1. Hiring Department prepares the Hiring Budget Justification
2. The HCM number will be assigned by the Budget Office
3. Provost Office obtains approval from President and will advise the department of approval/denial
4. Hiring Department 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 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)
6. Search Chair completes job vacancy template and submits to recruiter for corrections/approval
7. 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.
8. Recruiter will upload template into CUNYFirst for final review and approval by Search Chair
9. OHR Recruiter posts position
10. Search Chair will forward copies of all advertisements to OCDP and keep copies in file
11. Job posting closes at date specified in Search Plan
12. OHR Recruiter provides Search Committee access to applications/resumes
13. Search Chair reviews applications with committee and prepares the grid
14. Search Chair sends grid to OCDP for approval
15. Committee may schedule interviews when OCDP sends notification that the grid is approved
16. Applicants being interviewed should come with completed a CUNY Application http://www.qc.cuny.edu/HR/Documents/CUNY_Employment_Application.pdf
17. Search Committee selects candidate and advises Hiring Department or Department Chair
18. Search Chair sends candidate name to HR Recruiter
19. HR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for interviews
20. 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 OCDP
21. OCDP reviews the Instructional Action Form (Green Forms) documents and will notify search chair that documents may be picked up and delivered to OHR

22. OHR will instruct Hiring Department when the Green Forms are approved

23. Hiring Department prepares 2 copies of the Green Forms and delivers to J. Jarvis for inclusion on the HEO Screening Committee agenda

24. HEO Screening Committee notifies Hiring Department of decision

25. OHR forwards documents to CUNY Central for final approval

26. OHR notifies Hiring Department that position, rank and salary have been approved

27. OHR requests Hiring Department initiate and submit an ePAF, using the position number obtained at the onset of the search process

28. Hiring Department contacts OHR with the candidate’s name, rank, telephone and email contact. OHR will prepare offer letter and contacts candidate for the onboarding process

29. Hiring Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

30. Search Chair will send turndown letters to candidates interviewed but not selected and to Tier 2 candidates

31. 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 HEO search should be included in the annual request to hire in the Spring.