Ithaca College Search and Selection At-A-Glance

1

Prepare the following documents and route for approval:
Authorization for Recruitment
Search and Selection Plan
Ad copy
(Ad must direct applicants to www.icjobs.org)

2

Approval from AAEEO is required BEFORE posting the position and continuing to the next step.

3

Search committee meets with AAEEO and HR.

4

Search Committee reviews applicant pool and makes selections of semi-finalists.

5

Hiring Supervisor updates applicant status online, and then sends email notification to AAEEO, HR and VP or Dean.

6

AAEEO, HR and VP or Dean will be simultaneously notified. AAEEO alerts Hiring Supervisor of final approval via email notification, with a courtesy copy to HR and VP or Dean. <u>Candidates are not to be contacted for interviews without prior approval.</u>

7

After receiving approval, Search Committee conducts semi-finalist interviews and then makes selections of finalists. Search committee will also review any applications that have been received in the interim and determine whether these candidates should be interviewed or non-selected.

8

Hiring Supervisor updates applicant status online, and then sends email notification to AAEEO, HR and VP or Dean.

9

AAEEO, HR and VP or Dean will be simultaneously be notified. AAEEO alerts Hiring Supervisor of final approval via email notification, with a courtesy copy to HR and VP or Dean. <u>Candidates are not to be invited for interviews without prior approval.</u>

10

After receiving approval, Search Committee conducts finalist interviews and identifies top candidate. Search committee will also review any applications that have been received in the interim and determine whether these candidates should be interviewed or non-selected.

11

Hiring Supervisor updates applicant status online, then completes Recommendation for Hiring (attach resume/vita and written narrative) and routes for approval.

12

Approval from AAEEO is required BEFORE an offer of employment is made.

13A

Candidate of choice accepts position

13B

Candidate of choice declines position

14A

Complete Notification of Acceptance/Declination Form, Part A (paper), and submit to AAEEO.

14B

Complete Notification of Acceptance/Declination Form, Part B (paper) and submit to AAEEO. If returning to the candidate pool, submit new Recommendation for Hire and update applicant status online.