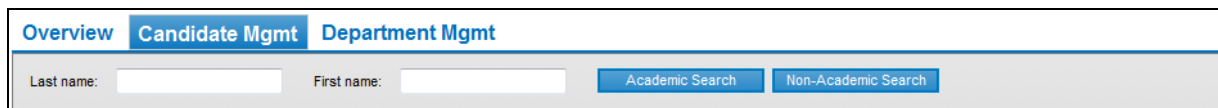


## Candidate Mgmt Search

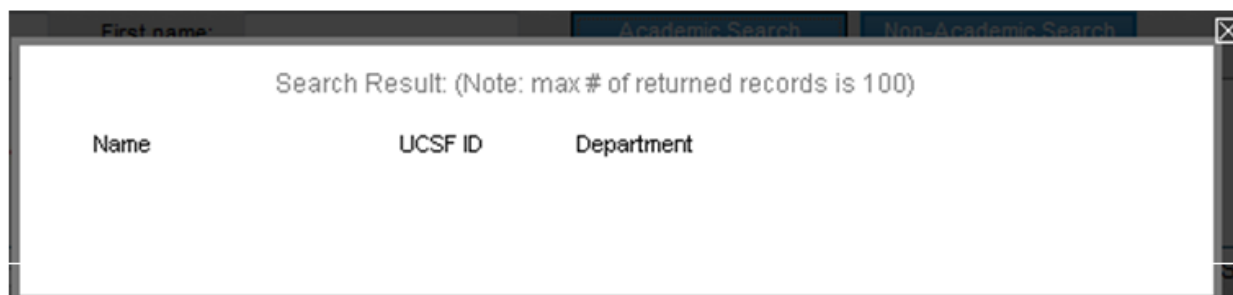
On the Candidate Mgmt page, you will see **two** search buttons. The **Academic Search** button is used to find people within your department code access with an academic title code including the ACADAP affiliates. The **Non-Academic Search** button is used to find people who have non-academic title codes and the search is not limited by your department code access.



The screenshot shows a navigation bar with three tabs: "Overview", "Candidate Mgmt" (which is selected and highlighted in blue), and "Department Mgmt". Below the tabs is a search form with two input fields: "Last name:" and "First name:". To the right of these fields are two buttons: "Academic Search" and "Non-Academic Search".

### Academic Search

Enter some text into the last name field and click **Academic Search**. The results will display in a “splash” page like the one below, Name, UCSF ID, and Department. The system limits the results to 100 records for performance considerations (i.e., displaying hundreds of names will slow the system down). Click on the name to select that record and to display the Profile page for that record.



The screenshot shows a window titled "Academic Search" with a close button in the top right corner. The main content area displays "Search Result: (Note: max # of returned records is 100)". Below this is a table with three columns: "Name", "UCSF ID", and "Department". The table is currently empty.

The results of the **Academic Search** include records for both active and separated *academic* employees (i.e. the PPS Status value can be A, I, L, P, S).

Practical uses for this search include:

- Finding your academic employees to create, modify, route packets
- Checking to see whether there is already a record for a separated academic employee who will be appointed to a new academic title – use this BEFORE starting the ACADAP process (maybe the record is already here and you don't need to create an ACADAP affiliate record)
- Finding the separated academic employee so you can create an appointment packet for him/her

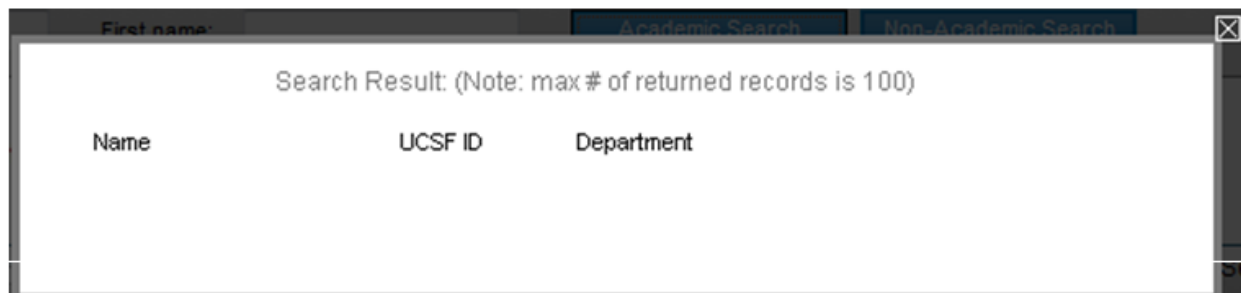
Considerations when using the Academic Search button:

- This search only returns records that your dept code access allows you to see
  - If a separated employee was in a different department when he/she was an employee, you will not find that record (ask the APA for that department to create the record and change the Academic Department (Profile page) to your department)
- Because the found record already exist in Advance, creating a packet for them is easy: navigate to the packet page, fill in the packet values, and click Save – the packet is created
- If the separation happened before January 2009, it will not be in Advance
  - For these situations, create an affiliate record in OLPPS/IID using the ACADAP process.

# Candidate Mgmt Search

## Non-Academic Search

Enter some text into the last name field and click **Non-Academic Search**. The results will display in a “splash” page like the one below, Name, UCSF ID, and Department. The system limits the results to 100 records for performance considerations (i.e., displaying hundreds of names will slow the system down). Click on the name to select that record and to display the Profile page for that record.



The results of the Non-Academic Search include records for both active and separated *non-academic* employees (i.e. the PPS Status value can be A, I, L, P, S).

Practical uses for this search include:

- Finding staff employees (active or separated) so you can create an academic appointment packet

Considerations when using the **Non-Academic Search** button:

- This search is not limited by your dept code access.
  - **IMPORTANT!** When saving the Profile for the newly created academic record, make sure you have set the *Academic Department* to a department you have access to, otherwise you will not be able to access to the newly created record.
    - If you save the record to a department you do not have access to, contact the APA for that department and ask him/her to change the Academic Department to the one you do have access to.
- If the separation happened before January 2009, it will not be in Advance.
  - For these situations, create an affiliate record in OLPPS/IID using the ACADAP process.