1. Department Chair prepares the [Hiring Budget Justification Form](#).

2. HCM Position Number will be assigned by the Budget Office (This number remains with the position through the hiring process.)

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

4. 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.)

5. 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.

6. Search Chair contacts Office of Compliance and Diversity Programs for instruction on document preparation and scheduling the Briefing Meeting.

7. OHR Recruiter posts position.


9. OHR Recruiter provides Search Committee access applications/CVs.

10. Search Committee reviews applications and prepares grid.

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

12. If requested, OHR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for Tier 1 or Tier 2.

13. Search Committee will schedule interviews with Tier 1 candidates.


15. Search Chair, or Department Chair, or Hiring Department Manager/Supervisor advises OHR Recruiter that search is over and the candidate has been selected.

16. Search Chair, or Department Chair, or Hiring Department Manager/Supervisor 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, (current and proposed org charts, resume, approved justification, job description) to the Dean of Math and Natural Sciences for review by the CLT Sub Committee.

17. The hiring department representative picks up the signed paperwork from the Dean of Math and Natural Sciences and brings it to the Office of Compliance and Diversity Programs for review.
Search Process
Full Time Instructional: Non-Teaching
College Laboratory Technician/CLT

18. OCDP will notify the hiring department when to pick up the package and deliver it to OHR for submission to the President and Central Office

19. Central Office sends OHR approval notification

20. Hiring Department prepares the Hiring Checklist

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

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

23. 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

24. 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

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.