

THE SEARCH PROCESS

In accordance with the Research Foundation (RF) Affirmative Action Plan and the diversity and inclusion efforts, open positions will be posted on the Fredonia website to support equal opportunity/affirmative action efforts.

The search procedures in this document apply to regular, full time staff positions that have a duration for longer than six months. An Affirmative Action Search is not required if the appointment meets one of the following criteria:

- The appointment is for less than 6 months
- The appointment is for less than 50%
- The appointment is for an undergraduate or graduate position
- The appointment of an individual to a dedicated position, i.e. named in the project application, etc.
- The appointment is summer only of Fredonia faculty, staff, or teaching graduate or research assistants.

Waiver of Search Procedures

A full affirmative action search will be conducted prior to filling a vacancy. Occasionally, special circumstances may warrant a waiver of the search process. In all cases, our objective in hiring is to achieve the most talented and diverse workforce possible.

The following table outlines special circumstances where an affirmative action search is not required.

Reason	Search	Form(s) Required
Emergencies/critical need where position must be filled to provide continuity of service; for documented special or hard to find skill set. This may be interim or ongoing.	Search is typically required for regular appointments but may be waived for reasons mentioned in preceding block.	Request for Waiver of Search Request To Fill
Reorganization in which an incumbent moves to a new title and no vacancy is created	No search required	None
Internal promotion for career advancement	Internal search required	Request to Fill
Temporary position not to exceed six months	Search required only if there is a continued need for the position at the end of six months	Request to Fill
Student positions/hourly project aide positions. These are not career positions but are short-term positions during the summer or academic year	No search required; outreach in accordance with the Student Intern Program	None

The following outlines the process for filling a vacant position requiring a search.

PRE-RECRUITMENT

1. Hiring manager contacts Assistant Director HR to inform of need to search
2. Assistant Director HR notifies Associate Director HR of upcoming search.
3. Associate Director HR provides Interview Exchange (IE) access to Hiring Manager for completion of electronic Request to Fill Form. Associate Director HR assists Hiring Manager in completing form where necessary.
4. Hiring Manager submits completed Request to Fill to Assistant Director HR.
5. Director HR reviews and approves for Class & Comp, Sponsored Programs reviews salary and approves for budget, Chief Diversity Officer (CDO) reviews posting and approves for Affirmative Action, OM reviews and approves position for hire.
6. Associate Director HR activates posting in IE; posting becomes available on Fredonia webpage; Associate Director HR sends campus wide e-mail announcing vacancy.
7. Search Committee (SC) requests quotes from designated advertising sources and places ads in approved publications.
8. Hiring Manager confirms ad placement and obtains copies of said ads.

RECRUITMENT

1. Associate Director HR and CDO meet with the search committee to go over the search process. This includes:
 - a. Diversity, Equal Opportunity and Affirmative Action goals and requirements of the RF as a federal contractor
 - b. Use of the Interview Exchange system
 - c. Role of the search committee and HR
 - d. Tools for conducting effective interviews - The Interview Process-Sample Interview Questions
2. SC creates phone interview questions as required and sends to CDO via IE for approval.
3. SC reviews and ranks candidates into Tiers, alphabetically as follows:
 - a. Tier 1: Finalist/Invite to Interview
 - b. Tier 2: Semifinalists
 - c. Tier 3: Meets min quals/no interview
 - d. Tier 4: Not qualifiedPhone interviews may be conducted with Tier 1 candidates to narrow pool.
4. Search Committee Chair (SCC) moves applicants to corresponding tier folder in IE, and adds rationales via "review notes" in IE.
5. SCC notifies CDO of ranking submission via IE. CDO approves via IE.
6. Upon approval, SCC sends appropriate notification via IE to Tier 1, 2, 3, and 4 candidates, and schedules on campus interviews.
7. SC creates on campus interview questions and submits to CDO via IE for review and approval. CDO approves via IE.
8. On campus interviews are conducted.
9. SC contacts references provided by finalists.
10. SC summarizes finalists' strengths & weaknesses (in alpha order by last name).
11. SCC adds strengths & weaknesses document via "review notes" in IE, and notifies Hiring Manager that the document is ready for review.
12. SCC discusses strengths & weaknesses with Hiring Manager.
13. Hiring Manager identifies the candidate they wish to hire.
14. Hiring Manager requests authorization to offer from RF Operations Manager.

15. Upon approval by the RFOM, the Hiring Manager makes verbal offer contingent on successful pre-employment screen.
16. Upon acceptance of verbal offer, Request to Hire Form is initiated by Hiring Manager in IE and sent to HR for pre-employment screening. Issues identified in the pre-employment screen must be reviewed by Director HR.
17. Upon completion of successful pre-employment screening, HR creates contract letter, uploads into IE, and sends it to newly hired employee.
18. Upon receipt of signed contract letter, HR loads it into IE with email notice to hiring manager.
19. HR closes IE posting and Request to Hire.
20. SCC notifies Tier 1 and Tier 2 candidates of non-selection. Tier 1 notified verbally and confirmed via IE e-mail, Tier 2 notified via IE.



Request to Fill

Required Before Filling All Positions

To be completed by Hiring Manager in Interview Exchange

Originator: _____

Search Type:

National

Regional

Internal Promotion

RF Job Title: _____

Position formerly held by: _____

Salary Grade: _____

Approved salary range: _____

Hiring Grant: _____

Project Director: _____

Job Category:

Exempt

Non-Exempt

Obligation:

Full time

Part time

Compensation:

Salaried

Hourly

Position opening date:

Immediate upon approval

Specific date

Open until filled

Position start date: _____

PTAEO to be charged: _____

When will you be requesting references:

No references

Reference list by applicant at time of application submission. Requests to referees by candidate at a later time.

Reference list and request to referees by applicant at time of application submission

No reference list required upfront from applicant at the time of application submission. Employer requests candidate references at a later time.

Number of references: _____

Required Application Documents:

Resume/CV

Cover Letter

Availability Data (Contact Office of Diversity, Equity, and Inclusion for assistance):

___ Women %

___ Minority %

Special efforts to recruit women and/or minorities:

Search Committee members: (While it is appropriate for University employees to serve on a search committee for an RF position, it is not appropriate for the committee to consist solely of University employees).

Name, email address, title, gender & ethnicity

Recruitment ads (list newspapers, publications, websites, listservs, contacts, etc):

Name of recruitment source, size of ad (small, medium, large), type of Ad (newspaper, magazine, website, etc.)
