<u>Search Process</u>
<u>Full Time Instructional: Non-Teaching</u>
<u>College Laboratory Technician/CLT</u>

1. Department Chair prepares the Template for the Budget Review Committee (BRC). (Budget Office will assign the HCM number)
   Hiring\VACANCY REVIEW BOARD\VRB FORM and TEMPLATE\BRC TEMPLATE BLANK.xlsx

2. Department Chair submits the completed VRB to the dean for approval. Once approved the dean 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. Department Chair selects Search Chair and Search Committee. The 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 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

5. Search Chair prepares the Search Plan Approval Form

6. Search Chair contacts Office of Compliance and Diversity Programs to schedule the Briefing Meeting. At this step, OCDP may provide necessary direction and information

7. OHR Recruiter posts position

8. Job posting closes at date specified in Search Plan

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

14. Search Committee selects candidate

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

16. Search Chair, 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

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

21. Search Chair or Department Chair contacts OHR with the candidate's contact information (telephone and email). OHR will contact the candidate for the onboarding process

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

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

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

25. 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 each Spring.