis Recruit Instructions

These instructions are specific for recruitments in the following Senate series and ranks:

- Professorial series – ladder rank at the Associate and Full ranks
- Security of Employment series – at the Lecturer and Senior Lecturer ranks

When creating a recruitment in UC Davis Recruit for one of the above series at the above-mentioned ranks, information regarding the Reference Check process must be included in the following locations:

- **Description** – this field is located under the “Basic Information” section right below the “Recruitment name” field. Generally, this field is used to provide as much information about the position and the University. The wording should be the same or similar to that used in all advertisements. This field is locked once the Search Plan is approved. This field appears to applicants on the apply page once the posting is published.

****Refer to Academic Affairs [Advisory to Deans #AA2018-01](#) for the required language.****

Basic Information

* Recruitment name:

Description:

Displayed to applicants when viewing the details of this recruitment

- **Documents** – *this section changed recently. Staff must complete the recruitment setup process in order to access the “Document requirements” field:*

Documents

Document requirements will be configured later, before submitting your plan for approval.

There are two ways to access the “Document requirements” section:

1. One way is to click on the “See checklist” link located at the top of the Details page:

DRAFT Fill out the remaining required fields before submitting the search plan for approval. [See checklist \(0/2\)](#)


SEARCH INFO

Details

- a. Click on the “See checklist” link and a window opens identifying outstanding items that need to be addressed. Click on an “Add now” link:

Search plan approval checklist (0/2) ×

Before submitting the search plan for approval, please complete the following:


- Document requirements must be entered • [Add now](#) 
- Planned Search Efforts must be entered • [Add now](#)






[Yes, submit for approval](#) [Cancel](#)


- b. A window opens for the item (we are illustrating the “Document requirements” item for these instructions). This is where staff are able to adjust the default list of document requirements for a recruitment.

Click the “+Add another document” link at the bottom of the window:

Document requirements 👤 FIRST APPLICANT ×

 To get you started, a recommended set of documents has been provided

-  Curriculum Vitae
Your most recently updated C.V.
Required Optional [Remove](#)
-  Cover Letter
Required Optional [Add description...](#) [Remove](#)
-  Statement of Research
Required Optional [Add description...](#) [Remove](#)
-  Statement of Teaching
Required Optional [Add description...](#) [Remove](#)
-  Statement of Contributions to Diversity
Diversity contributions documented in the application file will be used to evaluate applicants. Visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for guidelines about writing
Required Optional [Remove](#)

[+ Add another document](#) 

[Save changes](#) [Cancel](#)

- c. A blank, editable text box is added to the bottom of the list. Proceed with the following:
- Enter the file name “Authorization Release Form” in the text box
 - Click on the “Add description” link under the text box:

Statement of Contributions to Diversity

Diversity contributions documented in the application file will be used to evaluate applicants. Visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for guidelines about writing

Required Optional Remove

Authorization Release Form

Required Optional Add description... Remove

+ Add another document

Save changes Cancel

- d. Enter the description “A reference check will be completed only if you are selected as the final candidate. Download, complete and upload the form: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Authorization-Release-Form-July-1-2018.pdf”

When the applicant is completing their application, the link to the website in the description field will appear as an active hyperlink so they can quickly/easily download the form.

Authorization Release Form

A reference check will be completed only if you are selected as the final candidate. Download, complete, and upload the form: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Authorization-Release-Form-July-1-2018.pdf

Required Optional Remove

+ Add another document

Save changes Cancel

- e. Currently, the document is defaulted to “Optional” (grayed out text). Set the document as required by clicking on the “Required” button located under the description text box:

Authorization Release Form

A reference check will be completed only if you are selected as the final candidate. Download, complete, and upload the form: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Authorization-Release-Form-July-1-2018.pdf

Required Optional Remove

+ Add another document

Save changes Cancel

The “Required” button is now grayed out, and reflects that this document will be “Required”:

A screenshot of a document requirement form. At the top left is a hamburger menu icon. The form title is "Authorization Release Form". Below the title is a text box containing the following text: "A reference check will be completed only if you are selected as the final candidate. Download, complete, and upload the form: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Authorization-Release-Form-July-1-2018.pdf". Below the text box are two buttons: "Required" (highlighted with a red arrow) and "Optional". To the right of these buttons is a "Remove" button with a red minus icon. Below the form is a "+ Add another document" link. At the bottom of the window are "Save changes" and "Cancel" buttons.

f. Once all “Document requirements” have been set, make sure to click the “Save changes” button at the bottom of the window:

A close-up of the "Save changes" button, which is highlighted with a red arrow. The "Cancel" button is also visible next to it.



g. The “Details” page will now reflect the changes made in both the “See checklist” area:

A screenshot of the "Details" page. At the top, there is a "DRAFT" status and a message: "Fill out the remaining required fields before submitting the search plan for approval. [See checklist \(1/2\)](#)". Below this is a navigation bar with "SEARCH INFO" and "Details" (highlighted with a yellow bar). Under "Details", there is a yellow bar.

h. Additionally, the Authorization Form and description information will show in the “Document requirements” section located on the same page:

A screenshot of the "Document requirements" section. At the top, there is a "Document requirements" header with a checkmark icon, a "FIRST APPLICANT" button, and an "Edit" button. Below the header is a list of requirements: "Curriculum Vitae" (with a "Required" tag and the description "Your most recently updated C.V."), "Cover Letter", "Statement of Research", "Statement of Teaching", "Statement of Contributions to Diversity" (with a "Required" tag and the description "Diversity contributions documented in the application file will be used to evaluate applicants. Visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for guidelines about writing a diversity statement and why one is requested."), and "Authorization Release Form" (with a "Required" tag and the description "A reference check will be completed only if you are selected as the final candidate. Download, complete, and upload the form: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Authorization-Release-Form-July-1-2018.pdf"). A red arrow points to the "Authorization Release Form" entry.

2. The second way to is to click on the “Edit” button located next to the “Document requirements” section on the “Details” page:

Document requirements **FIRST APPLICANT**  

Curriculum Vitae **Required**
Your most recently updated C.V.

Cover Letter

Statement of Research

Statement of Teaching

Statement of Contributions to Diversity **Required**
Diversity contributions documented in the application file will be used to evaluate applicants. Visit http://academicaffairs.ucdavis.edu/diversity/equity_inclusion/index.html for guidelines about writing a diversity statement and why one is requested.

Once the “Edit” button is clicked, follow the same process outlined in number 1 items b-h listed above.