Please be advised that the CUNY Office Assistant title is an entry-level title. Candidates are NOT required to possess an extensive level of expertise or specialization such as CUNYfirst or ePAF. Please see CUNY Office Assistant job description for more information on the scope of work and requirements.

1. Prepare a Hiring Justification form for President's Executive Members to review and approve

2. Approved justification must be sent and received by the Office of Human Resources (OHR) to commence the recruitment process

3. Upon receipt of the approved justification, OHR recruiter will contact the Chair of the Department or supervisor to discuss the available vacancy

   ** *The CUNY Office Assistant's (COA) title is a classified title, so candidates must be hired at a hiring pool organized and designated by CUNY Central when a certified list is available*

4. OHR Recruiter contacts CUNY Central, to communicate the amount of vacancies on campus and determine the anticipated hiring pool date

5. Once a date for the hiring pool is set, OHR Recruiter advises the Chair or Supervisor of the date and time of the upcoming hiring pool

6. OHR Recruiter meets with the departmental Chair or manager to understand the needs of the unit and attends the hiring pool on behalf of the department and selects the best fit candidate based

7. Candidate is offered a conditional offer at the hiring pool, pending the completion of a background investigation

8. Once background investigation is complete, candidate is onboarded/ processed by OHR and the department provides appropriate training to the candidate and conducts a performance assessment after three months of employment, and provides recommendation to HR.

9. OHR sends CUNY Appointment form to CUNY Central for approval

10. Once CUNY Appointment form is received, HR will initiate the PAF needed for employee to be processed to payroll and entered into CUNYfirst

11. Employee will not have access to any of the databases until the PAF is approved by OHR

12. After PAF is approved, department will be responsible to ensure that the candidates has the following: CUNYfirst access, campus ID, email account etc.

13. Please contact OHR to sign up new employee for specific training if necessary (based on departments need)