Search Process
Higher Education Officer Series
HEO / HEA / HEa / aHEO

1. Department Chair/Manager prepares the Vacancy Review Board (VRB) template, see link below. (Budget Office will assign the HCM number) [https://bit.ly/vrbqc](https://bit.ly/vrbqc)

2. Department Chair/Manager submits the completed VRB to the dean/division head for approval. Once approved the dean/division head submits the template to the Provost Office for inclusion on the QC Budget Review Committee meeting agenda. The Budget Office will forward the document to the Central VRB for review and final disposition.

3. Hiring Department selects Search Chair and Search. 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 a brief description of tasks and responsibilities to the RAS)

5. Search Chair completes job vacancy template and submits to recruiter for corrections/approval

6. 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.

7. Recruiter will upload template into CUNYFirst for final review and approval by Search Chair

8. OHR Recruiter posts position

9. Search Chair will forward copies of all advertisements to OCDP and keep copies in file

10. Job posting closes at date specified in Search Plan

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

12. Search Chair reviews applications with committee and prepares the grid

13. Search Chair sends grid to OCDP for approval

14. Committee may schedule interviews when OCDP sends notification that the grid is approved

15. Applicants being interviewed should come with completed a CUNY Application [http://www.qc.cuny.edu/HR/Documents/CUNY_Employment_Application.pdf](http://www.qc.cuny.edu/HR/Documents/CUNY_Employment_Application.pdf)

16. Search Committee selects candidate and advises Hiring Department or Department Chair

17. Search Chair sends candidate name to HR Recruiter

18. HR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for interviews
19. 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

20. OCDP reviews the Instructional Action Form (Green Forms) documents and will notify search chair that documents may be picked up and delivered to OHR

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

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

23. HEO Screening Committee notifies Hiring Department of decision

24. OHR forwards documents to CUNY Central for final approval

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

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

27. Hiring Department contacts OHR with the candidate’s name, rank, telephone and email contact. OHR will prepares offer letter and will contact the candidate to begin the onboarding process

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

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

30. 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.