

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

1. Department Chair/Manager prepares the template for the Budget Review Committee (BRC) to review. (Budget Office will assign the HCM number) [Hiring\VACANCY REVIEW BOARD\VRB FORM and TEMPLATE\BRC TEMPLATE BLANK.xlsx](#)
2. Department Chair/Manager submits the completed VRB to the dean/division head for approval. Once approved the dean/division head submits the template to the Provost Office for inclusion on the QC Budget Review Committee meeting agenda. The Budget Office will forward the document to the Central VRB for review and final disposition.
3. Hiring Department selects Search Chair and Search. Search Chair may elect to have staff support assist with the administrative work associated with the search: appointment scheduling, letter preparation, search grid preparation, etc.
4. 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 (Bring a brief description of tasks and responsibilities to the RAS)
5. Search Chair completes job vacancy template and submits to recruiter for corrections/approval
6. Search Chair contacts Office of Compliance and Diversity Programs for instruction (scheduling Briefing Meeting, etc.) When Search Plan is approved OCDP will advise Search Chair, HR, et.al.
7. Recruiter will upload template into CUNYFirst for final review and approval by Search Chair
8. OHR Recruiter posts position
9. Search Chair will forward copies of all advertisements to OCDP and keep copies in file
10. Job posting closes at date specified in Search Plan
11. OHR Recruiter provides Search Committee access to applications/resumes
12. Search Chair reviews applications with committee and prepares the grid
13. Search Chair sends grid to OCDP for approval
14. Committee may schedule interviews when OCDP sends notification that the grid is approved
15. Applicants being interviewed should come with completed a CUNY Application http://www.qc.cuny.edu/HR/Documents/CUNY_Employment_Application.pdf
16. Search Committee selects candidate and advises Hiring Department or Department Chair
17. Search Chair sends candidate name to HR Recruiter
18. HR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for interviews

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19. Search Chair contacts Violet Bube/Human Resources for the Non-Teaching Instructional Staff Action Form (Green Forms) and will receive guidance on next steps once the forms are completed
20. OHR forwards documents to CUNY Central OHRM for final approval
21. OHR notifies Hiring Department that position, rank and salary are approved
22. OHR requests Hiring Department initiate and submit an ePAF, using the position number obtained at the onset of the search process
23. Hiring Department contacts OHR with the candidate's name, rank, telephone and email contact. OHR will prepares offer letter and will contact the candidate to begin the onboarding process
24. Hiring Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.
25. Search Chair will send turndown letters to candidates interviewed but not selected and to Tier 2 candidates
26. Search Chair will box, label, seal and forward to OCDP all search-related material closing the search

PLEASE 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.
- ❖ If Central VRB has already approved the search and the candidate has accepted a salary that does not exceed the VRB-approved amount, the action does not have to be resubmitted to the VRB for approval.