

# SEARCH CHECKLIST

*Hunter College*



**JOB:**

**DEPARTMENT:**

**SEARCH CHAIR**

The following is a check list that describes the steps necessary to complete a search. If you need assistance at any point along the way you may contact the Diversity and Compliance Office (212) 772-5086 or HR Recruitment (212) 650-3898. You should refer to your TAM guide to explain your responsibilities in CUNYfirst. For further information please visit the [Diversity and Compliance Website](#)

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**1. Submit Budget Authorization Form** **Completed**

You can get this by [clicking here](#) or visiting the HR website, under "forms." Once it is signed by the proper parties you need to submit the form to Budget.

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**2. Draft a PVN, Ad plan and Search Committee member list (Search Plan)** **Completed**

Once Budget has signed off on the authorization, you will be contacted by the Diversity and Compliance Office requesting PVN in word format, an Ad Plan and a list of Search Committee members. If you need a template for the PVN please contact the HR Recruiter. Please do not send any of these documents until they are requested.

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**3. Approve the Posting in CUNYfirst** **Completed**

Once the search plan has been approved and sent to HR, you will receive an email notification to approve the job in CUNYfirst.

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**4. Review Applicants** **Completed**

After a minimum of 30 days you may begin to review the applicants. If you want HR to screen the applicants before hand for minimum qualifications please notify them.

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## 5. Submit a Short List

**Completed**

Once the applicants have been reviewed and the posting is closed the Search Chair must submit a Short List Memo. This needs to explain what the job is, minimum and preferred qualifications, why the applicants were chosen for interviews and who they are, and why other applicants were not chosen. Please include any evaluation templates, interview format if presentations, and interview questions. If there is more than one round of interviews a short list must be submitted for each round.

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## 6. Interview Information in CUNYfirst

**Completed**

Once the Short List Memo has been approved by Dean Rose you can begin to schedule interviews. You should follow the TAM guide to explain how you enter information in CUNYfirst.

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## 7. Submit Final Selection Rationale

**Completed**

Once the interviews are complete you must submit a Final Selection Rationale Memo to the Diversity and Compliance Office. This needs to include the names of those interviews and a few words as to why they were not chosen and why the candidate chosen was selected as the finalist.

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## 8. Terms of Hire

**Completed**

After the Final Selection Rationale Memo is approved by Dean Rose you must discuss the terms of hire with HR or Provost Office.

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## 9. Evaluations in CUNYfirst

**Completed**

Search Chair enters the evaluations of the candidates interviewed in CUNYfirst. Please follow the TAM guide.

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## 10. Submit Appointment Forms

**Completed**

For all Non-Faculty positions the Department is responsible for putting together the appointment forms and submitting them to the Diversity and Compliance Office for approval. Once they are signed by Dean Rose they are brought to HR. All Faculty positions work with the Provost Office on an Offer Letter.

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### Contact Information:

HR Recruiter - Marice Rivera [Mriver@hunter.cuny.edu](mailto:Mriver@hunter.cuny.edu)  
Diversity and Compliance - Alexandra Poulin [ap3668@hunter.cuny.edu](mailto:ap3668@hunter.cuny.edu)  
Dean Rose- [John.Rose@hunter.cuny.edu](mailto:John.Rose@hunter.cuny.edu)