

LAGCC IMPLEMENTATION OF CUNY SEARCH PROCEDURE

KEY

** = Applicable under special circumstances

HR = Human Resource Department

AAO = Affirmative Action Office

HD Mgr = Hiring Department Manager

OHRM = Office of Human Resource Management

HEO = Higher Education Officer series

Classified = Civil Service

PVN = Personnel Vacancy Notice

NPV = Notification of Position Vacancy

1. Copies of the “Executive Council Authorization for Position Form” are provided to the Business Office, HR and AAO.
2. AAO discusses search process with Hiring Dept.
3. Hiring Dept. prepares Job Description, NPV, Ad Requisition, Organization Charts-(current & proposed) and forwards to AAO.
4. Recruitment Plan prepared by the Hiring Dept. in consultation with AAO.
5. AAO sends copy of approved Recruitment Plan, NPV, Ad Requisition and Organization Charts to HR.
6. Hiring Dept. forwards a copy of Job Description to HR and creates the draft Job Opening, (previously called PVN), in consultation with HR.
7. HR sends approved draft Job Opening to Hiring Dept. Manager for review and approval via email.
8. HR sends approved draft Job Opening to Hiring Dept. Manager and AAO via CUNYFIRST for approval, (HD Mgr => AAO => HR => OHRM)
9. Hiring Dept. “Paid” Ad postings are prepared in consultation with HR.
10. HR posts Job Opening on CUNY and LAGCC websites.
11. Hiring Dept. sends Job Opening to agencies listed in Recruitment Plan.
12. Applicant applies for Job Opening via CUNYFIRST online.

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13. Applicant receives automatic confirmation of receipt of application via CUNYFirst.
14. AAO downloads applications and Applicant Flow Chart from CUNYFirst, adds a copy of a blank Applicant Flow Log and forwards to Hiring Dept. support staff.
15. Search Committee Chair or support staff schedules Search Committee Charge meeting with AAO.
16. Hiring Dept. support staff prepares Applicant Flow Log and forwards resumes via email or CD to each Search Committee member.
17. AAO completes AA Certification Form (yellow form/for HEO & Classified) or Recruitment Documentation Form (green form/for Faculty) with demographic data from CUNYFIRST Recruiting Analysis. Form will given to Search Committee Chair at Search Committee Charge Meeting.
18. Search Committee Chair sends individual Applicant Flow Logs and Summary Applicant Flow Log to AAO for approval of candidates for First Round interviews.
19. AAO sends Letters of Rejection via CUNYFIRST to applicants not selected for interview.
20. Search Committee creates Interview Questions and Search Committee Chair forwards to AAO via email. AAO returns approved Interview Questions to Search Committee Chair.
21. After interviews are conducted, Search Committee Chair sends First Round Final Candidate List to AAO for approval with corresponding cover letters and resumes, Interview Report Forms and the AA Certification (yellow/HEO-Classified) Form or Recruitment Documentation (green/faculty) Forms.
22. AAO forwards approved First Round Final Candidate List, with corresponding cover letters and resumes, Interview Report Forms and AA Certification (yellow) Form to Hiring Dept. or if faculty, forwards the Recruitment Documentation (green) Forms with corresponding documents to the V.P. of Academic Affairs.
23. AAO sends Letters of Rejection via CUNYFIRST to candidates not selected for Second Round interviews.

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24. Hiring Dept. conducts Second Round interviews *HEO and Classified* positions and sends Second Round Final Candidate List with corresponding cover letters and resumes, Interview Report Forms and AA Certification Form to AAO for approval. All First Round Documents are returned to the AAO.
25. V.P. of Academic Affairs and the President conduct Second Round interviews for *faculty* positions. V.P. of Academic Affairs sends Recruitment Documentation Form with corresponding cover letters and resumes, Interview Report Forms and AA Certification Form to AAO for approval. All First Round Documents are returned to the AAO.
26. AAO approves Second Round Final Candidate List. *For Faculty:* AAO signs the Recruitment Documentation Form and submits it to the President for signature along with corresponding cover letters, resumes and Interview Report Forms. AAO will forward the signed Recruitment Documentation Form and a copy of the resume of the successful candidate to HR (L. Harris.) *For HEO and Classified:* AAO signs AA Certification Form and forwards it along with a copy of the resume of the successful candidate to HR (HEO =>E. Almanzar, Classified => C. Gray.)
27. Hiring Dept. sends Letter of Rejection to the Second Round Final candidates not offered the position.
28. Search Committee Chair sends all search related documents to AAO after Search is completed, includes all non-candidate cover letters, resumes and Interview Report Forms. AAO maintains search documents on file for three years.
29. Search Committee members destroy their individual sets of cover letters and resumes.