University electronically approves PVN and notifies HR of approval. HR sends copy of approved PVN to Hiring Department and AAO. HR posts PVN on LaGuardia website.

HR in consultation with the Hiring Department begins placement of advertisements. Hiring Department is responsible for cost of advertisements. (View HR website for list of publications). HR will place certain advertisements, i.e. Chronicle for Higher Education, NY Times through Greystone. Other advertisements not covered by Greystone and other search activities, such as letters to organizations and colleges, should be handled by the Hiring Department.

Upon receiving resumes, Search Committee Staff Person:
1. Dispatches Acknowledgement Letter/AAO Self-identification Cards
2. Completes Gender Portion of the Affirmative Action Certification Form and submits to AAO.

Initial screening of resumes

There must be at least 2 members of the search committee reviewing resumes to ensure that applicants have all of the qualifications specified in the PVN. (Applicants will be separated by "qualified" or "not qualified")
- Staff person sends rejection letters to applicants who were deemed "not qualified".
  (All Candidates who have been deemed "not qualified" must be included in the candidate rating sheet)

Rating applications

1. Full search committee evaluates all qualified applicants' resumes and rates them "recommend", "maybe recommend", or "not recommended".
2. Each committee member completes a Candidate Rating Sheet (For an example see Appendix).
3. Search Chair completes Summary Candidate Rating Sheet and submits it along with Individual Candidate Rating Sheets to AAO for review and approval. Chair also submits interview questions to AAO.
4. AAO approves Candidate Rating Sheets and interview questions and forwards them to Search Committee Chairperson.