

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 Klotz, 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** *****