1. Department Chair prepares a memo of justification, using the Hiring Justification form for Provost review and approval

2. Provost Office obtains approval from President and will advise the department of approval/denial

3. Department Chair selects Search Chair and Search Committee (it is recommended that the Search Chair include on the committee an individual that would handle all administrative work: appointments, letters, grid preparation, etc.)

4. Search Committee Chair contacts Dean’s office to obtain an HCM Position Number (This number remains with the position through the hiring process.)

5. Search Chair forwards approved justification memo to OHR Recruiter (include HCM Position Number)

6. Search Chair schedules with OHR a Recruitment Advisory Session (RAS) to review and select position description template, specifics on advertising, and collection of all CVs and applications

7. Search Chair contacts Office of Compliance and Diversity Programs for instruction

8. OHR Recruiter posts position

9. Job posting closes at date specified in Search Plan

10. OHR Recruiter provides Search Committee access applications/CVs

11. Search Chair contacts Office of Compliance and Diversity Programs for instruction

12. If requested, OHR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for interviews

13. Search Committee selects candidate and obtains Department P&B agreement

14. Search Chair advises OHR Recruiter that search is over and the candidate has been selected

15. Search Chair completes the Non-Teaching Instructional Staff Action Form (Green Forms) found on the Office of Compliance and Diversity Programs website, and provides all required forms, documents and the candidate’s resume to OHR

16. Hiring Department completes the Hiring Justification form detailing the candidate’s name, rank and salary and submits to Cabinet Member for review and approval.

17. OHR reviews the Instructional Action Form (Green Forms) documents and submits to CUNY Central Office for approval

18. Central Office sends OHR approval notification
Search Process
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19. OHR notifies Search Chair and requests ePAF

20. Department obtains the information necessary to prepare and submit the ePAF using the HCM number assigned at onset of search process

21. Department forwards copies of the signed offer letter to Divisional Dean’s Office, the Office of the Provost, and OHR

22. Search Chair or Department Chair contacts OHR with the candidate’s name, rank, and contact information (telephone and email). OHR will contact the candidate for the onboarding process

23. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

24. Search Chair will send turndown letters to candidates interviewed but not selected and to Tier 2 candidates

25. Search Chair will box, label, seal and forward to OCDP all search-related material closing the search

NOTE: Unless there is a vacancy caused by separation out of cycle (e.g. retirement, resignation, etc.), or evidence of a fully justified urgent need is submitted, a request to begin a CLT search should be included in the annual request for hires in the Spring.
Search Process
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Search Process: Full Time Instructional: Non-Teaching/College Lab Technician (CLT)
Office of the QC Provost
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