LaGuardia Community College
Search Process and Procedures

1. (VP) Hiring Department – presents Authorization for Position Form for approval
2. Authorization to hire approved by the Executive Council
3. Copies of Executive Council Authorization Form provided to HR, AAO, Hiring Department and Business Office

VP or designee selects Search Committee and Committee Chair and Staff person.

Hiring Department sends electronic copy of Personnel Vacancy Notice and Org Charts to HR. HR sends Final Draft of PVN to AAO for approval.

Hiring Department prepares Search Package for AAO’s approval (send electronically and hard copy)
1. Job Description with Recommended Salary
2. Notification of Position Vacancy
3. Organization Charts
4. Recruitment Process and Advertising Plan

Search Committee charge meeting.
1. Review recruitment policies and procedures
2. Search committee sets up time table and dates for review of resumes and tentative interviewing dates.
3. Search Committee and Hiring Department develop questions for AAO’s approval.
   (If a member of the Committee can not attend an interview they must step down from the Committee)

Job Description, Notification of Position Vacancy, Organizational Charts, Personnel Vacancy Notice (PVN) reviewed and approved by AAO. AAO electronically submits the Org. Charts to HR and e-mails approval of PVN.

HR electronically sends PVN and Org. Charts to University Personnel for
1. Approval
2. Assignment of Vacancy number/closing date
3. Posting of PVN to CUNY Website