November 2021 ASR Newsletter

Dear Colleagues,

Academic Search and Recruiting (ASR) has been live for five months. Thank you all for your help in facilitating the transition to our new applicant tracking system. As the Fall 2021 semester begins to wind down, I wanted to share some ASR Resources and Top Reminders with you.

ASR Resources
FAQs for Committee Managers and Unit Administrators:
https://eoaa.columbia.edu/content/committee-managers-and-unit-administrators
Position Posting Quick Start Guide:
https://eoaa.columbia.edu/sites/default/files/content/docs/Quick_Start_Guide_Position_Posting.pdf
Closing (Filling) a Position:
https://eoaa.columbia.edu/sites/default/files/content/Quick%20Start%20Guide_%20Closing%20(Filling)%20a%20Position.pdf
Requests for Training: https://eoaa.columbia.edu/content/request-training-or-workshop

Top Reminders
- **In the Location field there should only be numerical characters**. The campus name that corresponds to the number will show on the external job board. Failure to do this correctly results in the location not being published on the job board
  - 01 is Morningside | 02 is CUIMC | 04 is LDEO | 06 is Manhattanville | 70 is Other
- If you create a draft posting, you will automatically be listed as the Committee Manager no matter what user group you may have access to, do not delete yourself from the Committee Manager field, once you do, you cannot be readded. You can have more than one Committee Manager on a posting.
- Unit Administrators must remember to change the **open date to one day in the future** before approving a posting. Failure to do so will result in the posting not publishing the apply button for applicants and potentially not passing AA clearance.
- **All posts must require applicants to provide a CV or resume**, no exceptions. You have to add this requirement in the Required Document section.
- In order for evaluators to be able to review applications, the posting status must be set to **"Accepting Applications"** otherwise, evaluators will receive an error message.
- **Evaluators (search committee members) do not need to take training**, if they are not listed in ASR, fill out an access request form to have them added to ASR.
- If you are going to request letters of recommendation, please use the **Confidential Letter of Recommendation or Evaluation** option. Confidential letters of recommendation or evaluation cannot be viewed by applicants.
- **Tags** should only be used to identify the diversity advocate or the search committee chair. Please do not use them for any other reason and please convey this to your search committees.

Waivers

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Please continue to create waivers in RAPS until otherwise notified by EOAA. Waivers will be moving the ASR in December. As we get closer to the waiver launch, you will receive additional communications related to waivers. All standard searches should continue to be posted in ASR.