



How to maintain information on recruits

SRARECR Overview	1
How to view or update recruit information	2
How to create a recruit record for an existing person	7
How to withdraw recruit records	8
Related forms and tasks	9
Field descriptions for SRARECR	11



How to maintain information on recruits



SRARECR Overview

Recruiters normally use the SRARECR form to enter additional information to existing recruit records. Records generated from the "quick-recruit" process (see the How-to document for the SRAQUIK form) may need to be updated and expanded during student recruitment. This recruitment may occur during a 30-month period featuring fluctuating information, such as how to contact the student. Recruiters can enter any updates into the McGill administrative system through SRARECR on the Banner Client.

If recruiters have more than basic information on a prospective student and that student already has a McGill ID without an existing recruit record, SRARECR becomes a suitable form for creating the record.

SRARECR also allows recruiters to view all of a recruit's information. Viewing recruits through SRARECR can assist in maintaining and evaluating recruitment activities.

Two related query forms are accessible via the SRARECR form. Both SRARINF and SRASUMI query forms offer recruitment information that can be extracted into an Excel file.



How to view or update recruit information

Whether you wish to simply view or enter updated information on the recruit record, navigation around the form is the same.

- 1 Enter SRARECR in the **Go** field.
- 2 Enter the McGill **ID** of the recruit whose record you wish to access.
If you know the specific term of the recruit record you're accessing, you may <tab> to the **Term** field to enter it.
- 3 Click **Next Block**  to Prospect Information.
- 4 From the Prospect Information block, use the **Next Record**  button to move through the records until you find the record you wish to access.
- 5 <Tab> through the fields you can update on the record, which are found on the left side of the form (view-only fields are greyed-out on the right).

How to view or update recruit information



To access fields relating to the recruit's potential curriculum, such as **Major**, click the **Curriculum**  button.

Program	Catalog Term	Level	Campus	College	Degree
BSC	200609	UG		SC	BSC
Major 1:	0000	Undeclared	Conc 1:		
Dept 1:	0032	Science	Conc 2:		
			Conc 3:		
Major 2:			Conc 1:		
Dept 2:			Conc 2:		
			Conc 3:		
Minor 1:			Minor 2:		

Return

Use the **Return** button to go back to the Prospect Information block.

- 6 If necessary, update any Curriculum or Prospect Information fields and click **Save**  after each change you make.
- 7 **Next block** to Sources/Interests (slashes suggest separate blocks).

Note

While the Sources block is not used in the recruitment module at this time, the Interests block is currently shared with other Banner forms. For this reason, recruiters must not update any codes in **Interest** field that start with an **A** or an **H**.

How to view or update recruit information



8 **Next block** to Interests and update or add as necessary.

Source	Description	Primary Source
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Interest	Description	Activity Date
RJ	Recruit - Fencing	17-MAR-2004
RN	Recruit - Rowing	30-MAR-2004

How to view or update recruit information



9 **Next block** to Contact.

Contact	Description	Contact Date
SAW	Science Award Winner	26-MAR-2004 12:16:19 PM

Cohort	Description	Activity Date
DO NOT TOUCH		05-APR-2004

Attribute	Description	Activity Date
DO NOT TOUCH		05-APR-2004

Contact values are displayed starting with the most recent, but whenever necessary, use **Contact Date** and the scroll bar beside it to ensure that you are not adding or updating information already entered for the recruit.

How to view or update recruit information



10 **Next Block** three times to reach the Comments block.

Origin	Comments
RECR	Josephine has strong interests in several areas of chemistry and biology.

Learned	Description	Activity Date
		05-APR-2004

If you have a comment to enter, **Origin** is a required field. Enter the appropriate originator code ('**RECR**') and then the desired **Comment**.

Comments are not mandatory but using the **Comments**  button makes them easier to view and enter. It places the current selection in its own scrollable editing window.

- 11 **Next block** to Learned to optionally add or update information.
- 12 **Save**.
- 13 Select **High School Information** [SOAHSCH] from **Options**.
- 14 **Next block** to pull in any information stored for the recruit. If necessary, update or add relevant information in the **High School** field.
- 15 **Save**.
- 16 You can continue to enter optional additional information by clicking on **Additional Information** in **Options**.

Enter an **Internal Status**, **Educational Level** and **Education Goal**.



How to create a recruit record for an existing person

In some cases, you may wish to create a new recruit record for a recruit that already exists. If you can access the recruit by entering a valid McGill ID in the key block, then you are able to insert a new record on the SRARECR form.

