1. The Hiring Department prepares the Hiring Budget Justification Form. The Budget Office will assign the HCM number [https://www.qc.cuny.edu/about/administration/Provost/Policies/Documents/HBJF%20v5.9.6.1%20revised%2010-2018.pdf](https://www.qc.cuny.edu/about/administration/Provost/Policies/Documents/HBJF%20v5.9.6.1%20revised%2010-2018.pdf)

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

3. Hiring Office selects Search Chair and Search Committee. 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 the hiring justification form and brief description of job duties to the RAS.

5. Search Chair works with the Provost to prepare the campus specific job duties

6. Search Chair completes and submits the job posting template to HR recruiter for approval and corrections

7. Search Chair contacts Office of Compliance and Diversity Programs for instruction on required documents and scheduling the Briefing Meeting

8. Search Chair will receive email to approve job posting

9. OHR Recruiter posts position on CUNYFirst

10. Search Chair keeps hard copies of all advertisements as specified in the search plan

11. Job posting closes at date specified in Search Plan

12. OHR Recruiter provides Search Committee access to applications/resumes

13. Search Committee reviews applications and prepares grid

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

15. OCDP will notify Search Chair that grid is approved

16. 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

17. Search Chair schedules first round of interviews. (These may by Skype.)

18. Search Chair will arrange transportation, accommodation, and meal expenses for candidates invited to campus for additional interviews.
Search Process

Executive Compensation Plan
(and non Academic Dean)

19. Search Chair schedules interview appointments for candidates with Search Committee, Provost, College Vice Presidents, and other appropriate persons. Meetings with the QC faculty, staff and students may take the form of “town hall” meetings if desired.

20. Search Chair schedules finalists’ interviews with the College President, and Provost

21. Search Chair will collect all original, paid receipts (including boarding passes, if applicable) for candidates’ expenses. Search Chair forwards completed payment request to Provost along with receipts. Meal interviews should be a separate payment request and include the job vacancy notice and sign in sheet for listing all attendees. (Alcohol is NOT a reimbursable expense)

22. Search Chair will compile feedback from all and present to College President and Provost

23. College President and Provost will select final candidate

24. Search Chair advises OHR Recruiter that search is over and the candidate has been selected

25. Search Chair sends HR Recruiter the grid and HR will send on behalf of the Search Chair “no thank you” letters to applicants not selected for interviews

26. Search Chair 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 (Effective date must be a future date and not backdated. Page 5 must be completed in its entirety)

27. OHR reviews the Instructional Action Form (Green Forms) documents and submits to CUNY Central Office for approval

28. Central Office sends OHR approval notification

29. President prepares the offer letter

30. OHR notifies Search Chair and requests ePAF be initiated using HCM number obtained at onset of search

31. Hiring Office obtains from the candidate the information necessary to prepare and submit the ePAF

32. Search Chair contacts OHR with the candidate’s name, telephone and email. OHR will contact the candidate for the onboarding process

33. Hiring department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

34. Search Chair sends individualized letters to all applicants interviewed but not selected

35. Search Chair will box, label, seal and forward to OCDP all search-related material closing the search