SEARCH PROCESS

********************************** START **********************************

1. Department Chair/Director
   □ Prepares Hiring Justification form for President’s Executive Members to review and approve
   □ Select search chair and committee members

2. Search Chair
   □ Schedule a Recruitment Advisory Session (RAS) with the following:
     i. HCM#
     ii. Copy of Hiring Justification form
     iii. Brief Description of job duties (submitted prior to the RAS)

3. HR Recruiter
   □ Recruitment Advisory Session: Overview of recruitment steps
   □ Discuss template for posting
   □ Discuss advertising

4. Search Chair
   □ Complete and submit template to recruiter for approval/corrections
   □ Contact Office of Compliance and Diversity Programs (OCDP) for Search Plan Approval form and further instructions, ext. 75888
   □ Complete and return Search Plan Approval form to OCDP with a request for a search briefing date (all committee members must be present for briefing)

5. Office of Compliance and Diversity Programs
   □ Approve Search Plan and will email HR recruiter and Search chair with briefing date

6. HR Recruiter
   □ Upload approved template into CUNYfirst
   □ Approval path will begin:
     i. Chair
     ii. Office of Compliance and Diversity Program
     iii. Human Resources
     iv. Central Office
   □ Once approved, job is posted and search committee informed

7. Search Chair
   □ Must print all advertisements as specified by search plan. (Copies must be sent to OCDP)
**Search Closed**

8. **HR Recruiter**
   - □ Give access to search chair and committee to all applications

9. **Search Chair**
   - □ Review applications with committee
   - □ Create grid determining who will be interviewed
   - □ Send grid to OCDP for approval
   - □ Committee can begin interviews once grid is approved
   - □ Make sure that all candidates who are interviewed complete a [CUNY Application](#)
   - □ Select Candidate
   - □ Get approval from **Department Chair** to hire
   - □ Send candidate name to HR Recruiter
   - □ Send grid to HR Recruiter to send no thank you letters to non-selected candidates
   - □ SCREENING COMMITTEE (If Applicable): HEO & CLT
      - □ Complete the Non-Teaching Instructional Staff Action Form (Green Form) found in MYQC (*Effective Date must be a future date not backdated, and page 5 must be complete in its entirety*)
      - □ The completed Green Form, Candidate’s resume, Current & Proposed organizational chart should submitted to (Search Chair handles this):
         - □ **CLT** - Chair of the CLT Committee (Martin Klots, sign Section D) >> Office of Compliance and Diversity >> Office of Human Resources >> President’s Office >> Central Office
         - □ **HEO** - Office of Compliance and Diversity >> Office of Human Resources >> 7 copies along with the original submitted to Chair of the HEO Screening Committee (Jennifer Jarvis) >> President’s Office >> Central Office

10. **Department**
    - □ Submit ePAF using HCM for approvals
    - □ Forward signed offer letter to OHR (Faculty), ([Offer letter generated by HR for HEO, and CLT hires](#))
    - □ Prepares and submits forms for ID Cards, CAMS, CUNYfirst etc.

11. **Human Resources**
    - □ Will contact candidate for onboarding process

12. **Search Chair**
    - □ Send individualized letters to all applicants interviewed but not selected for position
    - □ Boxes, labels, seals and forwards all search materials to OCDP, closing the search!!

************************************************************************ FINISH **********************************************************