- 1 With the desired recruit displaying the key block, **Next block** to Prospect Information.
- 1 **Next record** to an empty record, if other recruit records for this person exist.
- 2 Enter **Catalog Term**, **Level**, **College**, **Degree**, and **Program**.
- 3 Click on the **Curriculum** button to enter the **Major** and then click **Return**.
- 4 Enter the **Recruiter** and **Recruit Type**, if applicable.
- 5 **Save**.
- 6 Go to step 7 of "[How to view or update recruit information](#)" on page 2 and complete the remaining steps by updating the fields (rather than just viewing them).



How to withdraw recruit records

Some recruit records may have to be ruled out during recruitment. Normally, recruitment withdrawals signal a change in a recruiter's communication plan. Printed reports will usually assist in this manner.

Note

Withdrawn recruit records are NOT indicated at the person level. This means that the prospect who was recruited for 200509 and decided to delay admission can still maintain a recruit record for 200609. However, it also means that the only indication of his withdrawal is displayed in the Withdrawal/Institution block when the 200509 term is selected.

From the SRARECR form:

- 1 Access the recruit record that is to be withdrawn.
- 2 Select **Withdrawal** from **Options**.

Withdrawal/Institution SRARECR 6.0

Withdrawal Reason:

Institution Attending: 

- 3 Enter a **Withdrawal Reason**.
- 4 Click **Return**.
- 5 **Save**.

Tip

The SRASUMI form (see [“Related forms and tasks” on page 10](#)) eases the difficulty of recruitment withdrawals. For instance, a prospect has several recruit records in the recruitment term 200509. When she opts for a European backpacking adventure instead of McGill, each one of those recruit records has to be accessed and marked as withdrawn separately. After you save the withdrawals, use SRASUMI to query the recruit - when you scroll to the right-most column, all withdrawal entries are summarized and verified for you in one place.



Related forms and tasks

Recruiters have access to two useful query forms found in **Options** whenever they are on the SRARECR form.

- **The SRASUMI form sorts a recruit's summary information**

Queries here are done on McGill ID, term and level, as well as on any of the fields under the Prospect Summary block. For full recruit summaries, recruiters are recommended to enter the ID and leave the term and level fields empty.

Next block to Prospect Summary to view the query results, or further narrow down results by querying on additional fields. Be sure to use the horizontal scroll bar to see all curriculum-related data.

Prospect Summary SRASUMI 5.5

ID: Term: Level:

Term	Seq	Level	Program	Catalog Term
200909	1	UG	BSC	200609
200709	1	UG	BSC	200709
200609	1	UG	BSC	200609
200609	2	UG	BA	200609
200609	3	UG	BSC	200609
200409	1	UG	BED	200409
200105	1	UG		200105
200009	1	UG	BSC	200009

Campus	College	Degree
	SC	BSC
	SC	BSC
	SC	BSC
	AR	BA
	SC	BSC
	ED	BED
	AS	BSC
	SC	BSC

Related forms and tasks



- **The SRARINF form displays a recruiter's profile information**

Queries here are done on 3-digit Recruiter codes and term. Enter the fields and next block to view the query results.

ID	Name	Internal Status
260141806	Bonaparte	Josephine
260141807	Bonaparte	Napoleon
260141853	Gill	Mark
260141761	Prospect2test	Pierre
260141770	RecruitAdmissionsTest	Ruth

As a result, a recruiter's prospects for the term are listed.

- **The Extract data functions creates recruitment reports**

Recruiters can extract form data to an Excel spreadsheet by choosing the **Help > Extract Data No Key** menu option above the Banner toolbar. To extract the data found in the Key Block, choose **Help > Extract Data With Key**.

Remember, your computer must be configured for this purpose by your LAN administrator in order for this to work.



