

Search Process HEO Series

The request to hire is a conversation between the Dean/Division Head and Provost as part of the area's Three Year Hiring Plan. Once approved:

1. The BRC is prepared by the Department Chair/Manager and forwarded to their Dean/Division Head.
2. Dean/Division Head forwards their combined area's BRC template to the Provost's Office.
3. Provost's Office assigns a BRC #.
4. Provost's Office forwards combined Academics BRC template to the Budget Office.
5. Budget Review Committee will review all actions presented by the Budget Office.
6. Dispositions on Academic requests are communicated by the Provost's Office to the Dean/Division Head.
7. Budget Office advises OCDP and HR of all approved requests.
8. Budget Office will assign the appropriate HCM #.
9. Hiring Department selects the Search Chair and the 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.
10. Search Chair schedules with HR Recruiter a Recruitment Advisory Session (RAS) to review and select the position description template, specifics on advertising, and collection of all resumes and applications. Search Chair should have a brief description of the position duties ready to discuss at the RAS.
11. Search Chair completes the job vacancy notice (JVN) and includes the campus specific duties and preferred qualifications, and submits to HR Recruiter for corrections and approval.
12. Search Chair contacts OCDP for the Search Plan Approval Form.
13. When the Search Plan is completed and approved by OCDP, OCDP will advise Search Chair, HR, Legal, etc. and a Briefing Meeting will be scheduled. All Search Committee members are required to attend a Briefing Meeting.
14. HR Recruiter will upload the JVN into the CUNYFirst approval path for review by the Hiring Manager, Search Chair, OCDP, HR, and Central Office.
15. Once the approval path is complete, the position is posted.
16. Search Chair forwards copies of advertisements to OCDP and keep copies in file.
17. Job posting closes on specified date on the Search Plan.

18. HR Recruiter provides Search Committee access to review applicant files.
19. Search Chair reviews applications with Search Committee and prepares the grid.
20. Search Chair sends completed grid to OCDP for certification/approval.
21. Once approved, the Search Committee schedules the first round of interviews (usually virtual).
22. HR will send “no thank you” letters to applicants not selected for Tier One or Tier Two.
23. When the appropriate number of candidates is selected, the second round of interviews is scheduled (usually on campus/in person).
24. Search Committee selects candidates, advises the Hiring Manager, and schedules the appropriate interviews or interview panels.
25. Hiring Manager selects candidate.
26. Search Chair sends selected candidate name to HR Recruiter.
27. HR Recruiter will send “no thank you” letters to candidates in Tier Two.
28. Search Chair contacts HR for the Non-Teaching Instructional Staff Action Form and will receive guidance from HR on the documents required and next steps in the process.
29. HR sends search file to the HEO Screening Committee for review (position, rank, salary).
30. HR notifies Hiring Manager that the position is approved.
31. HR requests the Hiring Manager initiate the ePAF, using the HCM # and includes the assigned BRC # (in the ePAF Comments).
32. Hiring Manager contacts HR with the candidate’s name, rank, telephone and email contact for onboarding purposes.
33. HR will contact the candidate and prepare the offer letter.
34. Hiring Manager submits applications for Campus ID, CAMS, CUNYFirst, etc., access.
35. Search Chair will send turndown letters to candidates interviewed but not selected.
36. Search Chair will forward all search related documents to OCDP (electronically or boxed/labeled).
37. OCDP closes the search.

PLEASE 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 Three Year Hiring Plan presented every Spring.

- ❖ All search requests require an approved BRC; the BRC # must be included on all correspondence, including the ePAF.