

POOLED RECRUITMENT GUIDELINES

Recruit: Pooled Recruitment Guidelines

A pooled recruitment may be conducted to recruit for multiple positions within a single title series in a department or college/school. A pooled recruitment allows a college/school to secure an extensive pool of diverse applicants with a range of specialties from which to choose from in a short period of time. Pooled recruitments may be useful to fill several similar temporary positions or where need fluctuates from quarter to quarter based on enrollment or funding. A pooled recruitment may span up to one year requiring annual renewal.

1. Notification & Consultation prior to submission of Search Plan– Before setting up your search plan in Recruit, send an email notification to your dean's office academic personnel analyst that you are planning to setup a pooled recruitment. The notification should include the department, title series, and length of recruitment and proposed schedule of hires.

2. Prepare search/recruitment plan in UC Davis Recruit – One or more search plans may be established in UC Davis Recruit for pooled recruitments.

- When there is a significant difference in disciplines/specialties AND separate *distinct* search committees for each discipline then there should be a separate search plan set up in UC Davis Recruit.
- When multiple search plans are established, the Recruitment Name should be standardized so that they are easily identifiable by applicants (ex. "Lecturer Open Recruitment 2017-18 Soils & Biogeochemistry" and "Lecturer Open Recruitment 2017-18 Hydrology").

3. Advertisements – College/school level advertisement should include:

- the title series of the position and the range of possible duties (e.g. criteria for title series, or list of areas of expertise, or specialties/fields)
- the term of the recruitment including beginning of application review period
- the period during which possible appointments will be made (e.g., January 1- June 30, winter or spring quarters, or 2017-18 academic year).
- the specific URL where the applicant will find the individual title series recruitment by department.

4. Search Committee Members

- When a single search plan is established for a pooled recruitment for multiple positions within a single title series and there is a need to rotate individual search committee members on and off a committee, two permanent Search Committee members are required to be appointed to the pooled recruitment for the term of the recruitment.
- The college/school will appoint at least one additional member as requests for hires are made (e.g. the PI may be added as an additional member).

5. Search Report and Applicant Status codes – For each pool Shortlist and Search Report the following information needs to be clear for every complete applicant (see following Round 1 and Round 2 examples):

- The year of the specific hiring need (for example, 2017-18 academic year).
- The specific area the individual was considered for (e.g., soils, biogeochemistry, etc.)
- The individual's status at the time the Search Report is submitted:
 - **Permanent deselection** (minimally qualified, reviewed, deselected – will not be considered again). When this is used it only needs to be stated once.
 - **Wrong specialization** (minimally qualified, reviewed, incorrect specialization, deselected for current specific search area, will be reviewed again next time)
 - **Deselected for current need** (minimally qualified, reviewed, correct specialization, not selected for an interview, will be reviewed again next time)
 - **Interviewed** (minimally qualified, reviewed, interviewed, not proposed candidate, will be reviewed again next time)
 - **Proposed candidate** (minimally qualified, reviewed, interviewed, selected).

EXAMPLE: Round 1 – Need for spring 2018 in soils

Candidate outcome for current need	Candidate status	Disposition reason(s)	Disposition reason/comment
Permanent deselection. Will not be hired	Complete	Select reason(s), or choose 'Other' and state the reason.	Spring 2018 (soils): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future.	Complete	'Other'	Spring 2018 (soils): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Select reason(s), or choose 'Other' and state the reason.	Spring 2018 (soils): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Select the disposition reason(s).	Spring 2018 (soils): Brief statement about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Spring 2018 (soils): Several sentences about why this person is the proposed candidate for this particular need.

EXAMPLE: Round 2 – Need for spring, 2018 in biogeochemistry

Candidate outcome for current need	Candidate status	Disposition reason	Disposition reason/comment
Permanent deselection. Will not be hired.	Complete	Select reason(s), or choose 'Other' and state the reason.	Only given to candidates who applied after the review dates for the last Search Report. Spring, 2018 (biogeochemistry): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future	Complete	Disposition reason spring 2018 (soils): Reason selected. Disposition reason spring, 2018 (biogeochemistry): 'Other'	Spring, 2018 (soils): Correct area, not selected. Disposition reason provided. Will consider again for future needs. Spring, 2018 (biogeochemistry): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Disposition reason spring 2018 (soils): 'Other' Disposition reason spring, 2018 (biogeochemistry): Select reason(s), or choose 'Other' and state the reason.	Spring, 2018 (soils): Wrong specialization, will consider again for future needs. Spring, 2018 (biogeochemistry): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Disposition reason spring 2018 (soils): 'Other' Disposition reason spring, 2018 (biogeochemistry): Select the disposition reason.	Spring, 2018 (soils): Wrong specialization, will consider again for future needs. Spring, 2018 (biogeochemistry): Brief statement about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Spring, 2018 (soils): Wrong specialization, will consider again for future needs. Spring, 2018 (biogeochemistry): Brief statement about why this person is the proposed candidate for particular need.