Field descriptions for SRARECR

	Item	Description
Key block		
1	ID (Required)	A 9-digit number McGill identification number of a student or prospective student (recruit).
2	Term	<p>A 6-character code that identifies the term in which a recruit is projected to apply for admission. The first 4 digits identify the attendance year, the last 2 identify the starting month of the term.</p> <p>Examples:</p> <p>200609 — Fall 2006</p> <p>200701 — Winter 2007</p> <p>200705 — Summer 2007</p>
3	Level	<p>A 2-character code which identifies a group of faculties or programs according to broad specifications such as college equivalent, professional degree (e.g. MDCM), or Continuing Education (non-credit).</p> <p>Enter one Level per line.</p> <p>Although courses may have several levels attached to them, students may be required to obtain prior Faculty approval for a course to be applied toward their program.</p> <p>CE — Continuing Ed (non-credit)</p> <p>CO — Collegial</p> <p>G1 — Masters & Grad Dips & Certs</p> <p>G2 — Doctorate</p> <p>GM — Graduate Medicine</p> <p>GQ — Graduate Qualifying</p> <p>NY — Non-transcript</p> <p>PD — Post-doctoral Fellows</p> <p>UG — Undergraduate</p> <p>UP — Undergraduate 2 (used for Law, Medicine & Dentistry only)</p> <p>00 — (zero zero) Undeclared</p>

Field descriptions for SRARECR



	Item	Description
Prospect Information block		
1	Term (Required)	Same as Term above in key block.
2	Sequence #	Read only Indicates the number or records a recruit has for the term currently displayed.
3	Selected box	Do not use at this time.
4	Catalog Term	Same as Term in key block
5	Level	Same as Level in key block
7	Campus	Code that drives student fees WARNING: This field should not be modified from this form.
8	College	A 2-character code that denotes the McGill faculty Examples: AR — Faculty of Arts SC — Faculty of Science
9	Degree	Code that denotes the degree Examples: BA — Bachelor of Arts BSC — Bachelor of Science
10	Program (Required)	Code that denotes the program Examples: BSC — Bachelor of Science BSC-H — Bachelor of Science Honours
*	Major (Required)	Use Curriculum button to jump to Curriculum block A 4-character code to indicate the main field(s) of study within a curriculum.

Field descriptions for SRARECR



	Item	Description
11	Recruiter (Mandatory)	Prospective information block Currently, the Recruiter number 000 is the only entry. In the future, specific 3-digits numbers may be added and attached to each recruiter.
12	Recruit Type (Mandatory)	Prospective information block A 2-character code specifying the type of recruitment.
13	Admit Type	A 2-digit code that denotes type of admission for the student WARNING: This field should not be modified from this form.
14	Student Type	A single-character code that denotes the student type WARNING: This field should not be modified from this form.
15	Applied	Read only N: Recruit has not applied for admission at McGill Y: Recruit has applied for admission E: Recruit has applied for admission to exactly the curriculum entered in the currently displayed record
16	Accepted	Read only N: Recruit has not accepted admission offer from McGill Y: Recruit has accepted offer E: Recruit has accepted offer consisting of exactly the curriculum entered in the currently displayed record
17	Registered	Read only N: Recruit has not yet registered for a program at McGill Y: Recruit has registered for a program
18	Add Date	Read only Indicates the date that the recruit record was added.

Source/Interests block

1	Source	A code that denotes the educational background of a recruit.
2	Description	Read only Describes the Source

Field descriptions for SRARECR



	Item	Description
3	Primary Source	Not used at McGill
4	Interest	A 2-character code describing a student's personal interests. IMPORTANT: existing As or Hs in this field should be considered 'read-only' information
5	Description	Read only Describes the Interest
6	Activity Date	Read only Specifies when the Interest was recorded.

Contact/Cohort/Attributes block

1	Contact (Mandatory)	A 3-character code describing any contact with the recruit. Therefore, the contact information is displayed across all recruit records that a person might have. Example: SAW — Science Award Winner
2	Description	Read only Describes the Contact
3	Contact Date	Specifies when the Contact was made.
4	Cohort	IMPORTANT: do not touch this field
5	Description	Read only
6	Activity Date	Read only
7	Attribute	IMPORTANT: do not touch this field
8	Description	Read only
9	Activity Date	Read only

Comments/Learned block

1	Origin	Originator code. A code that describes the user entering the adjacent comment. A required field if a recruiter wants to create a comment. Example: RECR = Recruitment (ARR) officer
---	---------------	---

Field descriptions for SRARECR



	Item	Description
2	Comments	Comments regarding the recruit. Recruiters can click on the Comments button to access an editor window that allows for comment space.
3	Learned	A code that describes how a recruit learned about McGill.
4	Activity Date	Read only

Withdrawal/Institution block

1	Withdrawal Reason	A 2-character code the denotes the reason for a recruit withdrawing his or her candidacy as a new student for a specific recruitment record. Example: PR = Accepted Program Elsewhere
---	--------------------------	---