Search Process
Higher Education Officer Series
HEO / HEA / HEa / aHEO

1. Hiring Department 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. Hiring Department 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 will remain with the position through the hiring process
5. Search Chair forwards approved justification memo to OHR Recruiter (include HCM Position Number)
6. Search Committee Chair schedules with OHR Recruiter a Recruitment Advisory Session (RAS) to review and select position description template, specifics on advertising, and collection of all resumes 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/resumes
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 advises Hiring Department
14. Search Chair advises OHR Recruiter that search is over and the candidate has been selected
15. Hiring Department 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 Justification for Critical Personnel Action (found on OHR website) and detailing the candidate’s name, rank and salary and submits to OHR. OHR will submit document to the Budget Office to reconfirm budget availability
17. OHR reviews the Instructional Action Form (Green Forms) documents
Search Process
Higher Education Officer Series
HEO / HEA / HEa / aHEO

18. OHR will instruct Hiring Department that Green Forms are approved

19. Hiring Department prepares Green Forms for HEO Screening Committee

20. HEO Screening Committee notifies Hiring Department of decision

21. OHR forwards documents to CUNY Central for final approval

22. OHR notifies Hiring Department that position, rank and salary have been approved

23. OHR requests Hiring Department initiate and submit an ePAF, using the position number obtained at the onset of the search process. Hiring Department obtains from the candidate the required ePAF information

24. Hiring Department contacts OHR with the candidate’s name, rank, telephone and email contact. OHR will prepare offer letter and contacts candidate for the onboarding process

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

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

27. 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 HEO search should be included in the annual request to hire in the Spring.